

1st Britwell Scout group scout Council

Annual General Meeting

Script For the meeting held on Friday 18th July 2025 at 1st Britwell Scout Group Headquarters

Health & Safety and domestic announcements were made.

1. Introduction and welcome

Chair

Many thanks for joining us this evening.

I would like to welcome members of the Group Scout Council and the representative from

Our Local community Leaders

Slough Borough Councillors

District LV –...Harrison Saunders.....Lead volunteer

ETC

2. Apologies for absence

Chair:

We've received apologies from 4 persons (Sharon , Stephanie, Nick and Geraldine)) for their absence today, and their names will be included in the minutes of this meeting.

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 in 2025

Chair:

The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 24th January 2025 . 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.

Seconded by _Matthew Little and a show of hands.

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 if requested.

Seconded by Andrew Davies and a show of hands.

3c. Note the Groups financial year

Chair:

Can the Group Scout Council members please note our charity's financial year is 1 April 2024 to 31 March 2025.

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

Chair notes the Group Scout Council can admit other people to membership. I have no one to Admit at this time

Chair advises we would like to include members of our local communities groups and community leaders on the group scout council these are to be admitted as members as well as the ex officio list in POR rule 5B.3.2.4

Show of hands approved.

Please note: These nominations are to the Group Scout Council (the people attending this AGM). They aren't members of the Group Trustee Board. Please also note, these nominations can be by name or role.

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 5 people are appointed. I propose the Group Scout Council approves that recommendation. A request to move from 5 to 7 people – asking for people to come forward after the meeting.

Seconded by Andrew Davies / Ella Williams and a show of hands.

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 9 people. Does the Group Scout Council approve that recommendation?

Seconded by Sam Davies and a show of hands.

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

The Chair asked the Group Lead Volunteer to present their Annual Review.

Group Lead Volunteers presented their report which was shared in the AGM documentation pack and thanked all who have helped to take Scouting forward for the past year.

The Chair thanked the Group Lead Volunteers 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 the Auditor (Mr Christopher Duke).

The Chair asked the Group Treasurer to give their explanation of the Statement of Accounts.

The Treasurer explained the Statement of Accounts.

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

The Chair thanked Geraldine Manly for her financial report from the Group Scout Council

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

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

The Group Lead Volunteer explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that Bruce Clark will cover until a permanent one is found should be appointed as Group Chair. Please show your hands as approval.

Approved by a show of hands

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

Please note: If appointing a new Chair, you should agree prior to the AGM whether the outgoing Chair will continue to lead this meeting, or whether the new Chair should take over immediately during the meeting. It's strongly encouraged the new Group Chair takes over after the AGM's finished – perhaps from midnight following the AGM.
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5b. [If required] App

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

The Chair explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that Geraldine Manley should be appointed as the Group Treasurer.

Approved by a show of hands

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

The Chair explained the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that

Mark Ashworth

Nick Harmer

Geraldine Manley -Treasurer

Mathew Little

should be appointed as members of the Group Trustee Board.

Approved by a show of hands

Please note:

- There can't be more names appointed than were approved at agenda item 3d. There can be fewer than agreed at 3d, but not more. Remember, agenda item 3d is the total number of agreed ex officio, appointed and co-opted members.
- It's very important to arrange the open selection process and its recommendations **before** the AGM. Recruitment needs to be open, organised and in advance, so it's a thoughtful process. It shouldn't be taking place last minute during the AGM.

The Chair advised that going forward the minute taker will be Victoria Little

The Chair thanked the Trustees for their Hard Work during the year

Please 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.

5d. [If required] (Re-)appoint Group President and/or Vice Presidents - NOT APPLICABLE

The Chair noted that the Group Scout Council appoints the Group President and/or Vice President.

The Chair advised that ___Not Applicable___ is proposed as President. .

