

**ANNUAL GENERAL MEETING
Shepway Liberal Democrats**

*7pm, 30th November 2017
The Puffins, Chalkpit, Peene, Folkestone CT18 8BG*

Minutes

Present: Sam Matthews (SM), Tom McNeice (TM), Kate McNeice (KM), Oliver Robinson (OR), Tony West (TW), Lynne Beaumont (LB), Cyril Trice (CT), Ted Last (TL), Ross Clark (RC), Neil Matthews (NM), Tim Prater (TP).

1. Apologies

Received from Gary Fuller, Margaret Rees and Hugh Robertson-Ritchie.

2. Minutes of previous Annual General Meeting held on 19th November 2016

*Were circulated in advance. Proposed for acceptance (P) TL, Seconded (S) by KM. **Accepted.***

3. Reports were received from:

3.1. Chair

*RC gave a verbal report on the year, underlining the achievements in improving our results from the previous election on both KCC and the General Election, a 27% membership increase in year, over 100,000 leaflets delivered in year and thanked the team, in particular LB and TP for the General Election. Report **Accepted.***

3.2. Treasurer

*TP circulated a written report (attached). **Accepted.***

4. Motions to AGM

There were no motions.

5. Election of Honorary President

*Ted Last: P: TP, S: LB. **Elected** Nem com.*

Ted Last then took the Chair for Section 6 of the Agenda.

6. Election of Officers, Executive Committee Members

6.1. Chair

*Gary Fuller: P: TP, S: RC. **Elected** Nem com.*

6.2. Vice-Chair

*Oliver Robinson: P: SM, S: LB. **Elected** Nem com.*

6.3. Secretary

*Margaret Rees: P: LB, S: KM. **Elected** Nem com.*

6.4. Treasurer

*Tim Prater: P: KM, S: LB. **Elected** Nem com.*

6.5. Membership Development Officer

*Cy Trice: P: LB, S: RC. **Elected** Nem com.*

6.6. Data Officer

*Kate McNeice: P: LB, S: RC. **Elected** Nem com.*

6.7. Executive Committee Members (8)

*Sam Matthews, Tom McNeice, Lynne Beaumont, Tony West, Ross Clark and Neil Matthews were all **Agreed** as Executive Committee members, and it was noted that there remained 2 vacancies for co-option.*

7. To note the Accounts for 2016 (see note 2) and the report of the Independent Examiner (Linda Hook) on those Accounts

TP circulated an abbreviated version of the 2016 accounts and full copies of the accounts submitted in early 2017 as required were available for inspection. The report of Independent Examiner Linda Hook was also circulated. The accounts for 2016 and the comments of the Independent Examiner were noted.

8. Appointment of Independent Examiner for the 2017 Local Party Accounts

Linda Hook was appointed as Independent Examiner (subject to her agreement) for 2017.

All business having been concluded, the meeting ended at 7.45.

Treasurers Report to Shepway Lib Dems 2017 AGM

2016 Accounts

As you may know, I took over as Treasurer in October 2016 following the resignation of Bev Rolfe in October 2016. With thanks to Bev as the former Treasurer for providing bank statements to the end of 2016, I was able to create the 2016 accounts, and copies of the full accounts for 2016 are will be available for inspection at the AGM.

Please note that the format in which it is reported in the attachment is that required by the Electoral Commission and Party. When the 2016 accounts were agreed by the executive in January 2017, they were printed and signed by myself and Val Loseby as Chair for the year of those accounts and submitted.

Those accounts have then independently reviewed subsequent to their submission by our appointed Independent Examiner Linda Hook. A copy of her report on those accounts, and my response to her is included in this report.

