

SUTTON BOROUGH LIBERAL DEMOCRATS

Annual General Meeting

AGENDA

For the Meeting on Thursday 21st November 2024 at 7.00 pm

To be held at:

Sutton Salvation Army Church & Community Centre
Benhill Avenue,
Sutton, Surrey
United Kingdom
SM1 4DD

1. Welcome from Jason Stone, our Chair
2. Apologies for absence
3. Minutes of previous Annual General Meeting held on 23rd November 2023 (Attached for Approval)
4. Chair's Report (Attached) – Jason Stone
5. Treasurer's Report and Accounts for the year ended 31st December 2023 (Attached for Approval)
 - 5a Endorsement of Lisa Webster as Inspector of Accounts
6. Membership Secretary's Report (Attached) – Martin Broad
7. The Report from the Council Group
8. Election of Officers and Members of Management Committee for 2024:
 - 8.1. Chair (1)
 - 8.2. Vice-Chair(s) (up to 2)
 - 8.3. Treasurer (1)
 - 8.4. Secretary (1)
 - 8.5. Membership Secretary (1)
 - 8.6. Other management Committee Members (up to 5) *Note that some co-opted Officer roles, such as Data, Diversity, Elections and Events Officer can be appointed by the Management*

Committee if they are not ordinary members and are ex-officio members of Management Committee.

9. Adoption of the New Constitution for the Sutton Borough Liberal Democrats November 2024, which will replace the previous constitution approved in 2020 in its entirety – James Appleby

CONCLUSION OF THE FORMAL BUSINESS

Followed by our Speakers:

Speakers:

Bobby Dean - MP for Carshalton & Wallington

Luke Taylor - MP for Sutton & Cheam

Followed by a Panel and Q&A Discussion comprising the above and joined by Barry Lewis, Leader of Sutton Council, and chaired by Phil Wainwright.

Christopher Woolmer

Secretary

26th October 2024

SUTTON BOROUGH LIBERAL DEMOCRATS

Annual General Meeting (“AGM”)

Minutes of the Meeting

Held at 7.00 pm on Thursday 23rd November 2023

Held at the Salvation Army Hall, Sutton

PRESENT

Honorary President and Chairing the AGM: Lord Tope

Local Party Officers: Jason Stone (Chair), Edward Parsley (Vice-Chair), Phil Wainwright (Vice-Chair), Pauline Penneck (Treasurer), Martin Broad (Membership Development Officer), Christopher Woolmer (Secretary), James Appleby (Data Officer)

Management Committee Ordinary Members: Cllr Luke Taylor, Cllr Louise Phelan, Chris Hawton,

Councillors: Ruth Dombey (Sutton North), Marian James (Wallington North), Ed Joyce (Beddington South), Jake Short (Carshalton Central), David Bartolucci (Wallington South), Christopher Woolmer (Sutton West & East Cheam), Edward Parsley (Sutton Central), Sam Cumber (Sutton North), Trish Fivey (Sutton South), Louise Phelan (Sutton South), Luke Taylor (Sutton West & East Cheam), Sunita Gordon (Wallington North), Barry Lewis (Wallington North), Cryss Mennaceur (Sutton Central), Muhammad Sadiq (Wallington South), Muttucumaru Sahathevan (Stonecot), Paul Cole (St Helier East).

Other Members: Joan Crowhurst, Juliet Chaplin, Michael & Janice Baldwin, Rosemary Bennion, Adrian Bonner, Gillian Bonner, Trevor Campbell Smith, Peter Chubb, Chi Hei Dai, Alison Dines, Robert Dixon, John Drewery, Helen Drewery, Nick Evans, Marlene Heron, Heather Honour, Dean Juster, Russell Neale, Carol Nela, Stephen Penneck, Noor Sumun, Roger Thistle, Margaret Tope, Alexander Vicente-Machado, Tony Wallace, Derek Yeo.

Guest Speaker: Rob Blackie.

Rob gave an inspiring speech and highlighted the themes for his Mayoral Campaign.

1. Welcome from Lord Tope.

1.1. Lord Tope welcomed all members attending.

2. Apologies:

2.1. The Secretary reported apologies from: Jill Whitehead, Darren Pullman, Bobby Dean, Tom Brake, Carol May, Andrea Eckhardt-Smith, Hamish Young, Judy Walsh, Anne Dowel, Martin Thompson, Catherine Reed, Gemma Munday, Janice Funnell, Liz Webster, Frances Wilson and Vanessa Browne.

3. Minutes of previous AGM

3.1. The Minutes of the Meeting held on 17th November 2022 (copies of which had been circulated) were approved.

4. Chair's Report

4.1. Jason Stone thanked all those attending and Bob Blackie for his speech. Jason highlighted that although the date of the GLA and Mayoral election is known, the general election could be any time up to January 2025.

4.2. He noted that Bobby Dean continues to lay the groundwork for his campaign for Carshalton and Wallington. The Management Committee had a table at his fundraising dinner in June, which was a tremendous success.

4.3. In Sutton and Cheam the plan is to move towards "closure" on the PPC deselection and so move on and plan for the election. A ruling on the appeal following the EGM, the result of which was overwhelmingly clear, is still awaiting a determination.

4.4. Jason reported that the Council Group continues to do great work for the people in the Borough after eighteen months into the four year term.

4.5. He made mention of the of the town centre regeneration schemes.

4.6. ULEZ was a big issue earlier in the year.

4.7. The Chair thanked the Management Committee for their committed work, and he especially thanked James Appleby, Joanna Sherman and Drew Heffernan who are not re-standing as members.

4.8. Inspired by the new Constitution, which we will adopt next year, we prematurely co-opted a Diversity Champion (Trish Fivey) and an Elections Officer (Peter Chub). These will be required roles when we adopt the new Constitution.

4.9. Events over the past year include the Italian Evening, the Local Party Conference, The Summer Garden Party and the Quiz Night. There is to be an Italian Evening next January on the 27th, and the Summer Garden Party will be on the 29th June.

4.10. Tom Badham has been replaced by Paul Cole in the Office. Alex Vicente-Machado joined the office earlier this year.

4.11. Jason reported some good canvassing efforts all round. He stressed the need for fundraising.

5. Treasurer's Report and Accounts for the year ended 31st December 2022 (Attached for Approval)

- 5.1. Pauline Penneck presented the Report and Accounts that had previously been circulated to all. She paid tribute to the excellent work of Lisa Webster as Inspector of Accounts.
- 5.2. Lisa Webster was reapproved as Inspector of Accounts.
- 5.3. Although the Accounts have already been submitted to HQ, they were noted and approved.
- 5.4. Attention was drawn to a development which has increased staff costs latterly this year, and how this will have an affect on future spending plans.
- 5.5. The budget was worked out and based on ongoing premises and staff costs, and on expected income from known regular donations and on previous fundraising events. Any surplus balance was essentially spent on campaigning, which was mostly literature. There were lower costs in Sutton and Cheam due to the uncertainty over the PPC. Some investments have been made on the office working environment including an envelope stuffing machine, which was purchased second hand for just over £3,000. We are not in the position we should be considering there will likely be a general election within a year, and income needs to be increased.

6. Fundraising and Events

- 6.1. Luke Taylor stressed the critical need for a “predictable income stream” and the importance of the Standing Orders so that we can plan for the General Election and the Mayoral Election next year.
- 6.2. An email from the Chair includes all the details required to set up a standing order.
- 6.3. EasyFundraising is an easy fundraising method based on a web portal and we have set up an arrangement and so far 17 members have registered. It would be good if more members would sign up especially as we head towards Christmas.
- 6.4. Luke explained how the accounts are divided between that for the everyday office costs and borough-wide campaigning; and separate funds for each constituency. Pauline can advise how to direct donations.

7. Membership Secretary's Report

- 7.1. Martin Broad gave a very entertaining presentation where he reached out to any new members present, and explained the likely reason why we had lost some members over the last few years, which includes those who joined specifically to stop Brexit. He suggested how we can all take part in reaching out and not only keep members but help recruit new members to the Party.
- 7.2. Last year 84 new members joined. This years challenge is to recruit 40. **Challenge 40!**

- 7.3. Martin stressed how we need to be involved in many areas, such as in office jobs, telling, finding deliverers and in canvassing. He made mention of Stephen Penneck's 400 Club, which is something good to be part of and where several prizes up to £50 can be won every month.
- 7.4. Tribute was paid to Elizabeth Heap and Neil Fraser who sadly died recently.
- 7.5. He said that we have a good and diverse range of members. He expressed his gratitude to many for what we do.
- 7.6. He recounted how Caroline Pidgeon spoke at local Conference, and his plans for the next one ("So what now") in early 2025.
- 7.7. After quoting from William Wordsworth, Martin led a song "LibDemmery for Aye" (tune Rule Britannia) accompanied by the Secretary on the piano.

