

ANNUAL GENERAL MEETING

Date: 31st July 2023

1. Introduction & welcome

Chair: Chris Benstead

Opening remarks.

Chris B welcomed Members of the Group Scout Council and Guests.

2. Apologies for absence

Secretary: Jo Thompson

Apologies have been received and their names have been included below.

Lee Mulholland
Laura Mulholland
Trevor Charlton

3. To approve the Minutes of the Annual General Meeting held on [20th June 2022](#)

Chair: Chris Benstead

The minutes have been previously reviewed by the Group Executive Committee at their first meeting after the previous AGM and so I propose that the minutes are taken as read and ask the Group Scout Council to agree that they are a true record of that meeting.

Seconder **David Plant**

4. Governance topics

Chair notes to the Group Scout Council members present that this part of the meeting is a necessary part to make sure that the charity's foundations are in good order.

4a. To adopt the model constitution from Policy, Organisation and Rules

Chair: Chris Benstead

In line with the recommendation from Scout Headquarters. I propose that 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 the meeting.

Seconder **Janice Tyas**

4b. Note the Group's financial year

Chair: Chris Benstead

Members of the Group Scout Council are asked to note that our charity's financial year is **1st April to 31st March**.

4c. Agree the number of members that may be elected to the Trustee Board

Chair: Chris Benstead

The Group Scout Council must agree at its AGM the number of people that can be elected to the Trustee Board. The recommendation from the outgoing Trustee Board is that **5** people can be elected. I propose that the Group Scout Council approves that recommendation.

Seconder **David Plant**

4d. Agree the quorum for each of the Group Scout Council (including this AGM), meetings of the Group Trustee Board, meetings of any sub-committees

Chair: Chris Benstead

The Group Scout Council must agree at its AGM the quorum – the minimum number of Group Scout Council members that must be present at a meeting of the Group Scout Council. The recommendation from the outgoing Trustee Board is that the quorum should be set at **3** persons. The Group Scout Council is asked to approve that recommendation.

Seconder **Ann Crocker**

Chair: Chris Benstead

The Group Scout Council must agree at its AGM the quorum for Trustee Board meetings, and any sub-committee meetings. The Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of Trustee Board members plus one and that the sub-committee quorum should be set at one third of Trustee Board members plus one. The recommendation from the outgoing Trustee Board is that the quorum should be set the Charity Commission good practice statement. The Group Scout Council is asked to approve that recommendation.

Seconder **David Plant**

5. Review of the previous year

Chair: Chris Benstead

Notes to the Group Scout Council members present that this part of the meeting is the opportunity to reflect on the activities of the past year.

5a. Group Scout Leader's Review of Scouting in the Group

GSL absent so no review given.

5b. To receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts

Chair: Chris Benstead

The Group Trustee Board has approved the Annual Report and Statement of Accounts and Accounts, and the report on the accounts has been received from the **Scrutineer/Independent Examiner**.

Chair: Chris Benstead

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

6. Making appointments

Chair: Chris Benstead

Notes to the Group Scout Council members present that this part of the meeting sets the charity up to be well-led during the period until the next AGM. Particularly, the Group Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

6a. To approve the Group Scout Leader's nomination of the Group Chair

Chair: Chris Benstead

Nomination given by David Plant on behalf of the GSL in their absence.

David Plant nominates *Chris Benstead* as Group Chair and asks for a show of hands as approval.

No objections

6b. To elect the Group Secretary

Chair: Chris Benstead

The 'Group Secretary' is an elected appointment and, as required, **Jo Thompson** has been formally proposed and seconded.

6c. To elect the Group Treasurer

Chair: Chris Benstead

The 'Group Treasurer' is an elected appointment and, as required, **Trevor Charlton** has been formally proposed and seconded

6d. To elect persons to the Group Trustee Board

Secretary (Jo Thompson) - the following have been formally proposed and seconded in writing by the due date:-

Chris Benstead
Lee Mulholland
Trevor Charlton
Jo Thompson
David Plant

Chair: requests a show of hands to approve their election.

No objections

6e. To approve the Group Scout Leader's nominations to the Group Trustee Board.

Nomination given by David Plant on behalf of the GSL in their absence to the Group Trustee Board are:

Chris Benstead
Trevor Charlton
Jo Thompson
David Plant

NOTE: Co-opted members (if any) of the Group Trustee Board are appointed by the Group Trustee Board themselves at one of their meetings, and not at the AGM.

6f. To agree Sub-Committees

Chair: Chris Benstead

As part of the transition to trustee boards and Leadership Teams, the trustees recommend the following Sub-Committees are elected with annual budgets and chairs agreed at Trustee Board meetings:

Building Maintenance and Equipment
Fundraising and Events
Leadership Team
Vehicles

Chair: requests a show of hands to approve their formation.

No objections

6g. To appoint the Scrutineer / Independent Examiner / Auditor

Chair: Chris Benstead

Arthur Wigglesworth has been proposed and seconded and is qualified for the role. May I have a show of hands to approve Arthur Wigglesworth nomination.

NOTE: The requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor will be found at <https://www.scouts.org.uk/volunteers/running-things-locally/finances-and->

[insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-group-districts-countiesareas-scottish-regions/](https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-group-districts-countiesareas-scottish-regions/)

The template for a Scrutineer or an Independent Examiner to use to report back to the Trustee Board will be found at <https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/>

7. Closing Remarks

Chair: to close the AGM, thank all for attending and outline any arrangements for the rest of the event.