

17th Burton Scout Group SCOUT COUNCIL

Annual General Meeting

Tuesday, 1st October 2024, 7.00 p.m.
17th Burton Scout Headquarters

AGENDA

1. Introduction and welcome
2. Apologies for absence
3. Governance topics
 - a. Approve the minutes of the Annual General Meeting held on [Edit DD/MM/YYYY]
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
 - c. Note the Group's financial year
 - d. Approve appointed and community members of the Group Scout Council
 - e. Agree the number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
4. Review of the previous year
 - a. The Group Lead Volunteer's review of Scouts in the 17th Burton Scout Group.
 - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
5. Making appointments
 - a. [If required] Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
 - b. [If required] Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
 - c. [If required] Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
 - d. [If required] (Re-)appoint Group President and/or Vice Presidents
 - e. Appoint the Scrutineer / Independent Examiner / Auditor [Delete as appropriate]
6. Closing remarks

In this document you'll find:

- Timelines for planning and preparing your AGM – Page 2
- AGM agenda template (a summary of everything you should cover at the meeting) – Page 3
- AGM script (a suggestion of phrases you can use to present and facilitate the meeting) – Pages 4-8

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. The AGM must be scheduled for no later than six months after the end of the financial year.
- Share the AGM date with members of the Scout Council, your community and any other relevant volunteers.
- Start planning how the Treasurer will complete the annual statement of accounts and when they need to share it with a Scrutineer/Independent Examiner/Auditor.

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 5.3.

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.
- Start preparing the Trustees' annual report.
- 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, and a copy of the Trustee Annual Report and Accounts.
- Finalise any required arrangements for the open selection process for appointing Trustees.

After the AGM:

- Within 14 days following from the AGM, send signed copies of the Trustees' approved annual report and accounts to District Treasurer.
- If the Group is a registered charity, within 10 months of the end of your financial year, send a copy of the annual report and accounts to the appropriate charity regulator, if required.
- Verify the drafted AGM minutes at the next Trustee Board meeting.

17th Burton Scout Group SCOUT COUNCIL
Annual General Meeting

Outline / Script for the 2024 AGM

Chair makes Health & Safety and domestic announcements.

1. Introduction and welcome

Chair

Makes opening remarks.

Thank the venue for the use of their facilities.

Welcome members of the Group Scout Council and guests [If not included here, have a separate list available on the day.]

2. Apologies for absence

[Suggested script]

Chair:

Liz.

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

3. Governance topics

[Suggested script]

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 [Edit ~~DD/MM/YYYY~~]

[Suggested script]

17/10/2024

Chair:

The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on ^{17/10/24} [Edit ~~DD/MM/YYYY~~]. 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. ^{MARK} / Please show your hands to approve.

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

[Suggested script]

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 prior to this meeting, and copies are also available at this meeting.

Seconder please / Please show your hands to approve.

3c. Note the Group's financial year

[Suggested script]

Chair:

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

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

Chair notes the Group Scout Council can admit other people to membership. Chair advises that [Edit name(s)] are nominated as Group Scout Council members.

These are to be admitted as members of the Group Scout Council as well as the ex officio list in POR Rule 5.4.4

Please show your hands to approve.

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

[Suggested script]

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 [Edit number] people are appointed. I propose the Group Scout Council approves that recommendation.

Seconder please / Please show your hands to approve.

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

[Suggested script]

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 [Edit number] people. Does the Group Scout Council approve that recommendation?

Seconder please / Please show your hands to approve.

4. Review of the previous year

[Suggested script]

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 17th Burton Scout Group

Chair asks the Group Lead Volunteer to present their Annual Review.

Group Lead Volunteer gives their review.

Chair thanks Group Lead Volunteer 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 [Edit name / name of Examiner].

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

Treasurer explains the Statement of Accounts.

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

Chair thanks the Treasurer [Edit name]

Please note: No vote is required, the Group Scout Council only 'receives and considers' the report.

5. Making appointments

[Suggested script]

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

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

Group Lead Volunteer explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [Edit name] should be appointed as Group Chair. Please show your hands as approval.

Robin Sangster

Group Lead Volunteer hands 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.

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

Chair explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [Edit name] should be appointed as Group Treasurer. Please show your hands as approval.

Liz Salter

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

Chair explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [Edits names] should be appointed as members of the Group Trustee Board.

See Sheet.

Please show your hands as approval.

Please note:

- There can't be more names appointed than were approved at agenda item 3e. There can be fewer than agreed at 3e, but not more. Remember, agenda item 3e 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.

