



NARPO HOUSE
38 Bond St,
Wakefield,
West Yorkshire,
WF1 2QP
Tel: 01924 362166
Email: hq@narpo.org

Branch Circular No 31/24

To: Members of the NEC
All Branch Secretaries

November 2024

Dear All

RE : Christmas Closing 2024/Calendar of notable dates for 2025

I write to inform you that the office will close at 12noon on Tuesday the 24th December 2024 and will re-open at 8.00am on Thursday the 2nd January 2025.

Please find attached next year's calendar of notable events, which I trust you will find useful.

The New system will automatically run the year end on the 1st January at midnight as per the Rules and these figures will be the ones used for calculating Precept payable for 2025.

I would like to draw your attention to the date for your membership queries which need to be resolved by the 31st December.

All authorised new members received at HQ by 9am on 20th December will be included into this year's figures and will be included in the calculation of next year's precept.

The real time data which is held on Supersleuth will need to be checked as this is the data we use to calculate your branch precept for the coming year.

It will be assumed that any branch failing to notify the office with any changes, **by 20th December**, fully agrees with our membership figures.

Thank you for your assistance,

Alan Lees

CEO

**BRANCH SECRETARIES CALENDAR OF EVENTS AND DEADLINES
2025**

NB 2024	16th	Last date to submit items of interest etc inclusion in the February edition of NARPO News
	31st	Last day for branch membership returns to HQ
JANUARY:	2nd	HQ re-opens after Christmas and New-Year break
FEBRUARY:		February edition of NARPO News published
	5th	1st NEC Meeting of the year – Hull
MARCH:	1st	Circulation of 2025 Subscription/Precept rate
	7th	Last date to submit items of interest etc inclusion in the May edition of NARPO News
APRIL:	24th	Closing date for Welfare Representatives Course Nominations
	30th	Final Date to submit Conference Resolutions
	30th	Final date for Regional Return NEC/Reserves/ etc
	30th	Final date for Regional Meetings to be held
	30th	Final Date for Conference Meals, Delegates / Observers to Angela Calvert
MAY:		May edition of NARPO News published
	15th	Last date for Branch AGMs
	7th	2nd NEC Meeting of the year – Ipswich
	15th	Details of Resolutions for Conference to be circulated to Branches by HQ
	31st	NEC Balance Sheet to Branches
	31st	Final date - Branch accounts to Financial Controller
JUNE:	TBA	Welfare Representatives Course
	6th	Last date to submit items of interest etc inclusion in the August edition of NARPO News
	15th	Final date for payment of first precept instalment
	30th	Last day for amendments to Resolutions
	30th	Annual Report goes to Print
JULY:	9th	3rd NEC Meeting of the Year – Salisbury
	24th	Prepare Conference Packs for Posting
	24th	Conference packs and Desk Diary Posting
AUGUST:	22nd	August edition of NARPO News published
	1st	Last date for NARPO (Branch) diary orders
	1st	Proxy Voting email from Lumi
	16th	Final date for conference meal refunds – (1st Post) to Angela Calvert
	22nd	Conference Handover Meeting
	26th	Table Plans & Delegate listing published by region on Supersleuth by Angela Calvert
	26th	Final Email re Proxy Nominations from Lumi
SEPTEMBER:	4th	4th NEC Meeting of the year – Boulevard Hotel, Blackpool
	5th	Conference to be held at – Winter Gardens, Blackpool
	5th	Branch diary orders to be collected from conference – BY PREVIOUS ARRANGEMENT
	5th	Last date to submit items of interest etc inclusion in the November edition of NARPO News
OCTOBER:	1st	Circulation of 2025 Subscription/Precept amount due
	TBA	Branch Officers Training Courses
	24th	HQ to circulate branches with next years CPI rate for pension increase
NOVEMBER:		November edition of NARPO News published
	1st	HQ to circulate branches with current membership numbers – for branch check & response
	12th	5th NEC Meeting of the year – Stanstead
DECEMBER:	15th	Final date for payment of second precept instalment
	16th	Last date to submit items of interest etc inclusion in the February edition of NARPO News
	24th	Office closes for Christmas break
	31st	Last day for branch membership returns to HQ
	31st	Database Year end runs Automatically