



Annual General Meeting (AGM)

Monday 9th June 2025

17:30 - 18:30

Little Paxton Sailing Lakes

Attendees: Rhys Thomas, Ashley Walton, Charlie Ashley-Roberts, Neil Sealey, Kate Jarman, Lauren Elt, David Pickles, Amanda Harrison, Gareth Mount, Aidan Joy, Nathan Moody, Nooshin Jerrom, Aled Hills, Christina Simpson and David Biggs

Meeting Opened at 17:42

Chair makes Health & Safety and domestic announcements.

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.]

- Rhys Thomas (Lead Volunteer) chaired the AGM
- Introductions and Welcomes were made around the campfire

2. Apologies for absence

Chair: We've received apologies from Penny, Tasha, Sophie, Mary for their absence today, and their names will be included in the minutes of this meeting.

Chair stated the apologies to the Group Scout Council

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 5th June 2024. 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.

The previous minutes from the AGM on Wednesday 5th June 2025 were approved by the Group Scout Council

1st Charlie Ashley-Roberts, 2nd Kate Jarman

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.

The recommendation to use the model constitution from Chapter 5 of POR was agreed by the Group Scout Council.

1st Kate Jarman, 2nd Gareth Mount

3c. Note the Group's financial year

Chair: Can the Group Scout Council members please note our charity's financial year is [1 January 2024 - 31 December 2024]

The date was acknowledged by 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 [Namesbelow](#) 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 completed at the end of the AGM.](#)

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.

[The recommendation of 12 trustees was agreed by the Group Scout Council.](#)

[1st Charlie Ashley-Roberts, 2nd David Pickles](#)

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?

[The quorum recommendation of 5 was agreed by the Group Scout Council.](#)

[1st, Amanda Harrison, 2nd Aled Hills](#)

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.

Review of the previous and current year was presented to the group by the Lead Volunteer. Aidan Joy (District Lead Volunteer presented 10 years service and Good Service Award to Ashley Walton Beaver Leader. Chair shared the appreciation to the Group Scout Council.

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 yet to approve the Annual Report and Statement of Accounts, as we are awaiting 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.

David Pickles explained and summarised the accounts to the Group Scout Council.

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

Chair thanks the Treasurer

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

Rhys informed the Group Scout Council that the Chair is Vacant and thanked Colin for his service to 1st Little Paxton Scout Group. Rhys remained acting Chair for the AGM.

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.

The appointed treasurers were approved by the Group Scout Council

1st Kate Jarman, 2nd Ashley Walton.

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.

Lauren Elt

Lauren Elt's appointment to the Trustee Board was approved by the Group Scout Council. 1st Ashley Walton, 2nd Neil Sealey.

Ashley Walton -

Ashley Walton's appointment to the Trustee Board was approved by the Group Scout Council. 1st Nathan Moody, 2nd David Pickles.

Kate Jarman -

Kate Jarman's appointment to the Trustee Board was approved by the Group Scout Council. 1st Ashley Walton, 2nd Lauren Elt.

Gareth Mount -

Gareth Mount's appointment to the Trustee Board was approved by the Group Scout Council. 1st Kate Jarman, 2nd Lauren Elt

Penny Lusha - (Group Secretary)

Penny Lusha's appointment to the Trustee Board was approved by the Group Scout Council. 1st Ashley Walton, 2nd Kate Jarman

Chair thanks the Trustees for their work during the year and, in particular, those members who are standing down – [Julia Jones and Colin Hart]

Chair informed the Group Scout Council of the Co-Opted Trustees to the board.

- Lynette Daffern - Girl Guiding Liaison
- Amanda Harrison - Safety and Safeguarding
- Charlie Ashley-Roberts - Parents and Carers.

Chair informed the Group Scout Council that he (Rhys) is happy to continue as Group Lead Volunteer for 1st Little Paxton Scout Group and asked if the Council was happy for him to continue till the next AGM.

The Group Scout Council Agreed.

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.

6. Safety Audit

The Chair informed the Group Scout Council that the Safety Audit for the Scout Headquarters was approved by the Trustee Board for the year. The next review of the audit will be in August 2025 or when needed.

7. Closing Remarks

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

Meeting Closed at 18:00

- **Appointed Trustees**

- **Group Chair** - (Vacant)
- **Group Treasurers** - Gemma Pearce & David Pickles
- **Group Secretary** - Penny Lusha
- Lauren Elt (*Squirrel Representative*)
- Ashley Walton (*Beaver Representative*)
- Kate Jarman (*Cub Representative*)
- Gareth Mount (*Scout Representative, 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