5e. Appoint the Auditor [

The Treasurer proposed Christopher Duke as auditor

The Chair confirmed that Christopher Duke has been proposed, seconded and is qualified for the role, and asks for a show of hands to approve Christopher Duke nomination. **Approved by a show of hands**

Please note:

- Please find the requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor on: [Accounting & Audit Requirements for Group Districts, Counties/Areas & Scottish Regions](#)
- Please find the template for a Scrutineer or an Independent Examiner to use to report back to the Trustee Board on: [Accounting and Reporting](#)

6. Closing remarks

- District representative

The Chair closed the AGM, thanking everyone for attending and wished everyone a Good Night and please enjoy the refreshments

Hand over for some awards

Closed at 7.40pm

1st Britwell Scout Group
Registered Charity no. 300689

Summary of Accounts from 6th April 2024 to 5th April 2025

Sheet	6th April 2024	5th April 2025	
	Brought Forward	Closing Balance	Movement YoY
Bank Account	£13,992.97	£16,208.08	-£2,215.11
Land	£0.00	£20.00	-20
Account	£4,113.47	£4,171.36	-£57.89
Liabilities	£18,106.44	£20,399.44	-£2,293.00

Income - Expenditure Statement

Account	Revenues / Receipts	Expenses
BANK/CASH/OSM	£2,856.86	Sundries: Capitation fees 2024, Wreath etc £4,619.04
	£1,100.00	Grants £4,159.60
	£10,401.60	Camps, sleepovers & Activities £623.00
and sleepovers	£70.00	Hut rental/Hut Account April 24- March 25 £1,692.00
	£10,906.04	Leaders Expences £1,577.92
		Maintenance £6,187.72
he bank	£0.00	Electricity & Waste & Internet 3154.28
land	£20.00	Cleaning £1,105.83
revenues / receipts	£25,354.50	Subtotal expenses £23,119.39

Account	Revenues	Receipts	Expenses
		£57.89	0

al Surplus / Deficit **£2,293.00**

Scrutinised by: _____
Name Signature:

Date: _____

Date	Cash In		Cash to Bank	Bank In		Bank Out		Cash to Bank	Bank Balance
	Sections	Group		Sections	Group	Sections	Group		
8.2.24									E13,992.97
9.2.24									E13,992.97
16.2.24				E137.76					E14,130.73
18.2.24				E130.88					E14,261.61
19.2.24				E111.48					E14,373.11
	E20.00			E150.00					E14,523.11
				E11.48					E14,534.59
									E14,546.07
									E14,557.55
									E14,569.03
									E14,580.51
									E14,592.00
									E14,603.48
									E14,614.96
									E14,626.44
									E14,637.92
									E14,649.40
									E14,660.88
									E14,672.36
									E14,683.84
									E14,695.32
									E14,706.80
									E14,718.28
									E14,729.76
									E14,741.24
									E14,752.72
									E14,764.20
									E14,775.68
									E14,787.16
									E14,798.64
									E14,810.12
									E14,821.60
									E14,833.08
									E14,844.56
									E14,856.04
									E14,867.52
									E14,879.00
									E14,890.48
									E14,901.96
									E14,913.44
									E14,924.92
									E14,936.40
									E14,947.88
									E14,959.36
									E14,970.84
									E14,982.32
									E14,993.80
									E15,005.28
									E15,016.76
									E15,028.24
									E15,039.72
									E15,051.20
									E15,062.68
									E15,074.16
									E15,085.64
									E15,097.12
									E15,108.60
									E15,120.08
									E15,131.56
									E15,143.04
									E15,154.52
									E15,166.00
									E15,177.48
									E15,188.96
									E15,200.44
									E15,211.92
									E15,223.40
									E15,234.88
									E15,246.36
									E15,257.84
									E15,269.32
									E15,280.80
									E15,292.28
									E15,303.76
									E15,315.24
									E15,326.72
									E15,338.20
									E15,349.68
									E15,361.16
									E15,372.64
									E15,384.12
									E15,395.60
									E15,407.08
									E15,418.56
									E15,430.04
									E15,441.52
									E15,453.00
									E15,464.48
									E15,475.96
									E15,487.44
									E15,498.92
									E15,510.40
									E15,521.88
									E15,533.36
									E15,544.84
									E15,556.32
									E15,567.80
									E15,579.28
									E15,590.76
									E15,602.24
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									E15,694.08
									E15,705.56
									E15,717.04
									E15,728.52
									E15,740.00
									E15,751.48
									E15,762.96
									E15,774.44
									E15,785.92
									E15,797.40
									E15,808.88
									E15,820.36
									E15,831.84
									E15,843.32
									E15,854.80
									E15,866.28
									E15,877.76
									E15,889.24
									E15,900.72
									E15,912.20
									E15,923.68
									E15,935.16
									E15,946.64
									E15,958.12
									E15,969.60
									E15,981.08
									E15,992.56
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									E16,015.52
									E16,027.00
									E16,038.48
									E16,049.96
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									E16,084.40
									E16,095.88
									E16,107.36
									E16,118.84
									E16,130.32
									E16,141.80
									E16,153.28
									E16,164.76
									E16,176.24
									E16,187.72
									E16,199.20
									E16,210.68
									E16,222.16
									E16,233.64
									E16,245.12
									E16,256.60
									E16,268.08
									E16,279.56
									E16,291.04
									E16,302.52
									E16,314.00
									E16,325.48
									E16,336.96
									E16,348.44
									E16,359.92
									E16,371.40
									E16,382.88
									E16,394.36
									E16,405.84
									E16,417.32
									E16,428.80
									E16,440.28
									E16,451.76
									E16,463.24
									E16,474.72
									E16,486.20
									E16,497.68
									E16,509.16
									E16,520.64
									E16,532.12
									E16,543.60
									E16,555.08
									E16,566.56
									E16,578.04
									E16,589.52
									E16,601.00
									E16,612.48
									E16,623.96
									E16,635.44
									E16,646.92
									E16,658.40
									E16,669.88
									E16,681.36
									E16,692.84
									E16,704.32
									E16,715.80
									E16,727.28
									E16,738.76
									E16,750.24
									E16,761.72
									E16,773.20
									E16,784.68
									E16,796.16
									E16,807.64
									E16,819.12
									E16,830.60
									E16,842.08
									E16,853.56
									E16,865.04
									E16,876.52
									E16,888.00
									E16,899.48
									E16,910.96
									E16,

Summary :

1st Britwell Scout Group
Registered Charity no. 300689

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Balance Sheet	6th April 2024	5th April 2025	
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Main Bank Account	£13,992.97	£16,208.08	-£2,215.11
Cash in Hand	£0.00	£20.00	-20
Reserve Account	£4,113.47	£4,171.36	-£57.89
Total Liabilities	£18,106.44	£20,399.44	-£2,293.00

Annual Income - Expenditure Statement

Main Account	Revenues / Receipts	Expenses	
Subs via BANK/CASH/OSM	£2,856.86	Sundries: Capitation fees 2024, Wreath etc	£4,619.04
Sundries	£1,100.00	Grants	£4,159.60
Grants	£10,401.60	Camps, sleepovers & Activities	£623.00
Camps and sleepovers	£70.00	Hut rental/Hut Account April 24- March 25	£1,692.00
Hilvers	£10,906.04	Leaders Expenses	£1,577.92
Gift Aid		Maintenance	£6,187.72
Cash to the bank	£0.00	Electricity & Waste & Internet	3154.28
Cash in Hand	£20.00	Cleaning	£1,105.83
Subtotal revenues / receipts	£25,354.50	Subtotal expenses	£23,119.39

Reserve Account	Revenues	Expenses	
Interest	£57.89		0
Annual Surplus / Deficit			£2,293.00

Signed
 Scrutinised:
 C.O.L.
 CHRIS DUKE
 03 JUL 2025