8. The Report from the Council Group

- 8.1. Ed Joyce gave an overview of the work of the Councillors noting that we are eighteen months into the election cycle the four year cycle.
- 8.2. Noting the change of Mayor from Trish Fivey to Colin Stears, he stressed the financial pressures faced by all Councils, but made it clear that Sutton has been able to set a balanced budget. Council tax rose by 4.9%, including adult social care, and was significantly below the inflation rate at the time. The Council has had to be very innovative in coping with reduced funds whilst improving the services in many cases. An example of this is the Library trial in Wallington where the opening times have increased by having certain times run on an unmanned basis.
- 8.3. ULEZ has been a significant issue to handle, with lots of local opposition, and we refused to sign the "section 8" agreement on the implementation of the cameras. One of the Council meetings was dedicated to allow people to voice their opinions on ULEZ. A petition of 10,000 was delivered to City Hall. One subsequent development was an increase in the scrappage scheme which would have helped local residents.
- 8.4. We have purchased the St Nicholas Centre, which will provide homes and retail and a dedicated building for Sutton College. The Council itself will move there as well. We are obliged by central authorities and the Mayor's Office to build a certain number of dwellings every year.
- 8.5. Beech Tree Place and Throwley Yard are also part of the regeneration process that is happening. A key point is that if we do not build in an attractive way in the centre near the station we will have to build and fill in elsewhere which would be less attractive.

9. Election of Officers and Members of Management Committee for 2024

Christopher Woolmer presented the names and the following were elected *nem con* as Local Party Officers and Ordinary Members of Management Committee for 2024:

Chair
Vice-Chair
Vice-Chair
Treasurer
Secretary
Membership Development Officer

Jason Stone
Edward Parsley
Philip Wainwright
Pauline Penneck
Christopher Woolmer
Martin Broad

Ordinary Members:

Trish Fivey
Lousie Phelan
Luke Taylor
Christopher Hawton
Pete Chubb

The formal business of the AGM concluded at 20.02

Further Speeches were made by:

Roger Thistle (On behalf of Bobby Dean) He described some of the themes in Bobby's ongoing campaign.

Ruth Dombey Leader of the Council. She highlighted some of the wonderful things which are happening including the further development of the London Cancer Hub and also the reaction of people who move to Sutton from other areas who describe Sutton as very special. She also alerted us as to the financial difficulties to be faced in the near future.

A surprise presentation and gift was given to Graham Tope for his birthday a week later. We ended with a chorus of "Happy Birthday!"

The overall proceedings concluded at 21.02

SUTTON BOROUGH LIBERAL DEMOCRATS

2024 Annual General Meeting

Chair's Report

Thank you all for coming along tonight.

I'm absolutely delighted to be standing here as the Chair of the local party that once again has two, yes two, MPs! I'm still pinching myself. And aren't they doing a great job?

It's been fantastic to see their Maiden speeches, parliamentary questions, participation in all-party parliamentary groups, Luke's appointment as the party's London spokesperson and Bobby's visit to the UN Human Rights Council to represent the Tamil community here. In such a short time, they've been campaigning in support of St Helier Hospital, St Raphael's Hospice, carers, primary care, business rate reform, the Climate and Nature Bill, and **against** the new Government's energy price cap hike, winter fuel payment cuts and two child benefit cap. We'll be hearing more from Bobby and Luke later.

But of course, they wouldn't have been elected without the amazing support of you, our members, our volunteers, our campaigns team (Alex, Paul, Alice and Kevin) and our Executive and Management Committees, especially Pauline Penneck for all her work on finance. So, a huge thank you to all of you. We also had a lot of support from outside the Borough making both campaigns feel like by-elections!

The election of Bobby and Luke has also hugely impacted the local party, in a good way, with new premises in Cheam recently opened as Luke's constituency office and the local party's new hub, and Kennedy House will be converted into Bobby's constituency office. Both MPs have new teams including chiefs of staff, case workers and constituency organisers. I won't name everyone but I'm particularly pleased that Guy Russo and Matt Palmer have joined us as comms officers, part funded by the local party. A huge thanks to Phil Wainwright and Pauline for working with each constituency team on recruitment, payroll and premises.

Obviously, the general election has been the focus of this year, but the Council, now under the leadership of Barry Lewis, continues to do great work for the people of the Borough, and one of the Council Group Reps on the Local Party Executive, will give us an update. As we approach 40 years of continuous Lib Dem control, we now need to pivot our campaign efforts to retaining the Council again in 2026. We recently co-opted Sam Martin, deputy leader of the Council, to be Elections Officer on the Management Committee and he has started the process of selecting candidates.

I'd like to pay tribute to Ruth Dombey, who stood down in May after 12 years as Leader of Sutton Council. She led the party to three successive local election victories. From the London

Cancer Hub to the revitalisation of the High Street, from working closely with local voluntary and community groups to welcoming refugees and new communities to our borough, Ruth was an outstanding and inspirational Council Leader and continues to be involved as a Councillor and has also recently been co-opted this year onto our Management Committee.

Sadly, Ruth Shaw passed away on 31st January. She was one of a small group of people who kept the Liberal Party alive in Sutton & Cheam through the lean years of the 1950s. Amongst many elected roles during her career, she was the first ever Liberal councillor on Sutton & Cheam Borough Council in 1961.

Also, sadly, Marlene Heron passed away in September. She was a councillor from 2002-2018 having previously worked for Sutton Council for many years.

Both will be hugely missed by the local party.

I'd also like to thank all members of our Management Committee for their continued professional and committed work. After my second year as Chair, it's been a pleasure to lead such a dedicated and collaborative group of volunteers. Huge thanks to Phil Wainwright and Chris Hawton for their service but sadly they are not standing for election today.

We're also hugely appreciative of all the volunteering by and donations from you, our members. Some donate lump sums or regular amounts, are members of the 400 Club, run by Steve Penneck, or use the Easy Fundraising app to raise a % of their online spend for the party.

Although we won't have any elections next year, we do need to lay the groundwork for the local election in 2026, but we also have the opportunity to help our neighbours in Surrey win the County Council.

Please do contact Guy or Matt or speak to any of us here tonight if you want to help in any way at all. We'll need everyone to do their bit to secure control of the Council in 2026 and make sure we retain our two MPs at the next general election.

SUTTON BOROUGH LIBERAL DEMOCRATS - 2024 AGM

Treasurer's Report

Accounts for Year Ended 31st December 2023

The 2023 accounts are included in the electronic mailing and a paper copy is available on request. These are consolidated accounts covering both constituency development funds as well as the main party account. They were, as required by election law, submitted to party HQ in March and then published on the Electoral Commission website. My thanks to Lisa Webster, who again carried out the independent examination of the accounts, completing the task prior to the March submission.

Expenditure fell slightly compared with 2022, the fall being entirely due to lower spend on campaigning as there were no elections. Staff expenditure increased but this was largely offset by an increase in the grant that HQ provided towards the target seat of Carshalton and Wallington (C&W). The large increase in fundraising expenditure was more than justified by the considerable increase in income, notably from a dinner held in support of the C&W Fund.

Financial position to October 2024

Our two Parliamentary candidates responded very well to the challenge of fundraising when the General Election was called unexpected early – Bobby Dean accelerating from his efforts over the previous two years, and Luke Taylor from a standing start. This reduced the contribution the party needed to make to the cost of the campaigns. In addition, the continuing support from HQ for C&W meant that that constituency fund was left with a positive balance to fund continuing campaigning. The Sutton & Cheam fund benefitted much less, as it was not initially identified as a target seat, but the position there will be improved as HQ have announced they will provide some grant funding over the coming year for seats like S&C that have a small majority.

The demands on the main party account over the 18 months to the council elections will be high, and outside funding, either in the form of grants from HQ or donations from the public at large, tends to be much less forthcoming for council elections. We may also need to upgrade our printing machines which will be a significant capital outlay. So please consider setting up, or increasing, a regular donation to the party as these enable us to plan ahead with confidence. If you would like to make a contribution and also have a regular chance of a prize, do join the 400 Club monthly draw – application forms will be available at the AGM.

Staff and premises changes

Both MPs have decided that a small proportion of some of their staff should be dedicated to party campaigning work, paid for by their respective development funds. So there are now six people (1.6 full time equivalents) on the combined party payroll. The main party account is initially paying the whole salary bill, and the development funds will make periodic reimbursements for their share of the staff costs and other expenses incurred on their behalf.

We are in the process of setting up the financial arrangements for sharing our existing premises in Nightingale Road with Bobby Dean MP, and our new premises in Cheam with Luke Taylor MP. The party will be occupying a portion of each office, more in the Cheam office as our printing equipment will be housed there. The rent and utility bills will be split between the party and Parliamentary expenses, but until the body that administers those has approved the split, I will not have a firm estimate of the cost implications for the party.

