THE 25% ME GROUP
(SUPPORT GROUP FOR SEVERE ME SUFFERERS)

ANNUAL GENERAL MEETING

REPORTS AND BALLOT BOOKLET

TO BE HELD ON 1st SEPTEMBER 2026

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9. **PROPOSED DATE OF NEXT ANNUAL GENERAL MEETING – 1ST SEPTEMBER 2027**

MINUTES OF THE 25% ME GROUP'S 22nd ANNUAL GENERAL MEETING HELD ON 1ST SEPTEMBER 2025 (AGM HELD BY POSTAL BALLOT)

(Note: a total of 10% of the entire membership voted on the election of committee members, office bearers and on all the other motions contained within the Agenda)

1. **Minutes of the 21st Annual General Meeting held on 1st Sept 2024 were distributed to all group members 6 weeks prior to the AGM.**

2. **Ratification of Minutes of the 21st Annual General Meeting.**

   Postal Ballot results received as follows: 77

Total number of completed Ballot Papers 1 returned	= 77
Total number who approved the previous Minutes	= 77
Total number who did not approve the previous Minutes	= 0
Total number who abstained from voting on this item	= 0

The previous Minutes were therefore duly approved by a majority of votes.

3. Chairman's Report was also distributed to all group members 6 weeks prior to AGM.

4. Ratification of Chairman's Report (ITEM 2, BALLOT PAPER 1).

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 77
Total number who approved Chairman's Report	= 77
Total number who did not approve Chairman's Report	= 0
Total number who abstained from voting on this item	= 0

The Chairman's Report was therefore duly approved by a majority of votes.

5. Annual Accounts and Audit Report was also distributed to all group members 6 weeks prior to AGM.

6. Ratification of Annual Accounts and Audit Report (ITEM 3, BALLOT PAPER 1)

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 77
Total number who approved Annual Accounts & Audit Report	= 75
Total number who did not approve Annual Accounts & Audit Report	= 0
Total number who abstained from voting on this item	= 2

The Annual Accounts and Audit Report was therefore duly approved by a majority of votes.

7. Proposed Re-appointment of Independent Auditor, Fiona Collie (ITEM 4, BALLOT PAPER 1)

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 77
Total number who approved proposed appointment of independent auditor	= 77
Total number who did not approve proposed appointment of independent auditor	= 0
Total number who abstained from voting on this item	= 0

The above proposal to re-appoint the independent auditor, Fiona Collie, was therefore duly approved by a majority of votes.

8. Election of Management Committee (BALLOT PAPER 2)

The nominees who wished to be considered for a place on the management committee and the results of the votes contained within Ballot Paper 2 were as follows:

Total number of completed Ballot Papers 2 received as follows: 77

(a) Ordinary or Full Member Committee Nominees (total of seven places available)

John Breward was elected by a majority of votes.
Tanya Harrison was elected by a majority of votes
Maggie Kerr was elected by a majority of votes.
Hayley Klinger was elected by a majority of votes.
Kate Wilson was elected by a majority of votes.
Simon Lawrence was elected by a majority of votes.
Jan Johnson was elected by a majority of votes.
Ina Wilson was elected by a majority of votes.

(b) Associate Category (total of two places available)

Margaret Totten was elected by a majority of votes.
Patricia Williams was elected by a majority of votes.

10. Election of Office Bearers. (Ballot Paper 1)

Simon Lawrence was elected as Chairperson by a majority of votes.
Jan Johnson was elected as Secretary by a majority of votes.
Margaret Totten was elected as Treasurer by a majority of votes.

(Note: All of the above committee members and office bearers, duly elected by a majority of votes, are elected for a period of one year, commencing from1st September 2025.)

11. Any Other Competent Business – no additional motions were received.

12. As there was no other business, the 22nd Annual General Meeting was concluded and a provisional date for the next Annual General Meeting was set for 1st September 2026.

