

1st North Leigh Scout Group AGM Minutes

Tuesday, 29 April 2025

1. Welcome and Opening Remarks

The Group Chair opened the meeting at 9 pm and welcomed all attendees.

The attendees were:

Alison Kennett	Group Lead Volunteer & Trustee
Kerry Astley	Trustee & Waiting List Member
Astrid Brittain	Trustee & Group Treasurer
Lisa Higham	Trustee
Jeremy Taylor	Trustee & Group Chair

Lucy Kennett	Windmill Cubs Team Member
Helen Fallows	Kestrel Cubs Team Member
Evelyn Cookson	Windmill Cubs Team Member

2. Apologies

Apologies were received from:

Anthony Curran	Woodland Beavers Team Member
Kay Miles	Woodland Beaver Parent

3. Minutes from the Previous AGM

The minutes from the AGM held on 12 December 2023, which had been circulated prior to the meeting, were presented to the meeting.

The minutes were agreed and were signed as a true and accurate record.

There were no matters arising from the minutes from the previous AGM.

4. Group Lead Volunteer's Report

The Group Lead Volunteer's report, which had been circulated prior to the meeting, were presented to the meeting.

Alison Kennett, the Group Lead Volunteer, was thanked by the Group Chair for all that she had done in providing excellent leadership to the group during the previous period. All present also expressed their grateful thanks.

There were no matters arising from the Group Lead Volunteer's report. A copy of the report may be found at Annex A to these minutes.

5. Treasurer's Report

The Treasurer's report, which had been circulated prior to the meeting, were presented to the meeting.

Astrid Brittain, the Group Treasurer, was thanked by the Group Chair for all that she had done to maintain the accounts. All present also expressed their grateful thanks.

There were no matters arising from the Treasurer's report. A copy of the report may be found at Annex B to these minutes.

6. Appointment of Independent Examiner / Auditor for the Next Year

The Trustees had had some difficulty finding a reliable person to scrutinise the Group's finances. The Group Chair stated that he would approach Maria Grindley, a recently retired auditor with no current links to the Group, to see if she would be willing to take on the role.

7. Chair's Report

The Chair's report, which had been circulated prior to the meeting, were presented to the meeting.

There were no matters arising from the Chair's report. A copy of the report may be found at Annex C to these minutes.

8. Section Reports

The following section reports, which had been circulated prior to the meeting, were presented to the meeting.

- Woodland Beaver Colony
- Kestrel Cub Pack

- Windmill Cub Pack
- Endeavour Scout Troop

There were no matters arising from any of the Section reports. A copy of the reports may be found at Annex D to these minutes.

9. Agree Constitution and Quorum

A copy of the Standard Scout Constitution, the current Section 5c.1 of the United Kingdom Scouts' Policy, Organisation and Rules, which has been circulated prior to the meeting, was presented to the meeting.

It was agreed that 1st North Leigh Scout Group would adopt the Standard Scout Constitution, the current Section 5c.1 of the United Kingdom Scouts' Policy, Organisation and Rules, as at 29 April 2025, without amendments.

A copy of the adopted constitution may be found at Annex E to these minutes.

The Quorum is the minimum number of Trustees necessary to conduct the business of the group, including making decisions, at Trustee Meeting or via email when a meeting cannot be arranged within an appropriate timescale.

It was agreed that the Quorum would be set at 51%. There being five members at the time of the AGM, a minimum of three members would be needed to approve any decisions being made by the Board of Trustees.

10. Election of Group Executive Committee Members, also Known as the Board of Trustees

After nine years in the role, Jeremy Taylor had decided to step down from the role of Group Chair, and resigned his position. However, he indicated that he would be willing to remain a member of the Board of Trustees.

The Group Lead Volunteer role was a role that was entitled to be a member of the Group's Board of Trustees without election. Alison Kennett agreed to continue in her role as Lead Volunteer and therefore also as a member of the Board of Trustees.

The following candidates offered to stand as Trustees of the 1st North Leigh Scout Group:

- Lisa Higham for the role of Group Chair

- Astrid Brittain for the role of Group Treasurer
- Kerry Astley as Trustee with the role as Waiting List Member
- Jeremy Taylor as Trustee

All four candidates were duly elected to continue in their roles as Trustees.

No further candidates indicated that they would be willing to stand for election as Trustees.