Pauline Penneck, Treasurer

November 2024



**Sutton Liberal Democrats
Accounts for the Year Ended 31st December 2023**

Registered Address: 1 Vincent Square, London, SW1P 2PN

Elected Representatives

29 Councillors on London Borough of Sutton Council

Responsible Officers

For the purposes of the Political Parties Elections Referendums Act 2000, the responsible officers are:

<u>Names</u>	<u>Position</u>
Jason Stone	Chair
Pauline Penneck	Treasurer

Branches

There are no branches

Accounting Notes

This statement of accounts uses the accruals accounting method.

Sutton Liberal Democrats

Accounts for the Year Ended 31st December 2023

Income Overview

Income increased compared with 2022, due to improved fundraising efforts and an increase in donations.

Expenditure Overview

Expenditure decreased slightly compared to the election year 2022.

Balance Sheet Overview

The improved cash flow enabled us to upgrade some office machinery as well as leaving a higher cash reserve at the end of the year.

Overview of Political Activities

There were no elections in the borough in 2023. Activities focussed on campaigning on local issues, regular communication with residents, and capacity building.

Sutton Liberal Democrats

Accounts for the Year Ended 31st December 2023

Income and Expenditure Account

	Note	2023	2022
<u>Income</u>			
Membership	1	£1,054.03	£641.20
Affiliations	2	£0.00	£0.00
Donations	3	£117,342.31	£107,096.10
Branch income	4	£0.00	£0.00
Fundraising income	5	£21,492.29	£2,997.30
Investment income	6	£138.51	£33.34
Transfers in	7	£20,373.16	£18,595.00
Property & rental income / Office services	8	£0.00	£0.00
Miscellaneous	9	£117.49	£0.00
Total income		<u>£160,517.79</u>	<u>£129,362.94</u>
<u>Expenditure</u>			
Premises	-	£12,370.79	£12,330.92
Office & admin costs	-	£10,692.68	£9,310.26
Branch expenditure	4	£0.00	£0.00
Staff costs	10	£59,553.26	£56,484.79
Transfers out	7	£2,481.60	£2,374.20
Campaigning costs	-	£52,278.59	£75,689.75
Fundraising costs	5	£10,786.42	£1,213.46
Financing charges and Taxation	11	£1,046.98	£184.17
Depreciation	12	£2,543.00	£1,919.00
(Profit) / loss on sale of assets	15	£0.00	£0.00
Miscellaneous	9	£0.00	£0.00
Total expenditure		<u>£151,753.32</u>	<u>£159,506.55</u>
(Deficit) / surplus		<u>£8,764.47</u>	<u>£(30,143.61)</u>

Sutton Liberal Democrats

Accounts for the Year Ended 31st December 2023

Balance Sheet

	Note	2023	2022
<u>Fixed Assets</u>			
Property	12	£0.00	£0.00
Fixtures and fittings	12	£0.00	£0.00
Office equipment	12	£2,495.65	£1,919.85
Investments	6	£0.00	£0.00
Total fixed assets		<u>£2,495.65</u>	<u>£1,919.85</u>
<u>Current Assets</u>			
Cash in hand and at bank	6	£39,648.89	£33,560.43
Stock	13	£908.00	£3,777.00
Debtors and Prepayments	14	£433.85	£514.98
Total current assets		<u>£40,990.74</u>	<u>£37,852.41</u>
<u>Liabilities</u>			
Creditors and Accruals	-	£2,143.13	£7,193.47
Loans outstanding	15	£0.00	£0.00
Total liabilities		<u>£2,143.13</u>	<u>£7,193.47</u>
<u>Total Net Assets / (Liabilities)</u>		<u>£41,343.26</u>	<u>£32,578.79</u>
<u>Reserves</u>			
Accumulated fund at the start of the year		£32,578.79	£62,722.40
Transfers between accumulated fund and other funds		£0.00	£0.00
Deficit / surplus		<u>£8,764.47</u>	<u>£(30,143.61)</u>
Accumulated fund at the end of the year		£41,343.26	£32,578.79
Asset Revaluation Reserve		£0.00	£0.00
Other funds		£0.00	£0.00
Total reserves		<u>£41,343.26</u>	<u>£32,578.79</u>

Sutton Liberal Democrats

Accounts for the Year Ended 31st December 2023

Notes to the Accounts

Note 1: Membership	2023	2022
Membership fees received via the central party	£1,054.03	£641.20
 Note 2: Affiliations	 2023	 2022
There were no affiliation fees	£0.00	£0.00
 Note 3: Donations	 2023	 2022
Cash and cash equivalent donations	£115,263.31	£107,051.10
Notional / Donations in Kind	£2,079.00	£45.00
Total Donations	<u>£117,342.31</u>	<u>£107,096.10</u>

Note 4: Branch Income and Expenditure

This area has no branches

2023		2022	
Income	Expenses	Income	Expenses
£0.00	£0.00	£0.00	£0.00

Note 5: Fundraising Income and Expenditure

Fundraising in the year included an annual dinner, summer garden party, Italian Evening and two quiz nights

Note 6: Investment Income

	2023		2022	
	Year-end balance	Income received	Year-end balance	Income received
Bank accounts	£39,648.89	£138.51	£33,560.43	£33.34
Investments	£0.00	£0.00	£0.00	£0.00

Note 7: Transfers

From / to Liberal Democrat regional/state/central parties
 From / to other Liberal Democrat local parties
 Internal transfers between branches and accounting unit
 From / to other Liberal Democrat accounting units

2023	
Incoming	Outgoing
£19,443.76	£396.00
£929.40	£0.00
£0.00	£0.00
£0.00	£2,085.60
<u>£20,373.16</u>	<u>£2,481.60</u>

Note 8: Property and rental income / Office services

	2023	2022
Rent received	£0.00	£0.00
Other services income	£0.00	£0.00
	<u>£0.00</u>	<u>£0.00</u>

Note 9: Miscellaneous Income / Expenditure

Printing services

2023		2022	
Income	Expense	Income	Expense
£117.49			
<u>£117.49</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>

Note 10: Salary Costs

Salary costs
Employer's National Insurance and Pension costs
Training costs

Number of staff

2023	2022
£53,329.13	£54,081.89
£5,774.13	£2,402.90
£450.00	£0.00
<u>£59,553.26</u>	<u>£56,484.79</u>
2 1/9	2 1/9

Note 11: Financing Charges and Taxation

Bank charges
Interest charged
Taxation charged

2023	2022
£1,046.98	£184.17
£0.00	£0.00
£0.00	£0.00
<u>£1,046.98</u>	<u>£184.17</u>

Note 12: Fixed Assets

Value at start of year
Additions
Disposals
Revaluations
Depreciation
Value at end of year

Property	Fixtures & Fittings	Equipment	Total
£0.00	£0.00	£1,919.85	£1,919.85
£0.00	£0.00	£3,118.80	£3,118.80
£0.00	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00
£0.00	£0.00	£(2,543.00)	£(2,543.00)
<u>£0.00</u>	<u>£0.00</u>	<u>£2,495.65</u>	<u>£2,495.65</u>

Note 13: Stock

Opening balance
Movements: Increase
Movements: Decrease
Closing balance

2023	2022
£3,777.00	£1,814.90
£5,182.56	£12,033.87
£(8,051.56)	£(10,071.77)
<u>£908.00</u>	<u>£3,777.00</u>

Note 14: Debtors and Prepayments

Prepayments
Debtors

2023	2022
£0.00	£278.73
£433.85	£236.25
<u>£433.85</u>	<u>£514.98</u>

Note 15: Loans

Outstanding at start of year
Capital repayments
New loans

2023	2022
£0.00	£0.00
£0.00	£0.00
£0.00	£0.00
<u>£0.00</u>	<u>£0.00</u>

Note 16: Profit / (Loss) on Disposal of Assets

No assets were disposed of during the year

Book value at disposal	Sale Proceeds	Profit / (Loss) on Disposal
£0.00	£0.00	£0.00

Sutton Liberal Democrats

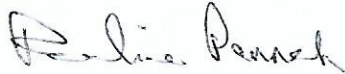
Accounts for the Year Ended 31st December 2023

Declaration

I confirm that the above statement of accounts has been prepared in accordance with guidance issued by the Electoral Commission and is correct to my knowledge.

In addition I confirm that these accounts have been approved by the executive committee of Sutton Liberal Democrats.

Signature:

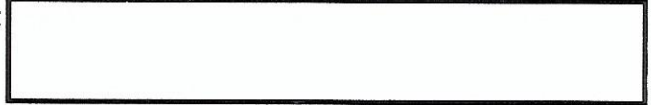


Name: Pauline Penneck

Position: Treasurer

Date: 9/5/24

Signature:



Name: Jason Stone

Position: Chair

Date:

Sutton Liberal Democrats

Accounts for the Year Ended 31st December 2023

Independent Examiner's Report

I have examined the Income and Expenditure and Balance Sheet for the year ending 31st December 2023 together with the underlying accounting records and confirm that the accounts are in accordance therewith.

