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The template and script can be amended to suit your AGM and specific considerations. Additional information to help with your script is shown in [green](#).

Where the AGM is being held on-line, polls must be used rather than a show of hands for approvals (POR 5c.2.7.8)

Additional information and AGMs and resources can be found [here](#).

TIMELINES FOR PLANNING AND PREPARING YOUR AGM

Here's a suggested timeline to help you plan and prepare for your [AGM](#):

During the final quarter of the financial year:

- Agree the date for the AGM (if not already done at the end of the previous AGM). The AGM must be scheduled for no later than six months after the end of the financial year.
- Share the AGM date with all members of the Scout Council, your community and any other relevant volunteers (POR 5b.3.2.1).
- Start planning how the Treasurer will complete the [annual statement of accounts](#) and when they need to provide it to a Scrutineer/Independent Examiner/Auditor.
- Advertise the date, including to dignitaries and guests,

Three to four months prior to the AGM:

- Review Trustee Board memberships to identify if any appointment periods are coming to an end, if any Trustee needs (and wants) to be re-appointed, and if there are any vacancies.
- Agree on how the Trustee Board will conduct an [open selection process for appointing Trustees](#).

Please note: appointed and co-opted Trustees (including the Chair and Treasurer) may only be in the same Trustee role on the specific Trustee Board for no more than nine years. You'll find more information on terms of appointment on POR 5b.3.3.9).

Two months prior to the AGM:

- Make arrangements for the open selection process for appointing Trustees, such as advertising vacancies, running elections, undertaking a search group, or receiving applications.
- Finalise the [Trustees' annual report](#).
- Trustee Board receive the annual statement of accounts from the Scrutineer/Independent Examiner/Auditor and approve it.

One month prior to the AGM:

- Send the formal invitation for the AGM to all members of the Scout Council, together with the agenda, the minutes of the previous AGM, a link to the POR model constitution Chapter 5c, and a copy of the Trustee's Annual Report and Accounts. Invite pre submission of questions.
- Conclude the appointment process for Trustees and other roles for the AGM.

After the AGM:

- Within 14 days following from the AGM, send signed copies of the approved Trustees' Annual Report and Accounts to County Treasurer.
- If the District is a registered charity, within 10 months of the end of your financial year, upload/send a copy of the Trustees' Annual Report and Accounts to the appropriate charity regulator.
- Inform the County Trustee Board who your District representatives are for the County Scout Council.
- Verify the drafted AGM minutes at the next Trustee Board meeting.

PENARTH DISTRICT SCOUT COUNCIL

Annual General Meeting

Script for the 2024 District AGM held 27th April
All Saints Church

AGENDA

1. Introduction and welcome

Chair

Welcome to you all this afternoon to our District AGM. I'm really pleased to see so many here. Tea and coffee are available if you would like to pick up a cup.

I'd also like to extend a welcome to members of Area.

It wouldn't be a proper meeting without some health & Safety and domestic announcements. If we hear an alarm, please make your way carefully outside and assemble on the Victoria Road side of the building.

Toilets are downstairs and to that side of the building.

2. Apologies for absence

No Apologies for absence were received.

3. Governance topics

The UK Scout Association has had some extensive discussions with the Charity Commission to try and standardise our approaches to governance such that they are compliant with the Charity Commission requirements.

We, in Penarth have been a charity for many years and we try to conduct our affairs in line with the charity Commission recommendations. That doesn't mean to say there isn't room for improvement so we can use this part of the meeting to ensure we update our governance procedures and make sure the charity foundations are in good order.

a. Approve the minutes of the Annual General Meeting held on 24/10/2022.

Chair

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

Show of hands say approved thank you

b. Adopt the model constitution from Policy, Organisation and Rules

Chair

In line with the recommendation from headquarters, the District trustee board proposes we adopt the model constitution from Chapter 5 of Policy, organisation and rules. A copy of this is available for review and inspection before this meeting and copies are also available at this meeting.

Please show your hands to approve. Show of hands says its approved.

c. Note the District's financial year

Chair

Can the district Scout Council members please note our charity's financial year is 1 January to 31 December.

- d. Approve appointed and community members of the District Scout Council.

Chair

The District Scout Council can admit other people to membership. There have been no community nominations so far, As per the last AGM this will remain under review throughout the year with an option to co-opt members.