11. Appointment of Group Lead Volunteer's Nominees to the Executive Committee, also Known as the Board of Trustees

The Group Lead Volunteer did not have any nominees to the Executive Committee.

12. Open Forum / Questions from the Floor

Those attending were invited to ask any questions. There were no questions asked.

13. Any Other Business

Those attending were invited to raise any further business. There was no further business.

14. Closure of Meeting

The Chair closed the meeting at 8pm.

Annex A to the Minutes of the 1st North Leigh Scout Group AGM held on Tuesday, 29 April 2025.

Lead Volunteer AGM Report on the Year 2024

This past year has been filled with memorable experiences, dedicated service, and a continued commitment to providing our young people with a strong foundation in Scouting.

One of the key highlights of the year was our Group Day at Youlbury, where we 45 of our young people attended. The day was packed with exciting activities, including Youlbury activities and the trading game. This year, we were delighted to have not just our young people, but also three teams of parents join in on the trading game. Their participation added an extra layer of excitement, and it was wonderful to see parents and young people working together in a spirit of friendly competition.

In November, we had a good turnout for the Remembrance Parade, which was a moment of reflection and pride for the Group. The young people's participation in this important community event demonstrated their respect for tradition and their understanding of the significance of remembrance. It was wonderful to see so many of our young people involved, as they paid tribute to those who have given so much for our country.

I would also like to take a moment to say a huge thank you to all of our leaders and young leaders who show up week after week to ensure that our young people have a great time. Whether indoors or outdoors, you ensure that each activity is not only enjoyable but also helps our young people learn valuable skills. Your commitment to mixing fun with learning and making sure every young person feels included and supported is truly appreciated. You make a large impact on the lives of our young people, and I am grateful for your hard work and dedication.

A big thank you must also go to all the parents of our young people. We appreciate your ongoing support, whether it is stepping in when needed, or simply bringing your young people along to the right place, at the right time, with the right kit. Your reliability and commitment ensure that everything runs smoothly and that the young people get the most out of their Scouting experience.

I would like to also express my thanks to the Trustees of the Group. Their hard work behind the scenes, often unnoticed but always essential, ensures that our Scout Group can continue to thrive. They provide invaluable support, from managing finances to assisting with planning, and their dedication is something that I, along with the rest of the leadership team, greatly appreciate. Thank you for everything you do.

In conclusion, 2024 has been a year filled with great achievements, and I am incredibly proud of what we've accomplished as a Group. However, none of this would have been possible without the dedication and enthusiasm of our volunteers, the support of the Trustees, the involvement of our parents, and of course, the energy and excitement of our young people.

Thank you to everyone involved in making this year such a success. I look forward to another year of fun, learning, and adventure with 1st North Leigh Scout Group!

Alison Kennett
Lead Volunteer
1st North Leigh Scout Group

Annex B to the Minutes of the 1st North Leigh Scout Group AGM held on Tuesday, 29 April 2025.

AGM Treasurer's Report – April 2025

The total assets for 1st North Leigh Scout Group at the start of the year 2024 were £23,059.48.

We received income of £19,210.26 for the year and our expenses were £23,714.13 resulting in a loss of -£4,503.87 as detailed on the below table (On the below table of income and expenses "Group" indicates shared group items and excludes the individual sections, the right hand total column includes all items across 1st North Leigh Scout Group).

The bank balance at the end of the year was £18,555.61, the sections own £10,300.71 of this:

Endeavour Scouts	£5,115.63
Kestrel Cubs	£1,790.63
Windmill Cubs	£1,599.23
Woodland Beavers	£1,795.22

The remaining £8,254.90 is group funds.

Within this we have a benevolent fund which had no withdrawals in 2024, and a "Rainy day" reserve of £3000.00 which will both carry over to 2025.

The reserve for the new storage container has a balance of £880.30 which will now be moved to general group funds as the container works are complete.

After the deduction of the benevolent fund and rainy day fund, the group balance is £3,291.62 which will be required for the 2025 capitation bill.

Income notes:

The income for the year does include Santa collections for 2 years as the 2023 collection was not banked until January. The Santa collections are new fundraising from 2023. The virtual Duck race was our only other whole group

fundraising this year. Endeavour Scouts also held their annual hike which resulted in a profit of £1086.96 for that section.