I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that the accounting records were not kept as required; the accounts are in accordance with the accounting records; the accounts comply with the requirements of the Political Parties, Elections and Referendums Act 2000.

Signature:

A rectangular box containing a handwritten signature in cursive script that reads "Lisa Webster".

Name: MRS. LISA ELEANOR WEBSTER

Position: Independent Examiner

Date: 10/03/2024

Membership Report

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For the AGM November 21st 2024
From the Revd P Martin Broad, Membership Development Officer

Introduction

In many ways for us as Liberal Democrats this has been a year we will not forget for a long time. The local success at the General Election getting both Bobby and Luke elected was an amazing result for us and a great deal of hard work went into achieving that. Many of you who are dedicated as members worked hard and as your MDO I say here a massive "thank you."

And so Bobby and Luke are part of the 72..yes 72 Liberal Democrat MPs who are already making a huge impact.

I don't know about you, but certainly for me it was such a relief to see the back of the Conservatives who had been acting in such an unkind, selfish way.

That's not how we work and I do believe also we will work with Labour where it is right to do so but I also am convinced we will, to use a well oiled phrase "hold their feet to the fire" where we need to.

And what about us here in Sutton? Each of us can also work hard for a fairer, more inclusive, open society. The values we share are integral to local, national and indeed international change.



At this AGM, it is right and proper to urge you as fellow members to think hard about how each of you is able to contribute towards the activity. After all, the local elections in 2026 are not that far off! So please consider about how you can get active in your wards, in the offices, making donations.. ensuring our message as a Party truly ambitious for Sutton gets heard and embedded right across our Borough.

So yes, I take this opportunity as your MDO, as I said above, to say THANK YOU. It is a privilege for me to be your MDO and if elected again, I will endeavour to continue as before in ensuring we have an active membership who can work with each other to achieve great things.

And what has Broadey been up to?

The privilege of being the Membership Development Officer brings with it certain responsibilities and each Annual Report you will see similar tasks that I have been busy with.

I love to hear from members! Feel free to contact me on 07961 984901 or by email martin.broad@suttonlibdems.org.uk

- Regular administrative checking of our databases : LIGHTHOUSE and CONNECT. This means I can see who is joining and when. It allows me access also to information about lapsing and resigning members. I can then in some cases contact the individuals.
- With all new members, I get an opportunity for an introductory chat, welcoming them to the Party and letting them know about activities.
- Also an ad hoc basis, contacting members simply to find out what they are thinking and asking for ideas about potential events.
- Compilation of reports for both Management and Executive Committees, including updating on demographics.
- Frequent communication with councillors and ward teams.
- As the coordinator for Cheam ward (a task in addition to this role of MDO) I canvass both on the doorsteps but also on the phone. (I note here how I very much enjoy canvassing and try to engage with the public across the Borough in this way.)
- Regular liaison with local Party officers: fellow MANCO members as well as the Office staff.
- Produced regular updates through MEMBERS NEWS

Money

That little word MONEY can be an embarrassing one to mention. However, it is apposite at the AGM to do so. In this report I take the opportunity to thank members for their financial support. Every single penny does indeed count and we are always seeking new ways of raising additional funds. Running the Party is expensive .. we recognise that.

You will no doubt hear from the treasurer and others at the AGM about making donations, but here I urge you please to consider either making a one off donation or indeed raising your monthly contribution. Your generosity is valued. Contact the treasurer.. THANK YOU

Of course you could consider either joining or indeed increasing your contributions to the 400 Club. This is an excellent and easy way to make regular offerings to the Party AND you always have a chance of winning something each month. Please contact Steve Penneck who with a small and diligent team coordinates this.

The Future

We are a democratic Party and of course there are elections for the officer roles. IF you decide to give me the opportunity to serve as the MDO once again, then I pledge that I will continue to do all possible to ensure wider engagement with and between you all.

The role of MDO is not in isolation and is an integral part of overall operational management of the Party and so...

- I will continue to work with all officers, councillors and office staff to ensure accurate and timely information is given to members via email, MEMBERS NEWS and where appropriate Whatsapp.
- Further, I will collaborate with other local Party officers in the effective daily organisational running of the Party and in its campaigns, fundraising and social activities.
- I will continue the essential administrative functions of frequent reports to both MANCO and Executive Committee.
- I will continue to engage with new members and also where possible some of those lapsing or resigning.
- I will LISTEN to members
- I will continue to take part in canvassing activities in Cheam and in other wards, especially on Action Days and Street Stalls.
- And please make special note of this last very important point. I will continue to prepare for the Local Annual Conference entitled "SO WHAT NEXT?" to be held on Saturday March the 1st 2025. Please make note of this and do come along. It should be an interesting and fun day.

Once again, I express my sincere gratitude to you all for your on-going membership, commitment and your support to me. I wish you and all yours well.

***With warm regards in Libdemmyery
Martin (aka Broadey)***

STATISTICS AND DEMOGRAPHIC SURVEY

(Please Note: the data given here is based on data up to and including the end of October 2024. The information is taken from LIGHTHOUSE and also from a survey powered by the MDO throughout the year. Note further that the process is voluntary and not all participants were willing to give information so this is as accurate as it can be and gives a representative survey of the year 2023 to 2024.)

SUTTON LIBERAL DEMOCRATS MEMBERSHIP NUMBER AT AGM 2024:

592 made up of 218 in Carshalton and Wallington and 374 in Sutton and Cheam.

That compares with the numbers at AGM 2023 which were 539 made up of 238 in Carshalton and Wallington and 258 in Sutton and Cheam. Numbers vary each month because people lapse and or resign. It is imperative that I as MDO with all the support from the wards that we can keep an eye on this and also continue to recruit.. especially attempting to broaden the diversity even more.

You will notice with the stats below that although there is a significant number of new members, that isn't represented in the overall figures. As noted above, that is because of lapsing members and resignations and sadly deaths. Yes, we welcome all our new members..totalling 149.. The following stats are about these persons.

Top four wards: Belmont 32; Sutton Central 27; Sutton North 22 and Cheam 11. There were some wards with no new members. Let's strive to see new members in each ward this next year.

Gender: Male 80; Female 66; not declared 3

Age: 16-25: 13; 25-45: 55; 45-60: 30; 60-65: 9; 65-80: 1; 80 plus : 1; Not declared 40

Sexuality: Lesbian 0; Gay 2; Bi-Sexual 1; Heterosexual 84; Other 0; Not Declared 63

Ethnicity: White British 25; White European 3; White Other: 2; Black: 0; British Asian: 113; Asian : 2; Chinese: 1; Other: 3

Employment Status: F/T work: 40; P/T work: 6; Retired: 4; Student: 6; Unemployed: 0; Other: 13; Not declared: 80

Disability: Yes: 2; No: 65; Not declared 82

Property: Own Home: 50; Private Rent: 6; Social Housing: 5; Other: 29; Not Declared 59

AGM

Nominations

Honorary President - Graham Tope Proposer: Jason Stone Seconded: Christopher Woolmer

Officer Roles

Chair - Jason Stone Proposer: Ed Parsley Seconded: Phil Wainewright

Vice-Chair - Edward Parsley Proposer: Christopher Woolmer Seconded: Jason Stone

Treasurer - Pauline Penneck Proposer: Jason Stone Seconded: Christopher Woolmer

Secretary - Christopher Woolmer Proposer: Ed Parsley Seconded: Luke Taylor

Membership Secretary - Martin Broad Proposer: Christopher Woolmer Seconded: Trish Fivey

Ordinary members

Ruth Dombey Proposer: Christopher Woolmer Seconder: Jason Stone

Trish Fivey Proposer: Christopher Woolmer Seconded: Jason Stone

Louise Phelan Proposer: Christopher Woolmer Seconded: Jason Stone

Naveen Jalagadugu Proposer: Jason Stone Seconded: Phil Wainewright

Sam Martin Proposer: Jason Stone Seconded: Christopher Woolmer

THE CONSTITUTION
of
SUTTON BOROUGH
LIBERAL DEMOCRATS
November 2024

Replaces the previous constitution approved in 2020 in its entirety

Based on the Model Constitution for Local Parties of the Liberal Democrats in England
Revision of July 2022

This Constitution was approved and adopted by the Members of Sutton Borough Liberal Democrats in General Meeting on 21st November 2024 by a two thirds majority

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Preamble to the party constitution

The Liberal Democrats exist to build and safeguard a fair, free and open society, in which we seek to balance the fundamental values of liberty, equality and community, and in which no-one shall be enslaved by poverty, ignorance or conformity. We believe that each generation is responsible for the fate of our planet and, by safeguarding the balance of nature and the environment, for the long term continuity of life in all its forms. We champion the freedom, dignity and well-being of individuals, we acknowledge and respect their right to freedom of conscience and their right to develop their talents to the full. We aim to disperse power, to foster diversity and to nurture creativity. We believe that the role of the state is to enable all citizens to attain these ideals, to contribute fully to their communities and to take part in the decisions which affect their lives.