Please show your hands to approve. Show of hands say its approved.

- e. Agree the number of members that may be appointed to the Trustee Board

Following good practise 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 district Scout Council must agree the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that up to 12 people be appointed as per the last AGM. I propose we approve that recommendation.

Please show your hands to approve, Show of hands say its approved.

- f. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)

Chair

The district Scout council must agree its quorum- the minimum number of District Council Members that must be present at District Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at 5 people as was agreed at the last AGM. Does the District Scout Council approve that recommendation? Please show your hands to approve. Show of hands say it's approved.

4. Review of the previous year

- a. The District Lead Volunteer's review of Scouts during the past 12 months.
- b. Receive and consider the Annual Report of the District Trustee Board, including the annual Statement of the Accounts

Chair

The District Trustee Board has approved the Annual Report and Statement of Accounts and has received the report on the accounts from the Independent Examiner.

Clair as our Dstrict Treasurer could you highlight the areas of importance from the accounts please.

Treasurer

Presents explanation of the statement of accounts.

Chair

Thank you for the really clear explanation Clare, Are there any questions from the floor regarding the trustee Annual Report and the Annual Accounts?

Thank you for all your hard work on the accounts Clare and more importantly , for holding the trustee's to account for their financial decision making. It is one of those jobs which is so vital and often hidden in the background are the great unsung heroes like Clare- no cape necessary! So thank you to all our Treasurers.

5. Making appointments

Chair

We now move to the appointment section of the AGM which allows us 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.

- a. Appoint the District Chair, following recommendation from the open selection process initiated by the District Trustee Board

Chair

At this point I will hand over the Chairing of this meeting to Nic

District Lead Volunteer

SO the recommendation to the District Scout Council is that Marc Burge should be appointed as District Chair. Please show your hands as approval. Show of hands says that it is approved.

I now hand the meeting back to the Chair.

District Chair

I thought I had managed to get away with that. Oh well on-to the next part of our business.

- b. Appoint the District Treasurer, following recommendation from the open selection process initiated by the District Trustee Board

Chair

As with the role of District Chair the Trustee Board has asked existing incumbents to remain in post as we can settle into our stride with new governance procedures.

The recommendation to the district Scout Council is that Clare Nelson should be appointed as District treasurer. Please show your hands as approval. Show of hands says this is approved.

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

Chair

The recommendation to the District Scout Council is that the existing team should be appointed en-block.

Please show your hands as approval. Show of hands says this is approved.

- d. Appoint District President and/or Vice Presidents

At this point we unfortunately don't have any nominations for these roles.

- e. Appoint the Scrutineer / Independent Examiner / Auditor.

Chair

I'll hand to you Clare

Treasurer

Proposes Peter Chapman from Chapman and Co Accountants

The Chair confirms that Peter has been proposed and seconded and is qualified for the role, and asks for a show of hands to approve Peter's nomination.

Show of hands says this is approved.

6. Closing remarks Chair thanks everyone for attending.

Penarth and District Accounts
1st January 2023-31st December 2023

Overview of District Accounts

Account	Opening Balance as of 01/01/2023 (£)	Income (£)	Expenditure (£)	Balance at 31/12/2023 (£)
General Penarth District Scout Council	2,598.84	40,008.03	35,384.50	7,222.37
PADSAC (Penarth and District Scouting Activity Centre)	3,993.97	8,296.50	11,782.24	508.23
Shop	4,362.80	18.00	4,380.80	0
Total	10,955.61	48,322.53	51,547.54	7,730.60

Overview of (Les Pugh) Explorers Accounts

Account	Opening Balance as of 01/01/2023 (£)	Income (£)	Expenditure (£)	Balance at 31/12/2023 (£)
Les Pugh	2,723.96	6,964.00	8,536.51	1,151.45
Minibus & Van	897.87	1073.92	1523.17	448.62
Summer Camp	2,278.19	1,120	2,017.12	1381.07
Total	5,900.02	9,157.92	12,076.80	2,981.14

Overall Summary

Account	Opening Balance as of 01/01/2023 (£)	Income (£)	Expenditure (£)	Balance at 31/12/2023 (£)
Penarth and District	10,955.61	48,322.53	51,547.54	7,730.60
(Les Pugh) Explorers	5,900.02	9,157.92	12,076.80	2,981.14
Total	16,855.63	57,480.45	63,624.34	10,711.74