Chair thanks the Trustees for their work during the year and, in particular, those members who are standing down – *[Edit name] Elaine David Stephen C.*

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

Chair notes the Group Scout Council appoints the Group President and/or Vice President.

Chair advises that *[Edit name]* is proposed as President and/or *[Edit name]* as Vice President. Please show your hands to (re-)approve.

5e. Appoint the Scrutineer / Independent Examiner / Auditor [delete as appropriate]

Treasurer proposes *[Edit name] Wayne Pennington*.

Chair confirms that *[Edit name]* has been proposed, seconded and is qualified for the role, and asks for a show of hands to approve *[Edit Name's]* nomination.

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

Chair closes the AGM, thanking everyone for attending and outlines any arrangements for the rest of the event.

Trustees' Annual Report

For the period

From (start date)

01 04 25

to end date

03 01 03 24

Section A

Reference and administration details

Charity name

17th Burton[1st Branston] Scout Group

Other names the charity is known by

Registered charity number (if any)

5 2 4 5 1 3

HQ registration number

Charity's principal address

37 Main St

Branston

Burton on Trent

Postcode

D

E

1

4

3

E

Y

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Rob Sangster	Chairperson	
2	John Bowering		
3	Rob Leadbeater		
4	James Bagworth		
5	David White		
6	Ian Taylor		
7	Elaine Harcombe		
8	Liz Salter	Treasurer	
9	Sandra Taylor		
10	Adrian Laishley		
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's District's/Area's/County's (delete as appropriate) governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

The Group/District/Area/County (delete as appropriate) is a trust established under its rules which are common to all Scouts.

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee' consideration of major risks and the systems and procedures to manage them

The Trustee Board consists of the Chair, Treasurer and 6 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees) and meets every # months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Section B**Structure, governance and management (continued)****Risk and Internal Control (Specimen 1)**

The Group Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Risk and Internal Control (Specimen 2)

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	
Public benefit statement	The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

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Section D	Achievements and performance
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Summary of the main achievements of the charity during the year

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £15,000.</p> <p>The Group held reserves of approximately £15,000 against this at year end. This is above the level required for operating expenses. However this can be explained by</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">the charity's principal sources of funds (including any fundraising);how expenditure has supported the key objectives of the charity;investment policy and objectives;	<p>Investment Policy (Specimen 1)</p> <p>The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p> <p>The Group Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Trustee Board considers the cash flow requirements.</p> <p>Investment Policy (Specimen 2)</p> <p>The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>

Section F	Other Optional Information
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The first of these is the *Journal of the Proceedings of the General Assembly of the Church of Scotland*, which is published annually. It contains the minutes of the General Assembly, the names of the members of the Assembly, and the names of the ministers of the Church of Scotland. It is a valuable source of information for those interested in the history of the Church of Scotland.

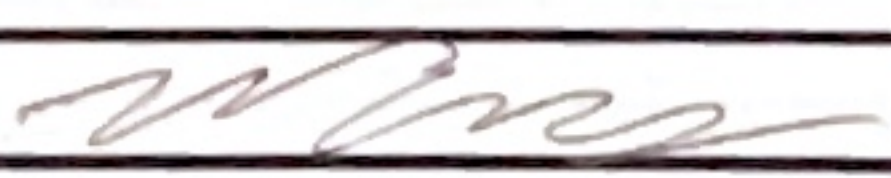
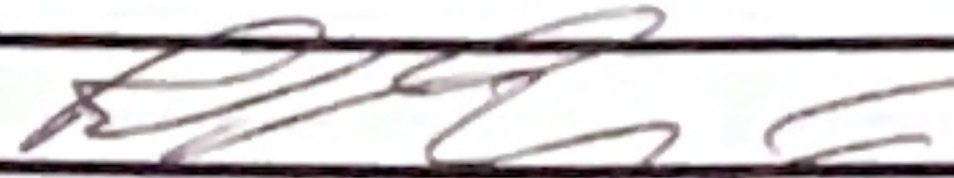
Section G

Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

John Braverley Robin Sangster

Position (eg Secretary, Chair)

GLV CHAIR

Date

01/11/2024

17th Burton (1st Branston) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	1.4.23	To	31.3.24
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Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	9,324.00	8,726.00
Less: Membership subscriptions paid on (National/County/Area/District)		
Net membership subscriptions retained	9324.00	8726.00
Donations - including transport	289.08	182.00
Easy Fundraising	19.81	198.99
Photocopying		39.10
Other similar income - HQ Hire £9179.50/Gift Aid £1115.02	10,294.52	7,034.00
Sub total	19,927.41	16,180.09
Training		
Subs transfer		
Camp payments/Trips	3,424.12	260.00
Sub total	3,424.12	260.00
Fundraising (gross)		
Detail 1 - Bag packing		
Detail 2 - Bingos/fayres/events	1926.60	
Detail 3 - Neckies/Woggles, etc		
Section working expenses	1,410.00	
Sub total	3,336.60	
Investment income		
Bank interest		-
Building Society interest		
The Scout Association Short Term Investment Service		
Property Rent income		
Grants		11,000.00
Sub total	-	11,000.00
Total Gross Income	26,688.13	29,818.72
Asset and investment sales, etc.		
Total receipts	26,688.13	29,818.72

