

NATIONAL FEDERATION OF PLUS AREAS

14TH Annual General Meeting (79th Annual National Conference)

AGENDA

Saturday 22nd February 2020
Held at the Jacobean Hotel, Coventry
Assemble for a prompt 11.00 am start

Item	Description	Introduced by	Time Allocated
	<u>TEA AND COFFEE</u>		10.30 – 10.45
1	Chairman's Welcome to Delegates	NC	11.00 – 11.05
2	The Presidential Address by Vice Presidents	VP	11.05 – 11.15
3	Elections of Tellers	NC	11.15 – 11.20
3.1	Determining Voting Strength		
4	Election of Ballot Counters	NC	11.20 – 11.25
4.1	Nominations of 2 Volunteers from the Observers		
5	Apologies for Absence	HGS	11.25 – 11.30
6	Acceptance of the Minutes of the 13 th Annual General Meeting at the Jacobean Hotel, Coventry on 23 rd Feb 19	NC	11.30 – 11.35
6.1	Points of Accuracy	NC	11.35 – 11.40
7	Matters Arising thereon	NC	11.40 – 12.00
8	Presentation and Acceptance of the Federation's Reports for the Year 2019	NC	12.00 – 12.15
9	Presentation and Acceptance of the Federation's Accounts for the Year 2019	NFO	12.15 – 12.30
10	Election of National Chairman to serve from 1 st March 2020	DNC	12.30 – 12.40
11	Election of National Officers to serve from 1 st March 2020	NC	12.40 – 13.00
11.1	Honorary General Secretary		
11.2	National Finance Officer		
11.3	National Training Officer		
11.4	National Activities Officer		
11.5	National Public Relations Officer		
11.6	National Internet Officer		
11.7	National Publications Officer/Plus News Editor		
11.8	NEC Administrator		
	<u>LUNCH</u>		13.00 – 14.00
12	Presentation – Future of the Federation	NIC	14.00 – 14.25

13.	Motions for Debate		
13.1	<p><u>Tidying up of Accounting matters</u></p> <p>In 2019 Ian Crawshaw (Honorary General Secretary) amended the Standard Groups Constitution, Model Area Constitution, National Constitution and Standing Orders. This work was done to ensure they reflected motions passed at NAGM's from 2014-2018.</p> <p>There are further amendments to be made to bring the sections dealing with finance up to date as they relate back to the days of group Bi-AGM's and employing National Accountants.</p> <p>FYI – Any wording in bold is to be changed, wording in italics is to be removed or added</p> <p>This motion proposes that:</p> <p>a) Section 10.8 of the Standard Groups Constitution (under "Finance") be amended from</p> <p>"The financial books of the Group shall be closed on the 30 September each year and submitted for Independent Examination"</p> <p>To</p> <p>"The financial books of the Group shall be closed on 31st December and submitted for Independent Examination"</p> <p>This would bring it into line with the Model Area Constitution section 9.2.4.1 and National Constitution section 4.5.1 which both state 31st December as the closing date for accounts</p> <p>b) Section 10.9 of the Standard Groups Constitution (under "Finance") be amended from</p> <p>"The Independently-Examined Statement of Accounts for the 6 months prior to closing the books shall be submitted in writing to the Group AGM held next thereafter"</p> <p>To</p> <p>"The Independently-Examined Statement of Accounts for the 12 months prior to closing the books shall be submitted in writing to the Group AGM held next thereafter. <i>If this is not possible due to time constraints then the Group should hold an EGM (Extraordinary General Meeting) as soon as possible in order to accept the accounts</i>"</p>	Barnet	14.25 – 14.45