General Penarth District Scout Council Account

Summary of highest Income	(£)
1 st Penarth capitation 2023	5,455.40
Shop closure	4,380.84
1 st Dinas Powys capitation 2023	4,194.80
1 st Sully capitation 2023	4,194.80
94 th capitation 2023	3,663.80
Wenvoe capitation 2023	3,486.80
Transfer from PADSAC to enable Census payment (Sully payment delayed due to bank access issues)	3,000.00
6 th Penarth capitation 2023	2,878.80
15 th Penarth capitation 2023	2,180.80

15 th Penarth capitation 2022 uncontested amount	1,893.80
15 th Penarth capitation 2022 outstanding amount	413.00

Summary of highest Expenditure	(£)
Census	25,961.80
PADSAC Insurance	3,389.52
Loan Repayment	2,000.00
Bell Boat Storage (Taylor Made Marine)	1,950.00
Minibus Insurance	759.63

- Area loan repaid in full.
- Current charges for Bellboat are £3 per individual for P&D groups and £3.50 per individual for external groups. This would require 650 P&D individuals to use the bellboats to break even on storage costs. For context, excluding squirrels, the District has 421 members.
- Agreed in last district meeting that Bellboat charges would need to go up to £7 per person to cover costs and if numbers taking up Bellboating weren't sufficient to cover costs, that we would look to sell them.

PADSAC Account

Summary of Income	(£)
Penarth U5s	1,345.00
1 st Penarth hire	1,320.00
Monkey Music	1,152.00
Little Fizz	485.00
94 th Penarth invoice 17223	435.00

Summary of Expenditure	(£)
Transfer to main account to enable census payment by 31 st March	3,000.00
PADSAC Roof repair	1,260.00
Cleaning*	1,618.81
SSE Energy from Nov 2023	1,035.34
Swalec Electricity Jan-Oct 23	1,010.00
Welsh Water	845.91
TalkTalk	551.55
Waverley Fire & Security	343.86
Swalec Gas Jan-Sep 23	293.20

*includes materials

- Electricity costs have increased costs from £133.58 a month to £345.11 a month. 158% increase.
- Welsh Water increased from £65.43 a month up to and including March 2023 to £72.18 from April onwards. An increase of just over 10%.

- Talktalk monthly payments increased in April 2023 from £16 to £55.95 a month. 250% increase.

Minibus/Van Account

Summary of Income Minibus	(£)
Les Pugh Summer Camp	507.50
1 st Radyr Scouts	123.50
Les Pugh Tudor Cule camp	73.50
Les Pugh	25
Les Pugh Symonds Yat	19.42
Total	675.42

Summary of Income Van	(£)
Les Pugh Summer Camp	200.00
94 th	75.00
94 th	25.00
Invoice 17212	25.00
Total	325.00

Summary of Expenditure Minibus	(£)
Insurance*	759.63
Tax	320.00
MOT**	35.00
Total	1114.63

* costs incurred through other accounts

Summary of Expenditure Van	(£)
Insurance	651.60
Tax	165.00
Repairs (door handle, locksmith, new lock)	221.49
MOT	0
Total	1038.09

*MOT in Dec 2022 - £50, MOT in Feb 2024 £533.76

- Minibus made a loss of £404.21 in 2023
- Van made a loss of £713.09 in 2023

(Les Pugh Own) Explorers

Summary of Highest value Income	(£)
Summer camp total payments	4,740.00
Subs of £45 per member per term	2,810.00
Census	1,319.60

Summary of Highest value Expenditure	(£)
Summer camp costs	2609.80

Scout Association camp and 2 x activities package	2610.00
Census	1319.60

Summer camp costs appear higher than summer camp income but residue funding for camp in account.

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of Penarth and District Scout Council

I report to the trustees on my examination of the accounts of the Penarth and District Scout Council for the year ended 31st December 2023.

Responsibilities and basis of report

As the charity trustees of the Penarth and District Scout Council 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 Penarth and District Scout Council 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 have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Penarth and District Scout Council as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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:



Name: Peter Chapman ACMA CGMA

Relevant professional qualification or membership of professional bodies (if any):
Chartered Management Accountant

Address: 31 Coleridge Avenue, Penarth, CF64 2SQ

Date: 13 March 2026