Receipts and Payments Account

For the year from	1.4.23	To	31.3.24
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Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Payments		
Charitable Payments	7151.00	5975.00
Section Expenses/Capitation		
Adult support and Training	2,561.73	3,691.20
Transport Expenses (bus and van)	2,188.31	1,938.98
Cleaners wages/materials	1590.53	1895.77
Utilities	1,487.30	1,469.44
Insurance	4,381.99	1,840.73
Repairs and Renewals/materials/equipment		
Resales	36.86	28.24
Printing and photocopying	3,436.48	
Camp/trips/cheque payments		
Adult expenses	165.00	165.00
AGM and trustee expenses/Auditor		150.00
Other costs detail 1 - Sundries		394.48
Other costs detail 2 - Badges/woggles	1,442.46	819.45
Other costs detail 3 - Waste disposal £656.47/ Wifi £268.60	925.07	
Sub total	25,366.73	18,368.29
Fundraising expenses		
Detail 1 - Raffle and bag packing		80.53
Detail 2 - Bingos/fayres/events	258.04	
Detail 3 - Building Account closure		
Sub total	258.04	80.53
Total Gross Expenditure	25,624.77	18,448.82
Asset and investment purchases, etc.		
Total payments	25,624.77	18,448.82
Net of receipts/(payments)	1,063.36	11,369.90
Cash funds last year end	47,390.38	36,020.48
Cash funds this year end	48,453.74	47,390.38

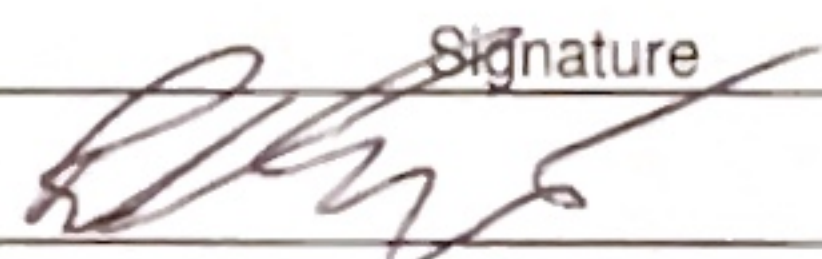
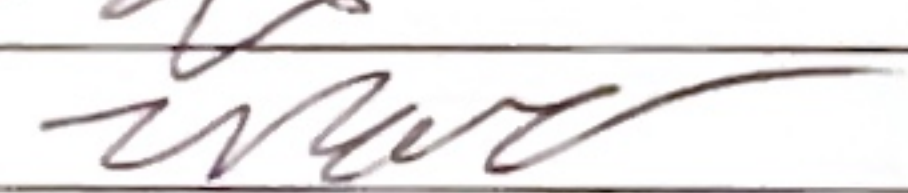
Statement of assets and liabilities at the end of the year

	2023/24	2022/23
	Unrestricted funds £	Unrestricted funds £
Cash funds		
Bank current account (including transport element £2098.72)	30,985.93	30,829.01
Subs account	14141.97	12,763.44
HSBC - Buildings Accounts (Previously Post Office Account)		
The Scout Association Short Term Investment Service		
Cash/Floats	3,325.84	3,797.93
Total cash funds	48,453.74	47,390.38
Other monetary assets		
Tax claim		
Debts due from the County/Area/District/Group		
Insurance claim		
Sub total		
Investment assets		
Investment property - detail		
Quoted investments		
Other investments - detail		
Sub total		
Non monetary assets for charity's own use		
Badge stock		
Shop stock		
Other stock		
Land and buildings - Index linked	265,000.00	265,000.00
Motor vehicles	6,500.00	7,500.00
Scouting equipment, furniture etc - Index linked	35,370.50	35,370.50
Other		
Sub total	306,870.50	307,870.50
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced		
Subscriptions not yet paid		
Loan from District Scouts (r.e. Land)		
Other liabilities		
Sub total		

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 01 October 2024 and signed on their behalf by

Signature

Print Name

E.F. SANGSTER Chair
John Bowering Treasurer
GW