	<p>This would mean that accounts for a whole calendar year are produced and also gives time to have the accounts independently examined</p> <p>c) 4 of the clauses under Section 4.5 ("Approval of Accounts") of the National Constitution be amended</p> <p>i. Amend clause 4.5.1 from</p> <p>"The financial books of the Federation shall be closed on 31st December in each year and submitted to the National Accountants for approval"</p> <p>To</p> <p>"The financial books of the Federation shall be closed on 31st December in each year and submitted to the Independent Examiner for approval"</p> <p>This would bring it into line with section 10.8 of the Standard Groups Constitution and section 9.2.4.1 of the Model Area Constitution, both of which refer to an Independent Examiner rather than National Accountants</p> <p>ii. Amend clause 4.5.2 from</p> <p>"The National Accountants shall be such <i>firm of accountants or other competent persons (being at least two in number and</i> not being members of either the NEC for the time being or the NEC which succeeds it) as shall have been proposed by the NEC and confirmed as National Accountants at the AGM held in year of account to which the approval relates; and such persons shall be eligible for re-appointment in consecutive years"</p> <p>To</p> <p>"The Independent Examiner shall be such competent person (not being members of either the NEC for the time being or the NEC which succeeds it) as shall have been proposed by the NEC and confirmed as Independent Examiner at the NAGM held in year of account to which the approval relates; and such person shall be eligible for re-appointment in consecutive years"</p> <p>iii. Amend clause 4.5.3 from</p> <p>"The National Finance Officer shall prepare a Profit and Loss account for the relevant financial year of the Federation and a Balance Sheet at 31st December in that year. The NFO shall submit the same to the National Accountants for approval who shall be asked to submit their report to the NEC in such time, being not less than fourteen days prior to the AGM, as will enable the National Finance Officer to</p>		
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	<p>incorporate them into their report to the AGM.”</p> <p>“The National Finance Officer shall prepare a Profit and Loss account for the relevant financial year of the Federation and a Balance Sheet at 31st December in that year. The NFO shall submit the same to the Independent Examiner for approval who shall be asked to submit their report to the NEC in such time, being not less than fourteen days prior to the NAGM, as will enable the National Finance Officer to incorporate them into their report to the NAGM.”</p> <p>iv. Amend clause 4.5.4 from</p> <p>“The Treasurer of each Area shall deliver to the National Finance Officer a certified statement of accounts in respect of their Area at 31st December in the preceding year by a date to be determined in accordance with the internal procedures of the NEC. <i>The National Finance Officer shall deliver to the National Accountants the certified balance sheets received from the Treasurers of the Areas, and the NFO shall inform the delegates attending such AGM any comments expressed by the National Accountants.</i>”</p> <p>To</p> <p>“The Treasurer of each Area shall deliver to the National Finance Officer a certified statement of accounts in respect of their Area at 31st December in the preceding year by a date to be determined in accordance with the internal procedures of the NEC.”</p> <p>In all my years of being Independent Examiner I have never been given Area accounts to comment upon so I think that section is redundant and could be removed.</p> <p>d) The 4th item under section 1.3.3.3 (under “National Finance Officer”) of the Standing Orders be amended from</p> <p>“Liaise with the Federation’s Accountants and submit accounts for annual approval”</p> <p>To</p> <p>“Liaise with the Federation’s Independent Examiner and submit accounts for annual approval”</p> <p>e) Section 4.3.5 (under “Business of the National Annual General Meeting”) of the Standing Orders be amended from</p> <p>“The appointment of the National Accountants”</p> <p>To</p> <p>“The appointment of the Independent Examiner”</p>		
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	<p>As these are all constitutional changes they would require 75% majority in order to be passed</p> <p>Proposed by Barnet Plus</p> <p>Seconded by Stevenage Plus</p>		
14	<p>Facility for National Debate</p> <ol style="list-style-type: none"> 1. Future of the Federation / NAGM / 80th Birthday 2. Internal Communication 3. Advertising via Facebook and Social Media <p>Incorporating <u>TEA BREAK</u> within (15 minutes)</p>	<p>NC</p> <p>NEC EB FW</p>	14.45 – 16.15
15	Announcement of Election Results of National Chairman to serve from 1 st March 20.	HGS	16.15 – 16.20
16	Announcement of Election Results of National Officers to service from 1 st March 20	NC	16.20 – 16.25
	Honorary General Secretary		
	National Finance Officer		
	National Activities Officer		
	National Public Relations Officer		
	National Internet Co-ordinator		
	National Publications Officer/Plus News Editor		
	NEC Administrator		
17	National Chairman's Address	NC	16.25 – 16.35
18	Election of Honorary Officers	NC	
18.1	Independent Examiner of the 2020 Accounts		16.35 – 16.40
18.2	Vice Presidents		16.40 – 16.45
19	Any Other Urgent Business (not Promotion of Events)	NC	16.45 – 16.50
20	Announcement of the Date of the Annual General Meeting 2021	NC	
21	Presidential Closing Address by Vice President	VP	16.50 – 17.00
22	Closure of the meeting by the National Chairman	NC	17.00