No Gift aid was claimed this year either, and has not been claimed since 2021, a claim is being worked on currently.

The final donation to the benevolent fund from Mrs Pairman was received in January. No other gifts, donations or grants were received.

Expenditure notes:

The largest expense for the year was the new storage container (included in "group equipment" below), which had total expenses of £5875.08, this was entirely funded through reserves set aside in the previous year and used no income from the 2024 year. If the container is excluded from the expenses below the loss for the group (shared assets) is reduced to -£86.44 and the total (for all 1st NL Scout Group) would be a profit of £1,370.32.

Another significant expense was capitation which was £66 per person (reduced to £65.50 for prompt payment). There were 75 young people at the time of the census, resulting in a bill of £4912.50.

The balance for Group day in 2025 was -£551.46 after income and expenses.

Endeavour Scouts also attended their Summer Camp which after income and expenses also had a balance of -£825.88

Astrid Brittain, Treasurer

Income	Group	ES	KC	WC	WB	Total
Subs	£ 6,469.00	£ 450.50	£ 416.50	£ 442.00	£ 482.00	£ 8,260.00
Duck Race	£ 738.54					£ 738.54
Benelovent fund	£ 20.00					£ 20.00
Santa Collection 2024	£ 583.11					£ 583.11
Santa Collection 2023	£ 666.31					£ 666.31
Camps		£ 2,860.00	£ 2,150.00	£ 910.00	£ 152.00	£ 6,072.00
Events	£ 415.00	£ 2,168.30	£ 5.00	£ 226.00	£ 56.00	£ 2,870.30
Total	£ 8,891.96	£ 5,478.80	£ 2,571.50	£ 1,578.00	£ 690.00	£ 19,210.26
Expenses	Group	ES	KC	WC	WB	Total
Badges	-£ 683.46					-£ 683.46
Capitation	-£ 4,912.50					-£ 4,912.50
Group equipment	-£ 6,119.09					-£ 6,119.09
Insurances	-£ 643.33					-£ 643.33
OSM Fees	-£ 507.65					-£ 507.65
Other	-£ 68.66	-£ 365.95	-£ 45.46	-£ 187.86	-£ 445.86	-£ 1,113.79
Rents	-£ 970.50	-£ 22.50	-£ 33.00	-£ 30.00	-£ 30.00	-£ 1,086.00
Camps		-£ 3,495.88	-£ 1,942.56	-£ 823.22	-£ 24.00	-£ 6,285.66
Events	-£ 966.46	-£ 1,081.41	£ -	-£ 314.78	£ -	-£ 2,362.65
Total	-£ 14,871.65	-£ 4,965.74	-£ 2,021.02	-£ 1,355.86	-£ 499.86	-£ 23,714.13
Income less expenses	-£ 5,979.69	£ 513.06	£ 550.48	£ 222.14	£ 190.14	-£ 4,503.87

Balance Sheet 31/12/2025

Assets

<u>Assets</u>		£0.00
<u>Current Bank Balance</u>	£0.00	
<u>2. Sections</u>	£10,300.71	
<u>3. Group Events</u>	£187.08	
<u>4. Group Camps</u>	£0.00	
<u>5. Reserves</u>	£8,843.58	
<u>1. General Account</u>	-£775.76	
<u>Imbalance-GBP</u>		£0.00
Total Assets		£18,555.61

Liabilities

<u>Liabilities</u>		£0.00
<u>Credit Card</u>	£0.00	
Total Liabilities		£0.00

Equity

<u>Equity</u>		£0.00
<u>Opening Balance</u>	£0.00	
<u>Opening Balances</u>	£23,059.48	
Retained Losses		£4,503.87
Total Equity		£18,555.61
Total Liabilities & Equity		£18,555.61

Annex C to the Minutes of the 1st North Leigh Scout Group AGM held on Tuesday, 29 April 2025.

Chair AGM Report on 2024

Sadly, in difficult financial times for families, during 2024, we were forced to raise our termly subscription charge from £40 to £45. In the past 5 years, the annual capitation charge that we pay to fund the District, County and National elements of the Scouting Movement, per member, has risen from £45 to £75.50. That is over than half of the money we take in from subscription charges and, whilst our individual section accounts remain healthy, this has put extreme pressure on our Group finances, which are used to pay for equipment, insurances, facilities hire, badges and many other expenses that have all risen steeply in recent times. Whereas our leaders have been outstanding in their efforts to raise other funds, such as through the Santa Sleigh collections, going forward, the Trustees will find that financing the group remains a very challenging issue.