We look forward to a world in which all people share the same basic rights, in which they live together in peace and in which their different cultures will be able to develop freely.

Upholding these values of individual and social justice, we reject all prejudice and discrimination based upon race, ethnicity, caste, heritage, class, religion or belief, age, disability, sex, gender identity or sexual orientation and oppose all forms of entrenched privilege and inequality. Recognising that the quest for freedom and justice can never end, we promote human rights and open government, a sustainable economy which serves genuine need, public services of the highest quality, international action based on a recognition of the interdependence of all the world's peoples and responsible stewardship of the earth and its resources. We believe that people should be involved in running their communities. We are determined to strengthen the democratic process and ensure that there is a just and representative system of government with effective Parliamentary institutions, freedom of information, decisions taken at the lowest practicable level and a fair voting system for all elections. We will at all times defend the right to speak, write, worship, associate and vote freely, and we will protect the right of citizens to enjoy privacy in their own lives and homes. We believe that sovereignty rests with the people and that authority in a democracy derives from the people. We therefore acknowledge their right to determine the form of government best suited to their needs and commit ourselves to the promotion of a democratic federal framework within which as much power as feasible is exercised by the nations and regions of the United Kingdom. We similarly commit ourselves to the promotion of a flourishing system of democratic local government in which decisions are taken and services delivered at the most local level which is viable.

We will foster a strong and sustainable economy which enables people to thrive in their communities, assessing progress by measuring people's wellbeing. Such an economy will encourage necessary wealth creating processes, develop and use the skills of the people and work to the benefit of all, with a just distribution of the rewards of success. We want to see democracy, participation and the co-operative principle in industry and commerce within a competitive environment in which the state allows the market to operate freely where possible but intervenes where necessary. We will promote scientific research and innovation and will harness technological change to human advantage.

We will work for a sense of partnership and community in all areas of life. We recognise that the independence of individuals is safeguarded by their personal ownership of property, but that the market alone does not distribute wealth or income fairly. We support the widest possible distribution of wealth and promote the rights of all citizens to social provision and cultural activity. We seek to make public services responsive to the people they serve, to encourage variety and innovation within them and to make them available on equal terms to all.

Our responsibility for justice and liberty cannot be confined by national boundaries; we are committed to fight poverty, oppression, hunger, ignorance, disease and aggression wherever they occur and to promote the free movement of ideas, people, goods and services. Setting aside national sovereignty when necessary, we will work with other countries towards an equitable and peaceful international order and a durable system of common security. Within the European Community we affirm the values of federalism and integration and work for unity based on these principles. We will contribute to the process of peace and disarmament, the elimination of world poverty and the collective safeguarding of democracy by playing a full and constructive role in international organisations which share similar aims and objectives. These are the conditions of liberty and social justice which it is the responsibility of each citizen and the duty of the state to protect and enlarge. The Liberal Democrats consist of people working together for the achievement of these aims.

1. Name and Area

- 1.1 The name of the body governed by this Constitution shall be the Sutton Borough Liberal Democrats.
- 1.2 The area of the Local Party shall be the London Borough of Sutton.

2. Definitions

In this Constitution:

- “the Local Party” means the Sutton Borough Liberal Democrats;
- “the Party Constitution” means the Constitutions of the Federal Party, the Liberal Democrats in England and the London Regional Party;
- “the Party” means the Liberal Democrats;
- “the Regional Party” means the London Region Liberal Democrats;
- “the Constituencies” means the Parliamentary Constituencies of Carshalton & Wallington and Sutton & Cheam;
- “Party’s Youth and Student Organisation” means the Affiliated Organisation representing youth and students;
- “Majority” at any meeting means majority of those present and voting;
- “Management Committee” means the Management Committee of the Local Party;
- “Executive Committee” means the Executive Committee of the Local Party;
- “In writing” includes communication by email;
- “Signed” includes communication by email from an email address registered with the Party to that member and stating that it was sent by that member;
- “Large Single Seat” means that of a Police (Fire) and Crime Commissioner or Combined Authority/Metropolitan Mayor
- “ALDC” means The Association of Liberal Democrat Councillors.

3. Objects

- 3.1 The objects of the Local Party shall be:
 - (a) To be the successor within its area to the Sutton Borough Liberal Association, the Sutton Borough SDP Area Party and former Liberal Democrat Local Parties within the Local Party area; and

- (b) To promote and support the values and objects of the Party in its area and in particular through its members and registered supporters:
 - i. to secure the election of Liberal Democrats as Members of Parliament, members of regional, local and other elected public authorities and appointments to other public or community offices;
 - ii. to admit and actively recruit new members and registered supporters to the party, encourage existing members to renew their membership and registered supporters to join the party or renew their registration;
 - iii. to participate in the formulation of the policy of the Party;
 - iv. to be recognised and approved by the Regional Party as a Local Party; to play a full role in the democratic processes of the Party; and to send representatives, in accordance with the constitutions of the bodies concerned, to Party bodies;
 - v. to play a full part in the campaigning activities of the party at all levels;
 - vi. to campaign and work with local people to achieve the objectives set out in the Preamble to the Party Constitution; and
 - vii. to promote diversity within the party and to represent the interests of under-represented groups in the locality.

4. Membership and Registered Support

- 4.1 The Local Party shall administer membership and registered support in accordance with the membership rules of the Liberal Democrats in England.
- 4.2 All persons shall be eligible to join the Local Party if they agree with the fundamental values and objectives of the party; and
 - (a) They live, work or study within the area of the Local Party; or
 - (b) If not eligible under Section 4.2 (a) they acquire membership with the consent of the Regional and Local Party Executive Committees; or
 - (c) They are an MP or prospective candidate for a parliamentary, regional, subregional or local election; or a member of a local authority for a seat wholly or partly within the area of the Local Party.
- 4.3 Eligible persons shall, subject to clauses 4.4 and 4.5 of this constitution, become members of the Local Party:
 - (a) on enrolment through the Local Party; or
 - (b) on enrolment through the party's online enrolment system; or
 - (c) on enrolment through the party's Youth and Student Organisation or any other enrolling AO, giving an address within the Local Party area; or
 - (d) if already a member of the party, on re-registration as a member of the Local Party.

An applicant shall become a member on acceptance by the enrolling body, payment of the requisite subscription and registration on the register kept by the Party in England.

An application shall be deemed accepted if not refused in accordance with the membership rules.

- 4.4 The Executive Committee may refuse membership to any person, on the grounds provided by the Party Constitution, using the procedure defined in the membership rules of the Party in England.
- 4.5 A membership application from a former member, previously expelled by the Party, must be approved by the Regional Party and the Party in England in addition to the Local Party.
- 4.6 Membership of the local party shall be interpreted according to the provisions of the Constitution of the Liberal Democrats in England and its Membership Rules, as recorded in the register kept by the Party in England. Membership will automatically lapse when the renewal subscription is three months in arrears.

A member whose subscription is in arrears shall receive notices of meetings and elections for three months from the date at which their subscription became due.

A member who does not renew their subscription before the end of the three-month period must reapply for membership.

- 4.7 A member of the Local Party who ceases to be eligible under Section 4.2 (a) may retain membership of the Local Party with the consent of the Executive Committee.

5. Officers and Committees

- 5.1 There shall be two levels of committees within the local party:
 - (a) The Management Committee, which has elected officers and meets regularly to perform the month-to-month administration of the local party and;
 - (b) The Executive Committee, which comprises the Management Committee as well as a representative from each ward and the Council Group.
- 5.2 All major decisions made by the Management Committee, including major financial decisions, are subject to ratification by the Executive Committee.
- 5.3 Section 6 details the structure and responsibilities of the Management Committee and Section 9 details how party officers are elected.

5.4 Section 7 details the structure and responsibilities of the Executive Committee.

6. Management Committee and Officers

The Secretary shall within seven days notify any change of Officers to the Regional Party and to the Chief Executive of the Federal Party.

- 6.1 The Officers of the Local Party shall be the
- (a) Chair;
 - (b) Two Vice-Chairs, one for each parliamentary constituency;
 - (c) Treasurer;
 - (d) Secretary;
 - (e) Elections Officer;
 - (f) Membership Development Officer;
 - (g) Diversity Champion.

The Management Committee should appoint members to ensure compliance of the Local Party with data protection law, and such other responsibilities as the Party may require from time to time.

