



National
Long Term
Survivors
Group

National Long Term Survivors Group

BM LTSG

London

WC1N 3XX

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3 September 2017

Dear Member,

This letter and accompanying documents form the second posting and notice of the Annual General Meeting of the National Long Term Survivors Group (Charity number: 1160307)

Date: Friday 22nd September 2017; Time: 19.45; Venue: Shallowford House, Norton Bridge, Staffordshire
Chair: Danny West

Contact details for Shallowford House:

Shallowford, Station Road, Norton Bridge, Staffordshire ST15 0NZ

Tel: 01785 760233; Fax: 01785 760390; Email: nltsg.election@gmail.com

Please note: you may attend the AGM even if you are not attending the weekend.

Enclosed are the following papers:

- I. Agenda
- II. Annual Report
- III. Minutes of AGM 2016
- IV. Resolution
- V. Proxy/Postal voting form (separate sheet)

Please note that if you are unable to attend you can still vote. Use the enclosed proxy voting form and return it by Thursday 21st September 2017. Alternatively, you can post/fax or email your vote to Shallowford House to arrive by 9.00 am Thursday 21st September 2017.

Thank you for taking the time to read this information and should you require any further details please feel free to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Maurice Greenham'.

Maurice Greenham (Secretary)



**National
Long Term
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Group**

**ANNUAL GENERAL MEETING
19:45, Friday 22 September 2017
Shallowford House**

AGENDA

1. Apologies
2. Appointment of Tellers
3. Approval of minutes of the AGM 2016
4. Annual Report 2016 – 2017
5. Financial Statement
6. Nomination of Independent Examiner for 2017 – 2018
7. Resolution to dissolve old charity
8. Election of the Board of Trustees – brief statements by candidates
9. Secret ballot on resolution and for election of trustees
10. Results announced
11. Close of meeting



NATIONAL LONG TERM SURVIVORS GROUP
CIO NUMBER 1160307

ANNUAL REPORT AND ACCOUNTS
APRIL 2016 – MARCH 2017

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name: National Long Term Survivors Group

Charity Number: 1160307

For the Financial Year: 1 April 2016 to 31 March 2017

Charity's Principal Address: NLTSG
BM LTSG
London WC1N 3XX

Description of the Charity

Governing Document: A Charitable Incorporated Organisation governed by constitution of 24/12/2014

Objects of the Charity:

- a) For the public benefit, the relief of physical, mental or financial distress or hardship caused by HIV or HIV-related conditions amongst those affected by such condition and in particular, although not to limit the foregoing, amongst those living with a positive HIV diagnosis for five years or more in the UK by providing support services.
- b) The advancement of public education in all matters which are related to, or believed to be related to living with a positive HIV diagnosis.

Professional Advisors: CAF (Bankers)
Ms. Tina Hamblet (Independent Examiner)

Trustees

The following people have acted as trustees for the whole period of this period unless otherwise indicated. Any co-opted trustees are indicated as such otherwise trustees were elected by the membership as defined by our governing document. Officers of the charity over the period covered are also noted.

Danny West – Chair
Maurice Greenham – Secretary
Gary Burns – Treasurer
Joyce Lyamuya
Marc Searle
Graham Paterson – co-opted 10 March 2017 (Treasurer)
Andrew Whibley – co-opted 10 March 2017

NLTSG AGM 2016-2017

Chairs Report

I am delighted to present this report on behalf of the board of trustees of National Long Term Survivors Group (NLTSG).

It has been a year of significant change and development for NLTSG, sadly we say goodbye to our longstanding treasurer Gary Burns and secretary Maurice Greenham and would like to take this opportunity to express our sincere thanks to them both for their commitment and contributions.

2017 signifies the 25th year Jubilee celebrations of NLTSG which will be acknowledged at our September Living Proof (LP) weekend.

I am proud to be a member of the current board of trustees and would like to acknowledge that NLTSG continues to evolve as a unique and purely user led, volunteer based organisation within the HIV sector and our communities.

I would like to take this opportunity to express my sincere thanks to the board of trustees and members for their contributions and commitment to NLTSG which enables us to continue into the future; we are all examples of leadership and the empowerment of people living with HIV.

I think that it is particularly important that we recognise that the board of trustees includes for the very first time three women board members as we continue to increase diversity amongst our board and membership.

During the period 2016-2017 there has been a significant amount of fundraising activity and we have successfully been awarded a Make a Difference Trust grant and Awards for All grant and significant contributions which are the direct result of proactive membership fundraising activities and donations; our current funding status means that we are financially secure until March 2018.