Towards the end of 2023, were given notice to vacate our long-time storage facility on a local farm. I would like to extend my grateful thanks to the North Leigh Parish Council for their help and generosity in financing a new storage container as our replacement storage facility. We moved in during the first part of 2024 and several members of our leadership team and supporting family members put in a great deal of effort to build storage racks within the container and to move equipment – you are all stars!

Without our leaders and trustees, all of whom are volunteers and amazing people, we simply wouldn't exist. Thank you to each and every one of you for investing so much of your valuable time helping to build the confidence and self-esteem of our young members, for teaching them so many important life skills, enabling them to become better citizens who are better prepared for their futures. I love witnessing the wonderful experiences you give to our young members and the fun ways that you present them.

Our young members are incredible and are an absolute credit to their parents & guardians, to us and to themselves. They are fun, positive and receptive and we are really proud of them all. I had the privilege of going along as a helper on the Scout Troop Summer Camp to South Wales and had a wonderful time getting to know our older young members and joining in with their fun - what a

fabulous group of people! I have also had the privilege of helping at cubs sessions and, of course, being a Beaver Leader. We have amazing people involved at all levels within the Mighty, Mighty, 1st North Leigh Scout Group.

Lastly, I would like to express my sincere thanks to Alison who had done a fabulous job acting as our Group Lead Volunteer (GLV), whilst also giving so much in her role as the Windmill cub pack leader. The GLV role is a demanding role that provides guidance and leadership to both the section leaders and the board of trustees. I am extremely grateful that we have someone so competent guiding us! Thanks for taking on so much responsibility and for doing such a great job Alison.

Jeremy Taylor
Chair
1st North Leigh Scout Group

Annex D to the Minutes of the 1st North Leigh Scout Group AGM held on Tuesday, 29 April 2025.

Annual General Report 2024 – Woodland Beavers

Written by Jeremy Taylor – Woodland Beavers Team Leader

Skill-Building and Fun Activities

Throughout 2024, the Woodland Beavers engaged in a wide variety of meetings and events, demonstrating their enthusiasm and commitment to scouting. The year kicked off with the Log Chew and Games meeting, as children gathered to share their stories and participate in fun games together. A special highlight was the Burns Night and Ceilidh, where members learned about Scottish culture while enjoying traditional music and dancing.

Exciting Events and Adventures

Notable meetings included the "Activities in the Dark at North Leigh Common," which provided an exciting opportunity for children to explore the natural environment in a new light. Additionally, the Beaver Scouting Skills and Camp Craft sessions were essential in equipping members with valuable outdoor skills, ensuring they continue to grow in their scouting journey. A variety of creative activities, such as the Creative Evening and Easter Craft, showcased the children's talents and encouraged their imagination.

Exciting Events and Adventures

The year also included several engaging events, with the Kings' and Queens' Sleepover offering a very memorable experience. The North Leigh Litter Pick and other community activities allowed the Beavers to contribute positively to their local area. Group Days brought together young people and adults alike, strengthening the bonds within the community. The Remembrance Parade and Santa Collections were also significant, allowing Beavers to honour and support important local causes.

Leadership Transitions

During the year, we added two new leaders and two new young leaders to the team. Not many sections are blessed with six adult leaders and two young leaders who all make substantial, positive contributions.

Awards

Throughout the year, an impressive ten Chief Scout Awards were presented to members who demonstrated their dedication and commitment to the principles of scouting. This achievement reflects the hard work and perseverance of the Beavers in striving to fulfil their potential.

Gratitude and Collaboration

We wish to express our heartfelt thanks to all the leaders for their dedication, creativity, and support in making this year enjoyable and successful for the Beavers. Their hard work truly makes a difference in the lives of the children and the group as a whole.

We would also like to thank the children for being part of an enriching experience and the parents for their continued support. The involvement of volunteers behind the scenes has been invaluable, helping to create a welcoming and nurturing environment for our young members.

Looking Ahead to 2025

As we look ahead to the next year, there are plenty of exciting activities planned for the Beavers. These include more outdoor adventures, engaging workshops, and opportunities to learn new skills, all aimed at keeping the spirit of scouting alive and vibrant.