Additional Single Responsibilities (ASR) roles may be assigned to people recruited from, or co-opted to, the Management Committee to perform a one-off role such as the following (some roles may be officer roles which would be delegated to the ASR):

- (a) Data officer;
- (b) Fundraising Co-ordinator(s);
- (c) Events Co-ordinator(s);
- (d) Press Officer(s);
- (e) Chair(s) of sub-committees where appropriate;
- (f) Representatives to joint committees with other Local Parties

- 6.2 The general and financial business of the Local Party shall be controlled and carried on by the Management Committee, subject to the decisions of the Executive Committee and general meetings and in compliance with the Political Parties, Elections and Referendums Act 2000 and the Data Protection Act 2018. The Management Committee shall consist of:

- (a) The Officers;
- (b) Up to five ordinary members to be elected annually in the same manner as the Officers

- 6.3 The Management Committee may co-opt up to five additional members, for a term expiring not later than December 31st of the year in which they are co-opted. The power of co-option shall be used, inter alia, to ensure if possible that no more than two-thirds of the Management Committee identify as the same gender, and that there is fair representation of under-represented groups in the

locality, with the intention of creating an executive that reflects the community the Local Party serves.

- 6.4 The Management Committee may fill any vacancy occurring among the officers or the ordinary members. Any vacancy in the Chair shall be filled from amongst the existing committee members.
- 6.5 The Management Committee may assign special responsibilities to any of its members, including duties which would otherwise pertain to one of the officers. The Management shall designate an officer to deputise for the Chair if the Chair and Vice Chairs are all unavailable.
- 6.6 The Officers shall convene a meeting of the Management Committee within one month after taking office. The Management Committee shall meet at least quarterly.

The Secretary shall give at least 7 days' notice of meetings to all members of the Management Committee. One-third of its members shall form a quorum. A meeting may continue without a quorum if no member present objects. Any decisions taken at such a meeting or by email between meetings must be ratified at the next quorate meeting of the Management Committee and may be subject to further ratification by the Executive Committee.

- 6.7 The Management Committee may appoint sub-committees for any specified purpose. No subcommittee or Management Committee member may take action on behalf of the Management Committee beyond their terms of appointment. All sub-committees shall report on their activities to the Management Committee and may include persons who are not members of the Management Committee and may delegate authority to take actions on their behalf. The Management Committee may also delegate authority to committees jointly constituted with other Local Parties for particular purposes.
- 6.8 In urgent circumstances the Chair or, if unavailable, a Vice-Chair, in conjunction with a minimum of two other officers, may act on behalf of the Management Committee. The Chair (or Vice Chair) shall report such actions to the next meeting of the Management Committee.
- 6.9 The Management Committee will set out a long-term development plan as to how it will achieve its objectives as set out in clause 3.1 (b) and in particular in the following areas:
 - i. increasing its membership and the diversity of that membership
 - ii. a training plan to improve the skills and activity levels of those members
 - iii. improving its fundraising
 - iv. objectives for each set of local elections or shared local elections with neighbouring Local Parties that cover its area for Counties, Mayoral, Regional Assemblies and Police (Fire) and Crime Commissioners, with the intention of standing a candidate in every available seat

- v. using local by-elections to train local activists and develop campaigning skills
- vi. improving its performance at each Parliamentary election

That plan should as a minimum be reviewed and updated in conjunction with the Regional Party after each full cycle of local elections and each Parliamentary election. The Management should report on the progress of the plan at each AGM.

7. Executive Committee

- 7.1 The Executive is chaired by the same officer elected to chair the Management Committee.
- 7.2 There may be an Honorary President if duly nominated and elected in accordance with the rules for nomination and election of officers laid out in Section 9 of this constitution. The term of office for any such Honorary President shall be as laid out for officers in Section 9.1.
- 7.3. The Executive Committee shall consist of:
 - (a) All Officers and ordinary members of the Management Committee;
 - (b) The Party's Members of Parliament for constituencies covered by the Local Party, and Prospective Parliamentary Candidates, when in post;
 - (c) The Local Party's approved parliamentary/Large Single Seat Agent or Organiser.
 - (d) A representative for each ward.
 - (e) One representative elected by and from each local branch of the party's Youth and Student Organisation.
 - (f) Up to three representatives of the Council Group;
- 7.4 The Honorary President is entitled to attend all meetings of the Executive Committee.
- 7.5 The Officers shall convene a meeting of the Executive Committee within three months after taking office. The Executive Committee shall meet at least quarterly.

The Secretary shall give at least 7 days' notice of meetings to all members of the Executive Committee. One-third of its members shall form a quorum. A meeting may continue without a quorum if no member present objects. Any decisions taken at such a meeting or by email between meetings must be ratified at the next quorate meeting of the executive.

8. Campaign Team

- 8.1 The Campaign Team is a sub-committee of and answerable to the Management Committee and is generally responsible for:
- (a) Strategic planning oversight and execution of campaigning activities between and during elections;
 - (b) Managing an annual budget for campaigning and literature approved by the Executive Committee;
 - (c) Reporting its activities regularly to the Management and Executive Committees;
 - (d) Managing the approval of local election candidates and allocation of approved candidates to wards in collaboration with the ward teams.
- 8.2 The Campaign Team membership shall be reviewed and appointments made annually by the Management Committee without limiting the right of the Management Committee to change the membership of the Campaign Team at any other time if it sees fit to do so.
- 8.3 The Campaign Team will meet regularly as often as required but at least once during each Executive Committee meeting cycle.
- 8.4 Accountability:
- (a) The Campaign Team is chaired by the Elections Officer and will also report its activities to the Management Committee and to the Executive Committee orally or in writing following each of the Campaign Team's meetings.
 - (b) The Chair or a member of the Campaign Team will report to the Council Group.
 - (c) The budget allotted to the Campaign Team will be within the annual Local Party budget prepared by the Treasurer and approved by the Executive Committee. Management of the Campaign Team budget will be the responsibility of the Campaign Team. Expenditure above the budget must be approved in advance by the Executive Committee.
 - (d) Both between and during Parliamentary and/or Council elections ("Elections") the Campaign Team may co-opt up to five temporary members for a pre-arranged period not exceeding six months. Such co-opted members may be pre-selected to allow a fast response to an Election call or may be called to perform specific tasks in the expectation of an Election. For General or Parliamentary By Elections the Campaign Team may elect to split into Constituency sub-Campaign Teams.

9. Election of Officers, Management and Executive Committees

- 9.1 The officers and ordinary members shall be elected by and from members of the Local Party at the time of the Annual General Meeting (AGM), provided that, with the prior agreement of the Regional Party, a member of the party who is not a member of the Local Party may be elected to the office of Treasurer. If an election is contested, there shall be a full postal or electronic ballot following the meeting, in which all Local Party members are sent a ballot or personal link to an electronic voting system within 7 days after the AGM and which must be returned to the Returning Officer within 21 days after the AGM.

The term of office of officers and ordinary members shall be from the 1st January following their election until the following 31st December. They shall be eligible for re-election, save that the Chair shall not serve for more than three consecutive one-year terms and shall not be eligible for re-election as Chair for two terms after leaving office.

- 9.2 Nominations for election shall be invited in the notice summoning the AGM, and shall close at the AGM, but not before the reception of the Chair's and Treasurer's reports. They must be proposed and seconded, and except in the case of nominations made at the AGM, shall be in writing signed by the proposer, seconder and candidate.
- 9.3 No person may be elected to hold more than one office or may be elected to be both an officer and an ordinary member. Elections for officers shall be counted in the order listed in Section 6.1 and for ordinary members after officers. Any votes cast for candidates already elected to office shall be transferred according to the voters' subsequent preferences.
- 9.4 All contested elections under this constitution shall be by secret ballot by the Single Transferable Vote method in accordance with election rules made under the party constitutions.
- 9.5 The Management Committee shall appoint some disinterested person to act as Returning Officer. The Returning Officer shall be entirely responsible for running the elections, including the receipt of nominations and for the preparation and distribution of ballots, their receipt and counting on return, and the declaration of the results.

Accidental failure to dispatch notice of the AGM or a ballot in due time or at all to a person entitled to vote shall not invalidate an election or be treated as an irregularity, unless a substantial number of persons entitled to vote have not received notices or ballots at all or have received them too late to make it practicable to attend the meeting or return the ballot in due time.

- 9.6 An unsuccessful candidate who alleges that there has been or may have been an irregularity in the election may within one calendar month after the declaration of the result ask for an investigation by the Regional Party in accordance with the party constitutions. Subject to any order made after such an investigation, no irregularity shall invalidate an election.
- 9.7 The Returning Officer may extend the time for distribution and return of ballots where there are special circumstances making it necessary to do so.
- 9.8 Wards may decide their own process for selecting representatives on the Executive Committee. The names of representatives should be reported to the Executive Committee at the first meeting of each calendar year.