A big thank you to our members who have become increasingly active over the past year; activities have included fund raising, attendance at members meetings and the contribution of your ideas and perspectives which enables the board to ensure that NLTSG reflects the choices, needs and concerns of our membership.

The outcomes of the LP weekend evaluations have been extremely positive, significantly people attending weekends have reported feeling more confident and less isolated as a result of attending LP weekends.

I would also like to thank the following: our patron, Chris Smith, the Right Honourable the Lord Smith of Finsbury, for his ongoing support. Shallowford House, all the staff and Simon and Alison for their support and commitment to NLTSG and for always making us feel welcomed and at home. The National Lottery Awards For All (A4A) for their generosity and financial support. Our therapists, facilitators and duty facilitators for their hard work and commitment.

During 2017-2018 there is a considerable amount of work to do if we are to succeed into the future; times have changed and I think that it is important that we recognise that all the current board members are either in full time employment or have significant personal commitments which means that our time availability is limited and that we are increasingly reliant on members involvement as we manage the work load of NLTSG.

The new board is currently committed to updating all our policies and procedures, sustaining LP weekends and working in partnership with members to ensure that we have the funds to continue providing LP weekends for our current NLTSG community and as we welcome new attendees and members to our NLTSG community.

On a final note, I think that it is essential that we all acknowledge that as a user-led organisation the NLTSG will only continue to succeed if all of its membership continues to be proactive in its development and fundraising activities for our shared future.

Danny West – Chair – NLTSG.

Treasurer's Report 2016 – 2017

We started the financial year in a challenging position. Much of our restricted funding had been spent and the need to raise additional funds became ever-greater, more so if we were to continue to offer subsidised places to all who attend a "Living Proof" weekend. This led the Board to make some tough decisions particularly around the offer of an almost full subsidy of the cost of weekends for those with limited or no means to attend. The Board initially took the decision to restrict the number of people who could apply for such funding and then, once it became clear that funds were even tighter than anticipated, stopping the offer until such time as additional funds can be secured. NLTSG has always wanted to be as inclusive as possible, thus providing fully or virtually fully funded places to those who needed them, yet had to balance this against the overall financial viability of the organisation.

Our financial position reached a crisis point in the summer of 2016 and it looked likely that, if our funding applications were not successful, we would have to close the organisation at the end of 2016. Fortunately, we managed to secure an Awards for All (England) grant of just under £10,000. This threw us a much needed lifeline. In addition to this, a number of those involved with the organisation undertook some fundraising, which has produced further income for the organisation. We have also secured some additional funds by offering people the option of paying the full price, rather than the subsidised price, for the weekend. A number of people have taken up this option.

As with previous years, the balance we hold at the end of the financial year is higher than the actual state of our accounts. This is due to the last weekend of the year being held very close to the end of the financial year and we are holding money which we have yet to pay out for costs associated with the weekend. Once this is taken into account, we are left with a balance of approximately £9,500. This is a significant improvement on previous years, and places us in a good position for the next 12 months.

If nothing else, this financial year has highlighted two important points; the first is that at no point can we stop fundraising, and the second is that we have an incredible group of people, both within and without the organisation, who stepped up this year and delivered some incredible fundraising. Every penny really does count in an organisation that routinely uses over 95% of its income for front-line delivery of services.

I would like to finish by thanking everyone who continues to support our organisation. We have been fortunate in our funding applications, and we have a dedicated group of therapists and facilitators who give so much of their time for little more than expenses. Shallowford House continues to offer us competitive rates for our weekends. Above all else, we have a growing membership which values and supports the work which we do as an organisation. It is this support which enables NLTSG to continue delivering services and remain true to its self-help ethos.



Gary Burns Treasurer

Independent Examiner's Report on the Accounts

Report to the trustees of National Long Term Survivors Group
Registered Charity 1160307
On accounts for the year ended 31 March 2017

Respective Responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the Act);
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 seeking 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 connection with 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 41 of the 1993 Act; and
 - to prepare accounts with accord with the accounting records and comply with the accounting requirements of the Act

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.