BALLOT PAPER

THE 25% ME GROUP

(SUPPORT GROUP FOR SEVERE ME SUFFERERS)

ANNUAL GENERAL MEETING

TO BE HELD ON 1st SEPTEMBER 2026

THIS PULL-OUT BALLOT PAPER IS FOR VOTING PURPOSES ON ITEMS ON THE AGENDA AND COMMITTEE AND OFFICE BEARERS ELECTIONS

DUE TO THE NATURE OF OUR GROUP AND ITS MEMBERSHIP, THIS AGM IS REQUIRED TO BE CONDUCTED BY POSTAL BALLOT. IT IS THEREFORE REQUIRED THAT THE MEMBERSHIP RECEIVE AND RATIFY THE CHAIRPERSON'S ANNUAL REPORT, ANNUAL ACCOUNTS AND AUDITOR'S REPORT AND APPROVE THE PROPOSED REAPPOINTMENT OF THE AUDITOR FOR THE 25% GROUP WHICH FORMS ***PART A*** OF THIS BALLOT PAPER. WE HAVE THEREFORE ATTACHED COPIES OF THESE REPORTS ALONG WITH THIS BALLOT PAPER.

WOULD MEMBERS ALSO PLEASE NOTE THAT COPIES OF OUR COMMITTEE NOMINEES BOOKLET IS ALSO AVAILABLE UPON REQUEST FROM THE OFFICE IF YOU WOULD LIKE TO VIEW SOME BRIEF BACKGROUND INFORMATION ABOUT EACH OF OUR NOMINEES.

WOULD YOU PLEASE READ THE ENCLOSED REPORTS THOROUGHLY AND THEN VOTE BELOW IN THE RELEVANT BOXES ON THE QUESTION OF ENDORSEMENT OF SAID REPORTS BY PLACING A CROSS ☒ IN THE "YES" OR "NO" BOXES IN EACH CATEGORY. THE SAME PROCEDURE APPLIES IN RELATION TO ABSTENTIONS.

PART A (VOTING – AGENDA ITEMS 1-4)

ITEM 1

I APPROVE THE MINUTES OF THE 25% ME GROUP'S 22nd AGM HELD ON 1st SEPT 2025

☐ **YES** ☐ **NO**

ITEM 2

I APPROVE THE CHAIRMAN'S ANNUAL REPORT ☐ **YES** ☐ **NO**

ITEM 3

I APPROVE THE ANNUAL ACCOUNTS & AUDIT REPORT ☐ **YES** ☐ **NO**

ITEM 4

IT IS PROPOSED TO RE-APPOINT THIS YEAR'S INDEPENDENT AUDITOR, FIONA COLLIE, TO AUDIT ON BEHALF OF THE GROUP FOR THE FOLLOWING YEAR'S AUDIT.

I APPROVE THIS PROPOSAL. ☐ **YES** ☐ **NO**

PART B (ELECTION OF THE MANAGEMENT COMMITTEE & OFFICE BEARERS)

AS WE HAVE RECEIVED NOMINATIONS FROM TEN (10) MEMBERS FOR THE TEN (10) COMMITTEE PLACES ON THE 25% ME GROUP'S MANAGEMENT COMMITTEE, NO 'RUN OFF' BALLOT PAPER BETWEEN CANDIDATES IS REQUIRED. THIS IS BECAUSE THERE ARE THE SAME NUMBER OF PLACES ON THE COMMITTEE AS WE HAVE NOMINATED CANDIDATES TO FILL THEM. HOWEVER, WE WOULD LIKE YOU TO CONFIRM WHETHER YOU ACCEPT THESE INDIVIDUALS AS YOUR COMMITTEE MEMBERS BY WAY OF A CONFIRMATION IN THE BALLOT BELOW.

ANY CANDIDATE RECEIVING MORE 'YES' VOTES, THAN 'NO' VOTES, WILL BE ELECTED FOR A PERIOD OF ONE YEAR COMMENCING FROM 1st SEPTEMBER 2025, AND WILL RUN UNTIL THE NEXT AGM.

THE FOLLOWING SECTIONS CONTAIN TWO (2) CATEGORIES COMPRISING THE CANDIDATE NAMES WHICH ARE IN ALPHABETICAL ORDER WITHIN EACH SECTION.

1. ORDINARY OR FULL MEMBERS
2. ASSOCIATE MEMBERS

1. ORDINARY OR FULL MEMBER CATEGORY

THERE ARE EIGHT (8) PLACES AVAILABLE FOR ORDINARY (FULL) MEMBERS TO STAND FOR ELECTION FOR MANAGEMENT COMMITTEE PLACES IN THIS SECTION.