We can't wait to get going!

Annual General Report 2024 - Kestrel Cubs

Written by Alena Mironova - Kestrel Cubs Team Member

What a remarkable year 2024 has been for the Kestrel Cubs! From skill-building to community service, adventure and camaraderie defined every moment. We are proud to share the highlights of this unforgettable year with you.

Skill-Building and Fun Activities

Throughout the year, the Cubs participated in a variety of engaging meetings designed to foster creativity, teamwork, and practical skills. From international badge projects and money management to creativity nights featuring cake decoration and crafting, the sessions offered opportunities for the Cubs to grow while having fun.

To add an element of excitement and fitness, the leaders incorporated a mini Olympics, yoga sessions, and wide games outdoors. Themed nights such as Diwali and Burns Night brought cultural enrichment, while activities like stargazing and a cinema trip added memorable experiences to the mix.

Exciting Events and Adventures

2024 was a year filled with exhilarating events that brought the Cubs together for adventure and community service. The Narrowboat Camp was a standout moment, allowing the Cubs to experience life on the water. Their visit to Chil's farm provided a hands-on introduction to farming and nature, leaving the Cubs both educated and inspired.

Remembrance Sunday and the Santa collecting efforts showcased the Cubs' commitment to community spirit, while kayaking proved to be a thrilling challenge for all involved. Our Group Day celebrated the unity of young people and adults, highlighting the strength of our community.

To foster team-building, we organized a Sixer and Secunder camp, which was both rewarding and fun. The year ended on a festive note with a cinema night, bringing seasonal cheer to all.

Leadership Transitions

As we reflect on the contributions of our leaders, we would like to express heartfelt gratitude to Pip-Bagheera and Kate-Akela for their dedication and hard work over the years. Their leadership greatly enriched the experiences of the Cubs before they left the pack in 2024.

In 2025, we are excited to welcome a new team of leaders who are eager to build on this positive foundation. Their enthusiasm and vision ensure that the Kestrel Cubs will continue to thrive.

Looking Ahead to 2025

Our focus for 2025 is to grow the pack and create a welcoming environment for new members. By doing so, we aim to provide even more children with the opportunity to enjoy the varied and enriching experiences offered through Scouting.

Gratitude and Collaboration

None of our achievements would be possible without the enthusiasm and energy of the Cubs, who make each meeting a joy for their leaders. We would also like to thank the parents for their ongoing support and all the volunteers

who work tirelessly behind the scenes. Together, we look forward to another year of Scouting filled with learning, adventure, and friendship.

AGM Report for Windmill Pack 2024

Written by Alison Kennett – Windmill Beavers Team Leader

This past year has been quite eventful for Windmill Cubs, filled with a variety of meetings and activities that fostered skills and team work among our young members. One notable highlight was the Wizard Camp, which, despite the rain, provided the Cubs with a fantastic weekend of activities, a great favourite was the quidditch games. The Cubs also decided to take on the 24 Challenge, which involved selecting 24 outdoor activities to take part in over the year. We also had an activity day, where the Cubs planned an afternoon tea, they went to the shops to buy the food, then prepared and baked the food, and presented it in the afternoon to enjoy it with their family. These experiences contributed to memorable moments for everyone involved.

Throughout the year, our Cubs participated in numerous meetings that included engaging sessions such as the chain re-actions, looking at the sky at night, road safety, science badge, and various outdoor cooking activities. The change of environment, particularly during our hikes and activities like geocaching and frisbee golf offered the Cubs a chance to learn and enjoy the outdoors, which is what scouting is all about. Additionally, various themed nights, including joint activities with the Kestrel Cub Pack and celebrations like Burns Night and Chinese New Year, added diversity to our programme.

The group was also active in community service with events such as the litter pick, where Cubs learned the importance of taking care of our surroundings. At various past events, the Cubs participated in group day activities and the remembrance parade, and festivities like the Christmas outing and sleepover, which brought everyone together in a spirit of fun and teamwork.

We gave out 189 badges to the Cubs and 3 Chief Scout Silver Awards were presented, recognising the dedication and hard work of our Cubs throughout 2024. This accomplishment marks a significant milestone in their scouting journey and encourages further growth and achievement.