10. General Meetings

- 10.1 The AGM shall be on a day appointed by the Management Committee, between 1st October and 30th November. The Management Committee may postpone the AGM if it would conflict with a Parliamentary election in the constituency/local authority area, or for other urgent reason.
- 10.2 The business of the AGM shall include:
- (a) to receive a report from the Chair on the activities of the Local Party and the Management Committee since the previous AGM, including progress with the development plan;
 - (b) to note the accounts of the Local Party for the previous financial year together with an independent report on those accounts, and to receive a report from the Treasurer including a statement of the current financial position and an outline budget for the following year;
 - (c) to appoint for the current financial year (i) auditors if required by the Political Parties, Elections and Referendums Act 2000 or (ii) a person(s) to produce an independent report on the accounts for a General Meeting;
 - (d) to receive reports from each Liberal Democrat Council Group on which Local Party members serve;
 - (e) to transact any other business specified by the constitutions or directed by the Management or Executive Committees;
 - (f) to consider any motion which has been submitted by any member of the Local Party to the Secretary, in time for circulation with the notice of the AGM;
 - (g) to receive nominations for the election of officers, ordinary members of the Management Committee and any elected sub-committees or joint committees;
- 10.3 The Secretary shall give all members at least 21 days written notice of the time and place of the AGM (or access links and codes for an online AGM or online

access to an AGM). Such notice shall specify all business to be conducted at the meeting.

- 10.4 The AGM may (on notification to the Secretary prior to the start of the meeting) by a two-thirds majority of those present and voting agree to consider urgent or important business which has arisen since notice of the AGM was given.
- 10.5 An Extraordinary General Meeting may be convened by the officers, or by the Executive Committee; and shall, on receipt of a requisition signed by at least twenty members of the Local Party (or one-fifth of the membership if less), be convened by the Secretary so as to be held within 28 days from the receipt of such requisition. At least 14 days written notice shall be given to all members. The meeting shall only consider business stated in the notice convening it. Failure to convene a validly requisitioned meeting within 14 days shall permit the meeting to be convened on behalf of (and at the expense of) the Local Party by any of the original requisitioners. In an emergency, the officers may convene a meeting giving such notice as they consider sufficient in the circumstances.
- 10.6 Twenty members (or one-fifth of the membership if fewer), shall form a quorum at any general meeting. A quorum is not required to receive reports and accounts.
- 10.7 Notice and minutes of all Annual and Special General Meetings shall be sent to the Secretary of the Regional Party.
- 10.8 Minutes shall be maintained of all proceedings of all general meetings. A hard copy must be made of any electronic Minutes files and retained in a Minutes book/file. The Minutes book must be retained and handed on to successor Officers by the start of each term of office. Minutes shall also be kept of any meetings of the Management and Executive Committees. In the absence of a Committee member charged with the duty, the Meeting shall appoint a member to take minutes.
- 10.9 Details of any proposed amendment to this constitution shall be sent to all members with the notice of the General Meeting.

11. Candidates for and Elections to Public Office

- 11.1 When it is necessary to select a Prospective Parliamentary or Large Single Seat candidate, the procedure shall be as provided by the Party constitutions. The Executive Committee may appoint a subcommittee to carry out its duties under this procedure.

For each Parliamentary constituency which has at least 30 members the vote on selection for a Prospective Parliamentary Candidate for that constituency shall be by the members registered in that constituency.

For any Parliamentary constituency which has fewer than 30 members,

- (a) Either: the constituency lies in more than one local party, in which case the vote on selection for a Prospective Parliamentary Candidate for that constituency shall be by all the members of each Local Party which covers part of the constituency;
- (b) Or: the local party/parties is/are a branch of the Region, or qualify to be so because of an overall Local Party membership of fewer than 30 people, in which case the vote on selection for a Prospective Parliamentary Candidate shall be by all the members living in that constituency and all members of the executive committee of the Regional Party.

11.2 The Local Party Executive Committee shall seek to ensure that, so far as practicable, all seats within the constituencies and seats in local authority wards and divisions wholly or partly within the local party area are contested by Liberal Democrat candidates, unless the Executive Committee, Regional Party and, in the case of Large Single Seats or Westminster elections, the Liberal Democrats in England, are satisfied that it is in the best interests of the party in any specific case not to do so. If the Local Party wishes not to stand a candidate, the Executive must have the agreement of the Regional and English Parties in the case of Westminster and Large Single Seat elections or the Regional Party in the case of local authority elections.

11.3 The Elections Officer will maintain a list of members approved to stand as candidates in local elections. The timetable and procedure for approval and selection shall be agreed by the Campaign Team, according to the rules of the Party in England and guidance provided on the Federal Party website, and following the procedures approved by ALDC. The executive may select any other member, conditional upon subsequent approval by the executive or delegated approvals panel.

11.4 As a condition of approval, prospective candidates shall be required to agree to make a financial contribution towards Liberal Democrat Party activities in the event of their election to the relevant authority. The level of contribution shall be set at a minimum of 10% of the individual's gross allowances from the relevant local authority. There shall be a mechanism by which cases of hardship/financial distress are identified, and only through this mechanism may a contribution be lowered or exempted. Town and parish council candidates are exempt from this condition.

11.5 Where an elected authority covers more than one Local Party area or crosses Local Party boundaries, the Executive Committees of the Local Parties concerned must agree to form appropriate joint arrangements to co-ordinate candidate approval and selection, campaigning, fund-raising and publicity and be

responsible for the formulation of policy on that authority. Such arrangements must be minuted by each of the Local Parties involved and shall remain in force, notwithstanding any subsequent change of officers or Executive Committee.

- 11.6 The Local Party will submit to the Federal Party's Nominating Officer the name of a suitable person to act as the Delegated Nominating Officer (DNO). The DNO shall act in accordance with the Rules made by the Party for DNOs.
- 11.7 If a member of the Local Party stands at any public election as a candidate or agent, in opposition to a properly nominated candidate of the party, an officer of the Local Party shall immediately inform the Standards Officer at Liberal Democrat HQ as their membership may be revoked under the English and Federal Constitutions.
- 11.8 Any candidate for election to public office standing as a representative of the party must be a current member of the party from the point of nomination throughout the campaign.
- 11.9 If at any time the Local Party considers entering into an electoral pact, the Executive Committee must obtain the prior agreement of the Regional Party before any negotiations take place; the final outcome must meet objectives agreed under protocols established by the Party in England and be approved by the Regional Party.
- 11.10A Local Party wishing to de-select a candidate for a Westminster or Large Single Seat must contact the Chair of the regional candidates committee and proceed according to their protocols.
- 11.11A Local Party wishing to de-select a candidate for a local election must contact ALDC and follow their advice.

12. Finance

- 12.1 The Local Party's accounting period shall be annual, starting on 1st January and ending on 31st December each year.
- 12.2 The Treasurer shall keep, maintain for six years and pass to their successor accounting records which shall be available for inspection in accordance with the Political Parties, Elections and Referendums Act 2000 (PPERA).
- 12.3 The Treasurer shall ensure that no donation greater than that permitted by PERA is accepted except from a permissible donor and shall keep records and submit donations reports to the Executive Committee and to the Chief Executive of the Federal Party.

- 12.4 The Treasurer shall annually produce accounts for Local Party finances which shall be approved by the Executive Committee and if required by the Political Parties, Elections & Referendums Act 2000 shall be audited.
- 12.5 The Treasurer shall submit the accounts of the Local Party together with an independent report to a meeting of the Local Party executive for approval. When signed, the Treasurer and the Local Party Chair shall submit them to the Federal Party for reporting under PPERA rules in the manner designated by the Federal Party no later than 31st March following the end of the financial year. A copy of the accounts shall also be sent to the Regional Party.
- 12.6 (a) The Local Party shall maintain one or more bank or other appropriate accounts in the name of the Local Party for which the mandate for withdrawal shall require the signature of at least two officers who shall not come solely from members of any one family. The Local Party may maintain further accounts for the deposit of money not required for the time being, requiring the same signatures
- (b) The Local Party may take advantage of electronic banking facilities if they are provided by its bankers as long as appropriate safeguards are put in place by the Executive Committee to agree expenditure and cash movements both at Executive meetings and by a minimum of two officers in between meetings in advance of such expenditure or movements taking place. Where such action is taken between meetings it will be reported back to the next Executive meeting.
- 12.7 If the Local Party fails by 15th January to notify the Chief Executive of the Federal Party of the appointment of a Chair and a Treasurer, the Local Party shall automatically be suspended.
- 12.8 Such property as the Local Party may own or lease (whether physical or held in long-term investments) shall be acquired, held and disposed of through a Trust.

For a new trust, the Local Party Executive Committee shall appoint three Trustees to manage the asset on behalf of the Local Party who shall hold office for a period of five years but be eligible for re-appointment by the Executive and if at any time the number of trustees shall fall below three immediate steps shall be taken by the Executive to appoint a new trustee. A document (which may be the trust deed) shall be drawn up setting out the responsibilities and indemnification of the Trustees in carrying out their duties on behalf of the Local Party. This document should be signed by the Chair and Treasurer of the Local Party and the appointed trustees.

For an existing trust, the Executive Committee shall follow the above procedure as closely as possible, consistent with the trust deeds.