YOU HAVE EIGHT (8) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS ☒ IN THE "YES" OR "NO" BOX FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION

(I.E. NON-VOTE.)

JOHN BREWARD ☐ **YES** ☐ **NO**

TANYA HARRISON ☐ **YES** ☐ **NO**

INA WILSON ☐ **YES** ☐ **NO**

HAYLEY KLINGER ☐ **YES** ☐ **NO**

SIMON LAWRENCE ☐ **YES** ☐ **NO**

JAN JOHNSON ☐ **YES** ☐ **NO**

JOAN LAVERIE ☐ **YES** ☐ **NO**

KATE WILSON ☐ **YES** ☐ **NO**

2. ASSOCIATE CATEGORY

THERE ARE TWO (2) PLACES AVAILABLE FOR PEOPLE TO STAND ON THE COMMITTEE IN THIS SECTION.

YOU HAVE TWO (2) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS ☒ IN THE "YES" OR "NO" BOXES FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION (I.E. NON-VOTE.)

MARGARET TOTTEN ☐ **YES** ☐ **NO**

PATRICIA WILLIAMS ☐ **YES** ☐ **NO**

OFFICE BEARER NOMINATIONS FROM COMMITTEE NOMINEES:

IN ADDITION TO THE ELECTION OF MANAGEMENT COMMITTEE, WE NEED TO ELECT THREE (3) OFFICE BEARERS FROM WITHIN THE RANKS OF OUR COMMITTEE MEMBERS, AS PER THE RULES OF OUR GROUP'S CONSTITUTION.

THE FOLLOWING NOMINEES HAVE ALSO EXPRESSED AN INTEREST IN BEING CONSIDERED FOR THE VARIOUS POSITIONS OF THE THREE (3) OFFICE BEARERS. WE WOULD LIKE YOU TO CONFIRM WHETHER YOU ACCEPT THESE INDIVIDUALS AS YOUR OFFICE BEARERS BY WAY OF A CONFIRMATION BALLOT BELOW.

YOU HAVE THREE (3) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS ☒ IN THE "YES" OR "NO" BOXES FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION (I.E. NON-VOTE.)

SIMON LAWRENCE	☐ **YES**	☐ **NO**	**CHAIRPERSON**
JAN JOHNSON	☐ **YES**	☐ **NO**	**SECRETARY**
MARGARET TOTTEN	☐ **YES**	☐ **NO**	**TREASURER**

MANY THANKS FOR YOUR CO-OPERATION IN THIS VOTING PROCESS.

Once you have voted, please pull out this Ballot Paper and return to: 25% ME Group, PO Box 8620, Troon, Ayrshire, KA10 9BL (no later than 1st September 2026)

Chairperson Report

Group Developments

In our 31st year in operation, we continue to rely on core funding and some smaller grants and donations from various individuals and organisations. These funds have allowed us to continue to employ the advocacy workers (2) and the Development/Admin worker for the group and to help with the work load and demand for the services from members.

This has allowed us to continue to achieve a wider range of services for our members and provide them with much-needed practical assistance in order that they continue to reside independently within their own homes. The Group's Advocacy Worker role, is in high demand for the service particularly in light of the benefit reforms taking place at the moment. This has proved to be a well utilised service and we are very pleased to be able to offer this exclusive service to our members.

Salaries and all other expenditure continue to be met from core funds. At present the annual expenditure for running the charity i.e. salaries, rent and general running costs is approximately £1000 per week. Although, this is now financed out of core funds, we feel it is important in order to carry out, as well as the services mentioned above, other vital functions within the group and its operations, especially allowing us to continue to be involved in various government enterprises organised by the Department for Work and Pensions, NICE, Social Work Department, local health authorities, various local and regional M.E. Support Groups and other voluntary agencies dealing with disability issues.

FUNDRAISING

We continue to send out funding appeals to various Trusts and charities around the UK, which provide us with small amounts of income.
We continue to look at ways to raise funds to support front line services.
We also continue to receive donations from members, supporters and from ME Awareness events and the like.

