



Annual General Meeting (AGM)

Wednesday 5th June 2024

18:45 - 19:15

1st Little Paxton Scout Hut

Attendees: Rhys Thomas, Ashley Walton, Julia Jones, Gareth Mount, Gary Sampson, Danny Anstee, Sylvia Radley, Jenny Gelatley, Matt Durham, Lauren Elt, Tasha Minney, Charlotte Ashley-Roberts, Amanda Harrison, David Pickles, Gemma Pearce, Rebecca Poppleton, Jenny Street and other parents and carers of young people in our group.

Chair makes Health & Safety and domestic announcements.

This was discussed to the Group Scout Council.

1. Introduction and welcome

Chair Makes opening remarks. Thank the venue for the use of their facilities. Welcome members of the Group Scout Council and guests [If not included here, have a separate list available on the day.]

This was discussed to the Group Scout Council.

2. Apologies for absence

Chair: We've received apologies from [Edit number] persons for their absence today, and their names will be included in the minutes of this meeting.

Apologies were given, Lynette Daffern, Kate Jarman, Jodie Stratton and Neil Sealey

3. Governance topics

Chair: We'll use this part of the meeting to make sure the charity's foundations are in good order

3.a Approve the minutes of the Annual General Meeting held on 16th July 2023

Chair: The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 16th July 2023. I put forward these minutes are taken as read and ask the Group Scout Council to agree they're a true record of that meeting.

First was Gareth Mount, Second was Tasha Minney.

3b. Adopt the model constitution from Policy, Organisation and Rules (POR)

Chair: In line with the recommendation from Scout Headquarters, the Group Trustee Board proposes we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of this was available for review and inspection prior to this meeting, and copies are also available at this meeting.

First was Charlotte Ashley-Roberts, Second was Rebecca Poppleton

3c. Note the Group's financial year

Chair: Can the Group Scout Council members please note our charity's financial year is [1 January 2023 - 31 December 2023]

This was shown and discussed to the Group Scout Council.

3d. Approve appointed and community members of the Group Scout Council

Chair notes the Group Scout Council can admit other people to membership. Chair advises that **Names on PPP** are nominated as Group Scout Council members.

These are to be admitted as members of the Group Scout Council as well as the ex officio list in POR Rule 5.4.4

This was shown and discussed to the Group Scout Council. The Group Scout Council Approved.

3e. Agree the number of members that may be appointed to the Trustee Board

Chair: Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio and co-opted Trustees.

The Group Scout Council must agree on the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that **12** people are appointed. I propose the Group Scout Council approves that recommendation.

First was Penny Lusha, Second was Matthew Durham .

3f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

Chair: The Group Scout Council must agree to its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at **[5]** people. Does the Group Scout Council approve that recommendation?

First was Jenny Street, Second was Rebecca Poppleton

4. Review of the previous year

Chair: We'll now use this part of the meeting to reflect on the activities of the past year.

4a. The Group Lead Volunteer's review of Scouts in the 1st Little Paxton

Chair asks the **Group Lead Volunteer** to present their Annual Review.

Group Lead Volunteer gives their review.

Chair thanks **Group Lead Volunteer** for their review.

4b. Receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts

Chair notes the Group Trustee Board has approved the Annual Report and Statement of Accounts, and has received the report on the accounts from [Jenny Gelatley].

Chair asks the **Group Treasurer** to give their explanation of the Statement of Accounts.

The Treasurer explains the Statement of Accounts.

Chair invites questions from the floor regarding the Trustee Annual Report, and the Annual Accounts.

Chair thanks the Treasurer

Please note: No vote is required, the Group Scout Council only 'receives and considers the report.

5. Making appointments

Chair: We'll use this part of the meeting to organise the set up of the charity until the next AGM. We'll appoint a Trustee Board to oversee good governance for the charity over the next year.

5a. [If required] Appoint the Group Chair, following recommendations from the open selection process initiated by the Group Trustee Board

Chair hands the chairmanship of this meeting over to the **Group Lead Volunteer**.

Group Lead Volunteer explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that **[Colin Hart]** should be appointed as Group Chair. Please show your hands as approval.

First was Gareth Mount, Second was Sylvia Radley

Group Lead Volunteer hands the chairmanship of this meeting back to the **Group Chair**.

5b. [If required] Appoint the Group Treasurer, following recommendations from the open selection process initiated by the Group Trustee Board

Chair explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that **[David Pickles and Gemma Pearce]** should be appointed as **Group Treasurer**. Please show your hands as approval.

David Pickles - First was Penny Lusha, Second was Ashley Walton

Gemma Pearce - First was Ashley Walton, Second was Sylvia Radley

5c. [If required] Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

Chair explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that **[See Below]** should be appointed as members of the Group Trustee Board.

Please show your hands as approval.

Tasha Minney - First was Lauren Elt, Second was Charlotte Ashley-Roberts

Ashley Walton - First was Matthew Durham, Second was Sylvia Radley

Kate Jarman - First was Gareth Mount, Second was Ashley Walton

Julia Jones First was Ashley Walton, Second was Lauren Elt

Gareth Mount - First was Ashley Walton, Second was Sylvia Radley

Chair thanks the Trustees for their work during the year and, in particular, those members who are standing down – [Matthew Durham].

5e. Appoint the Scrutineer / Independent Examiner / Auditor

Treasurer proposes [Jenny Gelatley]

Chair confirms that [Jenny Gelatley] has been proposed, seconded and is qualified for the role, and asks for a show of hands to approve nomination.

First was Gareth Mount, Second was Matthew Durham.

6. Closing Remarks

Chair closes the AGM, thanking everyone for attending and outlines any arrangements for the rest of the event.

● **Appointed Trustees**

- **Group Chair** - Colin Hart
- **Group Treasurers** - Gemma Pearce & David Pickles
- Tasha Minney (*Squirrel Representative*)
- Ashley Walton (*Beaver Representative*)
- Kate Jarman (*Cub Representative*)
- Julia Jones (*Scout Representative*)
- Gareth Mount (*Key Holder and SASU Liaison*)

● **Co-opted Trustees**

- Lynette Daffern (*Girlguiding Liaison*)
- Charlotte Ashley-Roberts (*Parents/Carers*)
- Amanda Harrison (*Safeguarding*)

● **Ex-officio Trustees**

- **Group Lead Volunteer** - Rhys Thomas
- **Group Secretary** - Penny Lusha