13. Constitution and Interpretation

- 13.1 Amendments may only be made by a two-thirds majority at a quorate general meeting. No amendment shall be made which conflicts with the constitutions of the Party or of the Regional Party. Any amendment to this constitution shall not come into force until approved by the Regional Party.
- 13.2 Details of any proposed amendment to this constitution shall be sent to all members with the notice of the general meeting.
- 13.3 If the Model Constitution for Local Parties (England) is amended, any provision of this constitution shall be deemed to be correspondingly amended, unless the Local Party resolves in accordance with 13.1 above at a quorate general meeting held within 6 months of receiving notice of the amendment not to accept it.
- 13.4 One copy of the constitution shall be deposited with the Secretary / Administrator of the Regional Party; and one shall be kept with the minute book of the Local Party. Any member shall be provided with a copy of the constitution on request.
- 13.5 In the event of any question of interpretation arising, or any question on which this constitution is silent, the Executive Committee shall have power to act according to its interpretation of the constitution, subject to decisions of the English Council, Articles 3 and 9 of the constitution of the Liberal Democrats in England and Article 4 of the Constitution of the Federal Party.
- 13.6 No word or construction in this constitution shall be taken to imply any discrimination whatsoever with regard to any ground other than political belief or practice.
- 13.7 In the event of the dissolution or suspension of the Local Party, the assets of the Local Party shall vest in the Regional Party on trust for the future reconstitution of the Local Party, unless explicitly provided otherwise by a general meeting in the event of dissolution pursuant upon boundary changes and subject to the agreement of the Regional Party.
- 13.8 A Local Party, by agreement at a general meeting, may dissolve itself in order to facilitate the creation of one or more new Local Parties, subject to the approval of its Regional Party and prior notification to the Compliance function at party headquarters; HQ must be notified no later than 30th November in the year preceding the proposed change, in order that appropriate adjustments be made to data and other systems held by the party.

APPENDIX LP1

ROLES OF LOCAL PARTY OFFICERS

- i. The role of the Chair is to:
 - a. Chair Local Party management and executive meetings
 - b. Chair general meetings if there is no Honorary President or the President has declined this responsibility
 - c. Act as the point of communication with HQ and the region
 - d. Ensure compliance (along with the Treasurer) with PPERA
 - e. If another member is not so appointed, ensure compliance with data protection law
 - f. Ensure compliance to party constitution
 - g. Manage the local development plan and ensure it is fulfilled
 - h. Oversee Parliamentary candidate selection with the support of the Elections Officer
 - i. Ensure that the Local Party maintains the standards and practice expected

- ii. The role of the Vice-Chair is to:
 - a. Deputise for the Chair if they are ever unavailable or at the request of the Chair,
 - b. Chair Local Party, general and Executive Committee meetings if and when the Chair is absent or otherwise unable to chair such meetings, or at the request of the Chair
 - c. Proactively assist the Chair in the fulfilment of their responsibilities to and on behalf of the Local Party,
 - d. Proactively work with the other officers to assist them in their duties as necessary,
 - e. Be responsible for the fulfilment of responsibilities associated with any vacant officer position until it is filled, reporting to the Executive Committee on such responsibilities whilst it remains vacant.

- iii. The role of the Secretary is to:
 - a. Produce agendas and minutes for meetings
 - b. Manage the diary of events to avoid clashes
 - c. Inform the Chief Executive of the Federal Party and the secretary of the Regional Party of executive officer appointments and other matters required by this constitution apart from finance
 - d. Consult the Local Party constitution
 - e. Other administrative tasks

- iv. The role of the Treasurer is to:
 - a. Prepare and monitor the yearly budget
 - b. Submit PPERA reports
 - c. Oversee fundraising targets
 - d. Liaise with election agents
 - e. Keep accounts ready for audit

- v. The role of the Membership Development Officer is to:
 - a. Organise and run recruitment campaigns
 - b. Follow up 'At Risk' members
 - c. Ensure there is a range of events, social and political (in co-operation with the Secretary)
 - d. Encourage members to move on to Direct Debit payments
 - e. Secure accurate records of local party membership in the Federal Party's central membership system
 - f. Check regularly for new members, welcome them and organize new member interviews
 - g. Inform the Executive Committee of new members, in accordance with Section 4.4 of this Constitution
 - h. Produce a regular members' newsletter (work with others)

- vi. The role of the Elections Officer is to:
 - a. Ensure the Local Party has top-line electoral objectives agreed for at least five years ahead to guide campaigning activity
 - b. Ensure the Local Party has an agreed annual campaign plan, and supporting budget in consultation with the Treasurer
 - c. Form and oversee the smooth running of a borough campaign team charged with delivering the agreed campaign plan within the agreed budget
 - d. Ensure the Local Party obtains the marked registers after every election and that the data is entered into the party's system for recording electoral data
 - e. Provide support to the Chair in the selection of Parliamentary candidates

- vii. The role of the Diversity Champion is to:
 - a. Develop an understanding of the diverse communities in the area of the Local Party
 - b. Identify under-representation of those communities within the Local Party and the executive/officer roles
 - c. Work with the Local Party executive to devise and promote a strategy to engage members of under-represented groups, to encourage them to join the party and to support them to become active in the management and decision-making processes of the Local and wider Party
 - d. Develop links with community group

Change history

Details of Change	Agreed by/Date	Incorporated by/Date

NOMINATIONS FOR ELECTION

Introduction

If you would like to stand for election as a Local Party Officer or Member of the Management Committee, you will need send me the following details **by 5 pm on Wednesday 20th November**.

Information you must send me:

For Yourself:

Your Full Name

Your Membership Number

Your Post Code

Your Email address (if you have one – otherwise say Not Applicable)

The Position(s) for which you would like to stand *Your Proposer's*: Full Name and

Membership Number *Your*

Seconder's:

Full Name and Membership

Number

You may provide all the details set out above for yourself, your Proposer and your Seconder by replying to this email or by post to me at the address set out in the main letter. Alternatively, just provide your own details indicating who your Proposer and Seconder are and ask them to provide their own details separately to me, including that they are supporting you for a particular post(s).

Please note that I shall contact your Proposer and Seconder directly at the email address, phone number or postal address recorded in their details in the membership records to confirm that they do indeed wish to Propose and Second you. More tedious bureaucracy – Sorry!

Am I limited to applying for only one position?

No – you may apply for as many as you wish but you may only be elected for one position.

What happens if there is a contest?

If there are just 2 candidates for 1 available position eg Secretary, there will be a vote during the Meeting. In more complicated circumstances, such as 3 candidates for 1 or 2 available positions or 7 candidates for just 5 available positions our Constitution requires a Vote using the Single Transferrable Vote System. This will be handled by a voting process involving Members present at the AGM during the Meeting.

Some background detail on particular posts which require particular skills

Taking part in the management of the Local Party requires commitment but can be very rewarding. All of the posts mean you will be at the heart of decision making in the Local Party and will provide a good opportunity to acquire skills transferable to a wide range of employment or other voluntary activity. Although a certain aptitude is needed for the particular posts individually described below, no previous experience is essential. Extensive training and support is available from the National Party, as well as handover from previous incumbents.

Treasurer

The Treasurer is one of two posts (the other being Chair) which must be filled, otherwise the Local Party is automatically suspended. You will need to be comfortable with figures and with using Excel, Word and other software for which training is available. A background in accountancy helps but is not essential. You will be liaising with our Bank, preparing Monthly Management Accounts, a Budget, bank reconciliations, the Annual Accounts and occasional Returns and Reports to Headquarters as well as to Management Committee (monthly) and Executive Committee (quarterly).

Secretary

The Secretary is responsible for the arrangements for meetings of the Management Committee, Executive Committee and AGM. This involves liaising with the Chair on the relevant Agendas, minuting the meetings and chasing up action points. A good working knowledge of Microsoft Word is essential, and you will require to be an “organised” person. You will also need to become fully familiar with our Constitution in order to guide Officers and Members regarding compliance with it.

Management Committee

The Management Committee comprises the Officers and Other Members set out in Item 7 in the Agenda and elected at the AGM. They are all ex-officio members of Executive Committee. The Constitution provides for the election of up to 5 members of Management Committee who are not Local Party Officers.

Will I be able to be Nominated for Election even if I am unable for any reason to attend the AGM?

Yes you will. Provided that I have received your complete and valid Nomination for any position by 5 pm on Wednesday 20th November, your name will go forward as a candidate for Election at the AGM for the position(s) you wish to apply, and I shall advise you within a week as to whether or not you have been elected.

Note that pursuant to our Constitution 2020, the Data Officer is now appointed by Management Committee. The skills required are very specific and, for interest, are set out below.

Data Officer

The Data Officer must be or quickly able to become familiar with the applicable Data Compliance Legislation and the Party’s Data Protection Regulations. You will therefore need to be used to handling digital data and communications in order to understand where pitfalls may arise in how staff and members use any of the digital software applications used by the Local Party and individuals on Party business. You will need quickly to acquaint yourself with the relevant law and regulations in order to provide guidance to Officers, Members and Staff. You will be responsible for ensuring that the Local Party fully complies with these in everything that it does.

Christopher Woolmer

18th October 2024