I would like to take this opportunity to extend our heartfelt thanks to Lucy (Kaa) and Evelyn (Chil) for their remarkable contributions to the Cubs. Their

commitment and enthusiasm have significantly enriched our meetings and activities, and we are grateful for their guidance and support.

Looking ahead, we are excited about the upcoming Secret Agent Camp in July 2025, which promises to be an engaging experience. It is always encouraging to see the enthusiasm of the Cubs for future events.

Finally, a big thank you to all the Cubs for making this year enjoyable for everyone involved, and to the parents for their ongoing support. Your involvement and the hard work of our volunteers make it possible for us to run a successful scouting group, and we look forward to another exciting year ahead.

Annual General Report 2024 – Endeavour Scouts

Written by Lottie Franklin – Endeavour Scouts Team Leader

The past year for the Endeavour Scouts has been filled with various activities and memorable experiences. One of the standout occasions was the Summer Camp in South Wales, where scouts enjoyed a range of adventurous activities including surfing, gorge walking, and climbing. This camp not only developed teamwork but also provided the scouts with skills and memories that will last a lifetime.

Throughout the year, the scouts engaged in numerous meetings that covered diverse topics and activities. A notable meeting was the one centred around the You Shaped badge, which allowed the scouts to lead and plan their own activities. Other engaging sessions included fort building, capture the flag, and a unique Bin Bag and Toilet Roll Fashion Show. These meetings offered a wonderful opportunity for creativity and fun to flourish within the group.

In addition to the meetings, the Endeavour Scouts took part in several successful events. Highlights included the impactful fundraising event involving Santa Collecting, which took place in December and was very well-received. Most recently, the North Leigh Hike was another successful occasion, raising around £2000 for the troop, which will support future activities and camps, allowing scouts to be more accessible for all. One of our patrols also placed third at the CPCW competition, showcasing their dedication and skills across various activities.

As we look to the future, the planning stages for Summer Camp 2026 are underway, along with a gold expedition planned for the upcoming summer term. More fundraising opportunities with Santa are also on the horizon, as well as another exciting hike, ensuring there are plenty of activities for the scouts to anticipate.

It is important to acknowledge the invaluable contributions of all the leaders and volunteers who have dedicated their time and efforts this year. Their support makes a significant difference to the experiences of the scouts.

Finally, a heartfelt thank you goes out to the young people for their enthusiasm and energy, which continually makes scouting enjoyable. Additionally, a special note of gratitude is extended to the parents and other volunteers who support the group behind the scenes, creating a welcoming and engaging environment for all. As we prepare for another year of scouting adventures, we hope to see continued involvement from everyone in the Endeavour Scouts community.

Annex E to the Minutes of the 1st North Leigh Scout Group AGM held on Tuesday, 29 April 2025.

This is a copy of the standard Scout Constitution, Section 5c.1 of the United Kingdom Scouts' Policy, Organisation and Rules, as at 29 April 2025.

Introduction to the Constitution for a Group (except Scotland)

This introduction is not part of the model constitution for a Group but includes important points of context.

- a. The Group constitution must always be used in the context of the rules in Chapter 5b of POR – these are Rules and must not be amended.
- b. In accordance with Rule 5b.3.1.5, any amendments or differences to the model constitution at 5c.1 below must be agreed at the AGM and fully recorded in the minutes of the AGM.
- c. In the interest of openness, especially for new members of the Group Scout Council, the Group Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5c.1.1 Preamble

5c.1.1.1

This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

In the previous versions of POR, it was section 5.4.

5c.1.2 Charitable objects

5c.1.2.1

[Rule 1.1 of POR]

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5c.1.3 The Group Scout Council

5c.1.3.1

The Group Scout Council has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted Trustee appointments.

5c.1.3.2

The Group Scout Council has no Trustee responsibilities.

5c.1.3.3

The members of the Group Scout Council are

- a. The ex officio members of the Group Scout Council are detailed in Rule 5b.3.2.4.
- b. The Group Scout Council may appoint some members as detailed in Rule 5b.3.2.8.
- c. The Group Scout Council may appoint some community members. See Rule 5b.3.2.9.
- d. The maximum number of appointed and community members of a Group Scout Council is defined in Rule 5b.3.2.10.

5c.1.3.4

Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Group Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system.

