

1st Mulbarton SCOUT COUNCIL

Annual General Meeting

Wednesday 2nd October 2024 7.30pm

Attendees: Chris White – Chair, Robin Parker – GSL, Andrea Lovick – Dep GSL, David Crawford – parent helper, Rachel Buckenham - Secretary

Chair makes Health & Safety and domestic announcements.

1. Introduction and welcome

Chair

Welcomed members of the Group Scout Council

2. Apologies for absence

Chair:

We've received apologies from 8 persons for their absence today, and their names will be included in the minutes of this meeting.

Apologies: Will Lennard, Carla Oxbury, Caroline Hall, Natalie Johnson, Malcolm Court, Will Benstead, Penny Harris and Stuart Hathaway.

3. Governance topics

Chair:

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

3a. Approve the minutes of the Annual General Meeting held on 18th July 2023 and EGM 28th September 2023

Chair:

The Group Trustee Board have reviewed the minutes of the previous AGM. 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.

Seconder please: Andrea Lovick. Approved unanimously.

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 link to this was included in the invitation for review and inspection prior to this meeting.

Seconder please: Robin Parker. Approved unanimously.

3c. Note the Group's financial year

Chair:

Can the Group Scout Council members please note our charity's financial year is [1 April to 31 March].

3d. 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 the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that 5 people are appointed. I propose the Group Scout Council approves that recommendation.

Seconder please: Andrea Lovick. Approved unanimously.

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

Chair:

The Group Scout Council must agree 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?

Proposed by Chair. Seconder please: Andrea Lovick. Approved unanimously.

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 Mulbarton Scout Group

Chair asks the Group Lead Volunteer to present their Annual Review of all sections and overall group.

Group Lead Volunteer gave reviews on behalf of all sections.

Chair thanks Group Lead Volunteer and all leaders for their reviews.

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

Chair notes the accounts had not been received as not approved by the District Treasurer.

No accounts available, AGM postponed.

5. Closing remarks

Chair awaits outcome of District Treasurer Audit Report before calling Extraordinary Annual General Meeting.

1st Mulbarton SCOUT COUNCIL

Extraordinary General Meeting

Wednesday 19th February 2025 7.30pm

Scout Headquarters

Attendees: Robin Parker, Chris White, Malcolm Court, Martin Salisbury, Andrea Lovick, Tony Lovick and Rachel Buckenham

1. Introduction and welcome

Chair : Welcomed members of the Group Scout Council.

2. Apologies for absence

Chair: Reported that we've received apologies from 0 persons for their absence today.

Apologies: None.

3. Governance topics

3a. Approve the minutes of the Annual General Meeting held on 2nd October 2024.

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

Approved unanimously.

4. Review of the previous year

4a. Receive and consider the Annual Statement of Accounts

Chair reports that the Group Trustee Board have approved the Statement of Accounts and has received the report on the accounts from the District Treasurer Aaron Wyatt.

Chair invites questions from the floor regarding the Annual Accounts.

Chair thanks the Treasurer: Jenny Price.

Seconder: Andrea Lovick / Approved unanimously

5. Making appointments

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

Chair handed the chairmanship of the meeting over to the Group Lead Volunteer.

Group Lead Volunteer explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council was that Christopher White should be appointed as Group Chair. Approved Unanimously

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

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

Chair explained that the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council was that Tony Lovick should be appointed as Group Treasurer. Approved unanimously.

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

Chair explained that the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council was that Robin Parker, Andrea Lovick, Malcolm Court, Martin Salisbury, Tony Lovick and Racheal Buckenham should be appointed as members of the Group Trustee Board. Approved unanimously. It was noted that Jenny Price was standing down as a member of the Trustee Board as well as the Treasurer.

Chair thanked all the Trustees for their work during the year, and particularly those members who are standing down namely, Jenny Price.

5d. Reappoint Group President

Chair noted that the Group Scout Council appoints a Group President.

Chair advised that Malcom Court was proposed as President. Appointed unanimously

5e. Auditor

Treasurer proposed the District Treasurer (Aaron Wyatt) as the Group's auditor

Chair confirmed that Aaron Wyatt has been proposed, seconded and is qualified for the role, and asked for a show of hands to approve Aaron Wyatt nomination. Approved unanimously.

6. Closing remarks

Chair closed the AGM and thanked everyone for attending.

1ST MULBARTON SCOUT GROUP

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024**

	£	2024 £	£	2023 £
Income				
Membership Fees	37,735		-	
Activities (Incl. Camps)	85		-	
Fundraising	12,911		-	
Grants / Gifts	270		-	
Other Income	12,095		-	
Interest Received	170		-	
		<hr/>	<hr/>	
		63,266		-
Less: Expenditure				
Rent	3,890		-	
Storage	-		-	
Scout Shop	1,076		-	
Activities (Incl. Camps)	15,067		-	
Insurance	1,870		-	
Other Expenses	20,936		-	
		<hr/>	<hr/>	
		42,840		-
Surplus/(Deficit) for the year		<hr/>	<hr/>	
		20,427		
Opening funds		30,620		
Surplus / (Deficit)		20,427		
Closing Funds		<hr/>		
		51,046		

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Costessey
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NR8 5AG

I report to the trustees on my examination of the accounts for 1st Mulbarton Scout Group (Charity number: 1136424) for the year ended 31/03/2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination which comprised of a review of the accounting records kept by the charity and a comparison of the accounts presented with them. The procedures I have undertaken do not comprise of a full audit and therefore I give no opinion as to whether the accounts present a 'true and fair' view.

I have completed my examination and confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which as stated is not a matter considered as part of an independent examination.

Following my examination, I have raised some concerns with regards to the format of the overall record keeping as well as the presentation of the charities financial information, but I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Examiner: Aaron Wyatt
Southern Norwich District Treasurer
6 February 2025