A simplified view of those 2016 accounts is as follows:

Shepway Liberal Democrats Account 2016

Opening Bank Balances (1/1/16)		
Treasurers	£1,479.45	
Business Instant	£427.07	
		£1,906.52
LESS Expenditure		
Website	£257.10	
Connect	£300.00	
Printing	£755.94	
Election	£418.75	
Postage	£66.33	
		£1,798.12
		£108.40
PLUS Income		
Donations	£1,257.80	
Membership	£251.07	
Bank Interest	£0.09	
Printing	£218.90	
Events	£115.55	
		£1,843.41
		£1,951.81
Represented by Closing Bank Balances (31/12/16)		
Treasurers	£1,918.65	
Business Instant	£33.16	
		£1,951.81
Surplus of Income of Expenditure in year		£45.29
We are also owed Service Fee Payments of:		
Q1 2015	£35.77	
Q2 2016	£263.93	
Q3 2016	£242.15	
Q4 2016	£207.87	£749.72

One cheque written 2 January 2017 for £210.00 (Printing of leaflets)

Current Financial Position (28/11/2017)

Clearly we have had a busy year in 2017 with County Council elections and the General Election.

In the year we have spent over £15,700 on election campaigns, plus nearly £2,000 on other work, from online campaigning to events and other activities.

This has been supported by donation income in the year of over a phenomenal £15,000 and membership income (a percentage of the total membership fees paid by Local Party members in periods where our membership is in growth) of over £1,800.

We've run a number of events, including visits from Baroness Lynne Featherstone and Vince Cable, a quiz, debate night and stall at the inaugural Folkestone Pride, some of which made a healthy contribution to funds and others which were not designed to do so.

Our current "at hand" balance (bank and petty cash) is £2116.48 as at 25/11/17 with no amounts outstanding.

In the year, the former Liberty Print Society has been wound up and assets (such as they were) disposed of. Additionally a number of small moribund bank accounts held were closed and balances transferred to us.

After something of an extended ordeal, the signatories on the Shepway LD bank accounts with Lloyds have now been regularised to Tim Prater, Lynne Beaumont and Ross Clark, and the Contact is Tim Prater.

The completed 2017 are to be agreed by the Executive in early 2018, and if agreed will be submitted in the same way as the 2017 accounts and reported back to the next AGM with the report on those accounts of our appointed Independent Examiner.

My thanks must go **Lynne Beaumont**, without whose enthusiasm and work at the General Election we would not have raised or achieved half of what we did. I should also thank Linda Hook for her useful review of our accounts (detailed below) which will hopefully give assurance on the 2016 accounts and improve reporting for the future.

Finally, thank you to all members of the executive and members of the Shepway Liberal Democrats for your contribution to the Party – it has made a HUGE difference.

Tim Prater 28/11/2017

Report to 2017 Shepway LD AGM: Review of 2016 Accounts by External Examiner Linda Hook

On 05/09/2017 10:11, Linda Hook wrote:

Dear Tim

Sorry for delay in checking your accounts.

I can confirm that I have examined the accounts and make the following comments:-

List of Donations - in March the list shows donations of 3p and 30p and in May a donation of 60p. Having checked against the bank statements these amounts should be £3, £30 and £60 which then balances with the total donations of £1257.80.

11/04/16 Transfer between accounts £600

03/10/16 Transfer between accounts £126 - I think these should have been shown on the annual accounts.

I note there were no donations in kind shown. If raffle prizes etc are given they should be shown on the records.

From the documents received the accounts appear to be in good order. I cannot confirm invoices have been paid the correct amount. Fund Raising events should be shown as both income and expenditure not just the profit figure.

Kind regards

Linda

Subject: Re: Shepway Lib Dems 2016 Accounts

Date: Tue, 5 Sep 2017 10:35:58 +0100

From: Tim Prater <tim@prater.org.uk>

To: Linda Hook <l.a.hook@outlook.com>

Dear Linda,

Many thanks for this: really appreciated.

I can confirm that although the currency formatting of those three donations had gone awry, they were actually for the values of £3, £30 and £60 respectively, hence the donation total being correct.

Thank you for your point on recording transfers between accounts - I will do so in future. Similarly on recording gifts in kind (although as I was not present at the only fundraising event last year - the quiz - I don't know if there were any such gifts or raffle in 2016).

We will record donations in kind (if any), and record fundraising event income and expenditure separately, in future.

Again - many thanks for your review. I will forward your review and below and these comments to our executive and report them to our AGM for their information.

Regards,

Tim Prater