OTHER DEVELOPMENTS
25% ME Group Activity : April 2025-March 2026

* The APPG on ME and Long Covid relaunched their Inquiry into Severe ME. Action for ME and 25% ME Group worked together on this project. We provided briefing papers for APPG members on health, social care and children and young people. We also submitted written and recorded evidence from a number of people with severe or very severe ME highlighting their lived experience as well as the experiences of carers and clinicians. On 25th September, via Zoom, the APPG heard evidence from three people with lived experience as part of the Severe ME Inquiry.

* feedback on the e-learning module on severe and very severe ME (module 3) which was an output from the ME/CFS Delivery Plan.

* Extensive feedback on the Delivery Plan

* Attended ForwardME

* Helen Baxter spoke at the Malnutrition Task Force's Learning Event held during Malnutrition Awareness week. Her talk entitled *ME, Nutrition and NICE Guidance* looked at applicable NICE Guidance that healthcare professionals can use when working with someone with ME who is experiencing nutritional difficulties.

* Cath Ross has been attending the #ThereForME steering group meetings on behalf of 25% ME Group.

Finance & Audit Reports

APPENDIX 2

OSCR

Office of the Scottish **Charity Regulator**

Independent examiner's report on the accounts

Report to the trustees/members of	**25% M.E.Group**						
Registered charity number	**SC034265**						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2025	**to**	31	March	2026
Set out on pages	6 to 10					(remember to include the page numbers of additional sheets)	

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:	Fiona Collie	**Date:**	27/5/2026
Name:	Fiona Collie		
Relevant professional qualification(s) or body (if any):			
Address:	Roman Road Falkirk FK4 2DE		

Office of the Scottish Charity Regulator (OSCR)

The 25% M.E. Group **SC034265**

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2025		31	March	2026

Section A Statement of receipts and payments

	Unrestricted funds £	Restricted funds £	Expendable endowment funds £	Permanent endowment funds £	Total March 2026 £	Total funds March 2025 £
A1 Receipts						
Donations	14,014				14,014	12,035
Legacies	-				-	-
Grants	-	-			-	-
Receipts from fundraising activities	2,446				2,446	2,620
Gross trading receipts	-				-	-
Income from investments other than land and buildings	604				604	2,136
Rents from Land and Buildings	-				-	-
Gross receipts from other charitable activities	11,925				11,925	16,492
					-	-
A1 Sub total	28,989	-	-	-	28,989	33,283
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	28,989	-	-	-	28,989	33,283
A3 Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	61,846	-			61,846	57,726
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	200				200	200
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	
A3 Sub total	62,046	-	-	-	62,046	57,926
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	62,046	-	-	-	62,046	57,926
Net receipts / (payments)	(33,057)	-	-	-	(33,057)	(24,643)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	(33,057)	-	-	-	(33,057)	(24,643)

APPENDIX 2

The 25% M.E. Group **SC034265**

Section B Statement of balances

Categories	Details	Unrestricted funds £	Restricted funds £	Expendable endowment funds £	Permanent endowment funds £	Total March 2026 £	Total March 2025 £
B1 Cash funds	Cash and bank balances at start of year	137,635	-			137,635	162,278
	Surplus / (deficit) shown on receipts and payments account	(33,057)	-			(33,057)	(24,643)
						-	-
						-	-
	Cash and bank balances at end of year	104,578	-	-	-	104,578	137,635

Categories	Details	Fund to which asset belongs	Total March 2026 £	Total March 2025 £
B2 Investments				
		Total	-	-

Categories	Details	Fund to which asset belongs	Cost (if available) £	Total March 2026 £	Total March 2025 £
B3 Other assets	Laptop purchased 2022/23	Unrestricted Income	325	163	215
		Total	325	163	215

Categories	Details	Fund to which liability relates	Total March 2026 £	Total March 2025 £
B4 Liabilities	Independent Examination	Unrestricted Group Accounts	200	200
	HMRC for PAYE & NI Costs	Unrestricted Group Accounts	743	747
	NEST	Unrestricted Group Accounts	386	262
		Total	1,329	1,209

Categories	Details	Fund to which liability relates	Total March 2026 £	Total March 2025 £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Margt Totten	MARGARET TOTTEN	27/5/26
	Simon Lawrence	SIMON LAWRENCE	31/5/26