Tina Hamblet
June 2017

180 Henley Road
Ipswich IP1 6TA

National Long Term Survivors Group
Charity No. 1060307
Summary of accounts - 01/04/2016 to 31/03/2017

	2016/17	2015/16
<u>UNRESTRICTED FUNDS</u>		
Opening Balance at 1 April		
Current Account	£184	£29
Deposit Account	£7,469	£7,851
Cash in Hand	£0	£0
Total	£7,653	£7,880
Income		
Donations and fees	£8,865	£9,895
Fund-raising	£3,980	£2,065
Virgin Money-Giving	£1,265	£822
Membership fees	£320	£0
Bank Interest	£21	£58
Total Income	£14,451	£12,840
Expenditure		
Accommodation	£12,724	£16,187
Facilitators' expenses	£3,468	£4,341
Member Travel	£2,064	£2,205
Printing/Advertising	£4	£0
Miscellaneous	£38	£100
Sub-total	£18,298	£22,832
Stationery, Postage & Photocopies	£30	£116
Telephone	£70	£150
Bank Charges	£25	£0
Subscriptions	£108	£108
Sub-total	£233	£374
Trustee Travel	£333	£399
Professional Fees	£196	£180
Fund-raising Materials	£246	£7
Sub-total	£774	£586
Total Expenditure	£19,306	£23,792
Balance	-£4,854	-£10,952
Cash Funds Last Year End	£7,653	£7,880
Cash Funds This Year End	£2,799	-£3,072
NLTSG Current Account	£297	£184
NLTSG Deposit Account	£12,540	£7,469
Cash in Hand	£0	£0
Cash Funds This Year End	£12,836	£7,653

RESTRICTED INCOME FUNDS

2016/17 **2015/16**

Newly Diagnosed Fund		
Opening Balance	£5,909	£5,487
Income	£0	£6,850
Expenditure	£5,909	£6,429
Cash Funds At Year End	£0	£5,909

Awards for All (Scotland)		
Opening Balance	£5,428	£8,535
Income	£0	£481
Expenditure	£5,428	£3,588
Cash Funds At Year End	£0	£5,428

Awards for All (England)		
Opening Balance	£0	£0
Income	£9,840	£9,750
Expenditure	£4,920	£9,750
Cash Funds At Year End	£4,920	£0

STATEMENT OF ASSETS & LIABILITIES AT YEAR END

	Unrestricted Funds	Restricted Funds
Cash Funds		-
Current A/C	£297	
Deposit A/C	£12,540	£4,920
Cash in Hand	£0	
Total	£12,836	£4,920

Minutes of NLTSG Charity Number: 1160307

AGM 2016

SHALLOWFORD HOUSE, STONE, STAFFORDSHIRE

FRIDAY 23 SEPTEMBER 2016

Meeting opened: 20.00

Chair: Andy Hilton

Present: 15 Members

APOLOGIES

Secretary advised apologies were received from two members,

APPOINTMENT OF TELLERS

Claire Beatson and Simon Hudson were proposed as Independent Scrutineers, and were accepted unanimously

MINUTES OF AGM 2015

The Minutes for AGM 2015 had been circulated to all of the membership and were approved unanimously as a true and accurate record

MATTERS ARISING

There were no matters arising.

ANNUAL REPORT 2015 - 2016

Accepted unanimously

FINANCIAL STATEMENT

GB presented the statement of accounts. (Previously circulated to all of the membership)
This was accepted.

NOMINATION OF INDEPENDENT EXAMINER'S 2015 – 2016

Tina Walton our current examiner of accounts was accepted unopposed

RESOLUTION PROPOSAL

A single resolution about reduced numbers required to make General Meetings quorate from 10 to 6 members. The Chair invited questions before the resolution was put to the vote. Resolution passed without opposition

ELECTION OF BOARD OF TRUSTEES

Roland Chesters and Andy Hilton stood down as Trustees.
The Chair invited those present to vote for the new Trustees using the secret ballot papers provided.

The Independent Scrutineers were handed completed voting sheets to add to the proxy and email votes given to them by an Independent email Controller for counting.

RESULTS ANNOUNCED

The Independent Scrutineers presented the combined results, which were as follows:

Joyce Lyamuya	Accept 15	Reject 1	Elected
Nick Maxwell	Accept 17	Reject 0	Elected
Marc Searle	Accept 15	Reject 1	Elected
Danny West	Accept 17	Reject 0	Elected

VOTE OF THANKS

The Chair thanked the Scrutineer, the Trustees and the members who had attended.
Roland Chesters gave words of thanks to Andy Hilton for his dedication and hard work as
NLTSG Chair

MEETING CLOSED

21:15

Signed..... Dated.....

Signed..... Dated.....

Resolution proposed by the Board of Trustees

That in accordance with paragraph 9 of its Memorandum of Association (1994), the National Long Term Survivors Group (HIV) registered charity 1040586 be dissolved and its assets transferred to the National Long Term Survivors Group, charitable incorporated organisation (CIO) 1160307.