

«CONTACT\_PostName»

«Territory\_Code»

«Address1»

«Address2»

«Address3»

«Town»

«County»

«PostCode»

August 2025

Dear «Title» «Surname»

### **CONFERENCE CIRCULAR 01/2025**

**Event:** NFOP Annual General Meeting & Annual Conference 2026  
**Dates:** Tuesday 12th May 2026  
**Conference Hotel/Venue:** Chesford Grange Hotel, Kenilworth, Warwickshire CV8 2LD

#### **1. AGM/Conference 2026 - Information Document**

Enclosed is an information document for Branches about the Annual General Meeting and Annual Conference. It is important that it is read thoroughly to ensure you are aware of all requirements and how they should be dealt with by the Branch and those attending.

#### **2. Branch Delegate Entitlement**

The Branch is entitled to send «No\_of\_Dels» Delegates to the AGM/Conference based on your membership at 31<sup>st</sup> July 2025. If this number changes based on the figures at 31<sup>st</sup> December 2025 the Branch will be notified.

#### **3. Delegate Hotel Accommodation**

The Executive Committee **recommends** that ALL Delegates stay at the Conference Hotel, being the Chesford Grange Hotel, which includes the Conference Dinner on the Tuesday evening with a guest speaker. A letter to Branch Treasurers will be sent separately to make sure they are aware of this and the associated costs. They will also be advised on what action to take if they feel that the Branch is unable to meet the costs.

Head Office will manage ALL the conference hotel bookings for 2026.

**Please do not contact the hotel direct.**

#### 4. Cancellation of Accommodation

Cancellation of accommodation must be sent to Head Office in writing or by email and receipt will be acknowledged, non-receipt must be assumed if no acknowledgement has been received. The hotel will charge for no-shows and cancellation charges will apply to rooms cancelled, which may be charged to the Branch.

#### 5. Getting Support from the Branch Support Fund

We understand that the accommodation costs can be a significant drain on Branch/Group resources and would like to remind you that there is a 'Branch Support Fund' for providing financial assistance to help with the conference accommodation costs for their Delegates. Branch Treasurers have been advised of the process. It is the responsibility of the Branch to contact Head Office with requests for assistance, not the Delegate.

#### 6. Conference Forms

Conference forms are listed below, most of which are included in this circular. The submission deadline dates are printed on each form and will be printed within the NFOP Magazine from the September 2025 issue onwards leading up to the AGM/Annual Conference.

Name of Form	Submission Deadline	Regulation
Nominations for all Committees	Monday 2 <sup>nd</sup> February 2026	10.1
Resolutions		12.3.1
Motions		13.2.1
Delegate Form*		-
Observers/Carers		-
Amendments to Resolutions/Motions	Monday 16 <sup>th</sup> March 2026	12.3.4 / 13.2.3
Appeals to Resolution/Motion Ruled Out of Order		-
Questions on Annual Report	Tuesday 31 <sup>st</sup> March 2026	-
Ballots for Elected Positions (not included)		10.2


\* (Includes Attendance / Hotel Booking, Proxy Vote, Bank Details)

There is also an Emergency Motion form. Ballot forms will be issued after nominations have been received, if necessary. Please feel free to photocopy extra forms or request copies from Head Office. The forms will be available to download from the AGM/Annual Conference page within the NFOP website Members' Area.

Unless you have received an acknowledgement, you must assume that the documents have not arrived at Head Office. Hard copy submissions will be accepted up to and including the post on the deadline date and up to midday (12 Noon) for electronic submissions on the deadline date. Items delayed, lost in the post, or failed electronic transmission, will not be accepted after the closing date.

Please inform your Delegates about the content of the enclosed information so they are aware of the relevant procedures and deadlines.

Yours sincerely

  
**Eamonn Donaghy**  
**Chief Executive Officer**

Encs.