

## **Annual General Meeting**

**1<sup>st</sup> North Worle HQ, Sunday 21<sup>st</sup> September, 6pm**

### **Attendance:**

Michelle Macdonald (Chair), Gemma Kattana (GLV), Jayne Booth (Treasurer), Ali Kattana (DLV), Wayne Young, Dan Hurden, Ron Macdonald, Keith Le Grange, Dave Bidwell, Clare Bidwell, Ruth Walser, Sylvia Brown, Alexia Brimecome, Kamel Atmani, Sam Lane, Cai Merryweather, Sarah Cunningham, Richard Piggott, Luke Adams, Ian Berry, Reece Coombes, James O'Rourke, Paul Waller, Steve Postma

### **1. Introduction and welcome**

The Chair welcomed everyone to the AGM

### **2. Apologies for absence**

**Chair:** We've received apologies from 3 people for their absence today: Janine Wright, Toni Newcombe, Eliot Green

### **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 21 07 2024**

**Chair:** The Group Trustee Board have reviewed the minutes of last year's AGM at the meeting held on 21 07 2024. I propose that these minutes are taken as read and ask the Group Scout Council to agree that they're a true record of that meeting.

All agreed to accept the minutes

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

**Chair:** In line with the recommendation from The Scout Association, the Group Trustee Board proposes we adopt the model constitution for a Scout Group from Chapter 5c 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.

Please show your hands to approve. *All agreed*

#### **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

**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 the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that 12 people are appointed, the same as last year. I propose the Group Scout Council approves that recommendation, which has been seconded.

Please show your hands to approve. *All agreed*

**3f. 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 12 people for future meetings of the Group Scout Council (the quorum for this AGM was agreed at last year's AGM).

Does the Group Scout Council approve that recommendation, which has been seconded.

Please show your hands to approve. *All agreed*

**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**

Group Lead Volunteer read her review which is attached.

**4c. Receive and consider the Group Trustees' Annual Report including the annual Statement of Accounts**

**Chair** notes the Group Trustee Board has prepared the Trustees' Annual Report and Statement of Accounts.

The treasurer states that the accounts have not yet been audited due to the company who did them previous being merged with another one. The Trustees ask the Scout Council to defer adoption of the accounts as they are still needing to be audited, with the caveat they are produce in time for the Charities Commission submission deadline at the end of January.

*All agreed*

**Chair** asked if there were any questions regarding the Trustees' Annual Report, and the Annual Accounts. None received

**Chair** thanks the Treasurer for completing the Statement of Accounts and for all their work during the year.

## **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. This includes appointing Trustees and / or officers whose terms have ended.

### **5a. Appoint the Group Chair, following recommendations from the open selection process conducted under arrangements made by the Group Trustee Board**

**Group Lead Volunteer** says the Trustee Board's recommendation to the Group Scout Council is that Michelle Macdonald should be appointed as Group Chair.

Please show your hands to approve. *All agreed*

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

**Chair** states the Trustee Board's recommendation to the Group Scout Council is that Jayne Booth should be appointed as Group Treasurer.

Please show your hands to approve. *All agreed*

### **5c. Appoint members of the Group Trustee Board, following recommendations from the open selection process conducted under arrangements made by the Group Trustee Board**

**Chair** makes the recommendation to the Group Scout Council is that the following should be appointed as members of the Group Trustee Board for the specified terms:

Alexia Brimecome (3 years)  
Sylvia Brown (3 years)  
Janine Wright (3 years)  
Richard Piggot (1 year)  
Toni Newcombe (1 year)  
Michelle Macdonald (1 year)

Please show your hands to approve. *All approved*

It was noted that Jayne Booth had been agreed for 3 years at the last AGM so had 2 years left before having to be voted in again.

**Chair** notes that the Group Lead Volunteer is an ex-officio member of the Board.

**Chair** thanks the Trustees, and the Trustee Board Administrator, for their work during the year.

It was noted that if anyone would like to become a Trustee they can be co-opted onto the Board at a later meeting.

**5e. Appoint the Auditor**

**Treasurer** proposes NDC Accountancy (previously Tax Assist) be appointed again for this coming year

**Chair** confirms that NDC Accountancy has been proposed, seconded and is qualified for the role and willing to undertake it.

Please show your hands to approve. *All approved*

**6. Closing remarks**

Chair welcomes Ali Kattana, District Lead Volunteer to make his report.

**Chair** confirmed the date of the next Board of Trustees meeting will be 19<sup>th</sup> October at 6pm

The next AGM Will be 20<sup>th</sup> September 2026

**Chair** closes the AGM at 18.55, thanking everyone for attending

# 1<sup>st</sup> North Worle Scout Group

Receipts for the year ended 31st March 2025		£
Balance brought forward		18604.89
<b>Subscriptions</b>		
Subscriptions		24757.90
Bank interest		247.89
<b>Activities Income</b>		
Activities & Camping & Panto		16613.90
<b>Lettings of hall</b>		
		7238.28
<b>Sundry Receipts</b>		
Gift Aid		4383.64
Squirrel Flag		140.00
U3A newsletter delivery		428.00
<b>Total Receipts</b>		<b>72414.50</b>

Payments for the year ended 31st March 2025		
<b>Administration Expenses</b>		
Membership fees 2025		9936.50
Insurance		435.89
<b>Activity Expenses</b>		
Section Activities/expenses		24626.75
Office Admin/expenses		365.76
<b>Hall Expenses</b>		
Utilities		3815.70
Maintenance/cleaners		5082.38
North Somerset Council – annual lease		380.00
Lettings refunds		237.88
MJ Teale		950.00
Husht Acoustics		1387.19
Ward Tree Surgeon		828.00
<b>Balance carried forward</b>		<b>24368.45</b>
<b>Total Expenses</b>		<b>72414.50</b>

Position Group Group Chair  
M. M. M. M.  
 Position Group Group lead  
rowner  
 Position Group Group Treasurer  
Shirley Booth

Date 13/01/26  
 Date 13/1/26  
 Date 13/1/26

Balances held at 31.3.25	
Hall	£ 2793.54
Group	£20956.58
Sections	£ 618.33
Total	£24368.45



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
1<sup>st</sup> North Worle Scout Group

On accounts for the year  
ended

31<sup>st</sup> March 2025

Charity no  
(if any)

1189335

Set out on pages

1 & 2

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2025.

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 of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Taxation.

I have completed my examination. I 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 is not a matter considered as part of an independent examination.

I have no concerns and 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.

Signed:

*C Saunders*

Date: 2<sup>nd</sup> January 2026

Name:

Catherine Saunders

<b>Relevant professional qualification(s) or body (if any):</b>	CTA MAAT ATT
<b>Address:</b>	Neil's Data Consultancy Ltd, 96 Drove Road, Weston super Mare, BS23 3NW

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None