5c.1.4 The Group Trustee Board

5c.1.4.1

The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

5c.1.4.2

Group Trustee Board membership

- a. The ex officio Group Trustees, as defined in Rule 5b.3.3.5(a).
- b. Appointed Group Trustees (including Chair and Treasurer) are persons appointed by the Group Scout Council as described in Rule 5b.3.3.5(b).

The selection process for appointed Group Trustees must follow Rules 5b.3.3.5(b) and 5b.3.3.6.

- c. Co-opted Trustees are persons co-opted by the Group Trustee Board as described in Rule 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Group Scout Council resolution at the AGM.

The selection process for Co-opted Trustees must follow Rules 5b.3.3.5(c) and 5b.3.3.6.

- d. The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5c.1.5 Group Scout Council – Annual General Meeting

5c.1.5.1

To support the planning and delivery of a Group AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5c.1.5.2

Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. The Group should give a minimum of four weeks' notice of the date of the AGM.

5c.1.5.3

The AGM must:

- a. Undertake governance oversight by
 - approving the minutes of the previous Group AGM
 - adopting (or re-adopting) the constitution of the Group (see Rule 5b.3)
 - noting the dates of charity's financial year
 - approving appointed and community members of the Group Scout Council

- agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
 - agreeing the quorum for future meetings of the Group Scout Council
- b. Review the previous financial year by
- receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group
 - receiving and considering the Group Trustees' Annual Report and the annual statement of accounts which have been approved by the Group Trustee Board.
- c. Make appointments
- appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
 - approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as required (see 5a.1.7)

5c.1.6 Group Trustee Board - purpose

5c.1.6.1

The Group Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the Group is meeting The Scout Association's overall aims and [strategic goals](#).

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.1.6.2

Members of the Group Trustee Board must act collectively as charity trustees of their Group, and in the best interests of the charity's members.

5c.1.6.3

The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a. The charity is:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly
- b. the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2.
- c. young people are meaningfully involved in decision making at all levels
- d. the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme (4.3.7 of POR)

5c.1.6.4

The Group Trustee Board members must themselves collectively:

- a. develop and maintain a risk register, including putting in place appropriate mitigations
- b. ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group
- c. ensure that where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow this guidance.
- d. maintain and manage:
 - a reserves policy for the charity. This must address the minimum reserves that should be maintained to allow for difficult financial

- circumstances in the Group, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
- an investment policy for the charity
 - a public benefit statement for the charity
- e. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained
- f. ensure the appointment and management and operation of any sub-team(s), including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in Chapter 16).
- g. ensure that effective administration is in place to support the work of the Group Trustee Board
- h. appoint any co-opted members of the Group Trustee Board
- i. ensure transparency of operation, including:
- prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the Group Scout Council at their AGM
 - prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
 - present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group AGM
 - following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is filed as described in 5e.2.1.2 of PO
- j. take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- k. individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business

- l. put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- m. where staff are employed:
 - o act as a responsible employer in accordance with Scouts' values and relevant legislation
 - o ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - o ensure that appropriate specific personnel insurance is in place

5c.1.6.5

A Group Trustee Board may create sub-teams it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-team it appoints:

- a. its purpose is governance-focused and not operational
- b. its members are agreed and approved by the Group Trustee Board
- c. the Group Chair has right of attendance
- d. the Group Lead Volunteer has right of attendance

5c.1.6.6

Sub-team members are not Trustees unless they are already members of the appointing Group Trustee Board.

5c.1.6.7

All sub-team members must be recorded on the membership system.

5c.1.7 Group Scout Council – Conduct of meetings

5c.1.7.1

The Group Scout Council meets at their AGM (see 5c.1.5).

5c.1.7.2

It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, Rule 16.9.2.2 must be followed, thus rendering an additional meeting of the Group Scout Council unnecessary.

5c.1.7.3

A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5c.1.7.4

Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

5c.1.7.5

Only Group Scout Council members, as defined in 5c.1.4.2, may vote in Group Scout Council meetings.

5c.1.7.6

The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see 5c.1.5.3(a)).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

5c.1.7.7

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5c.1.7.8

To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5c.1.7.9

All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5c.1.8 Group Trustee Board - Conduct of meetings

5c.1.8.1

Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.

5c.1.8.2

Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present at a meeting, the Group Trustee Board may choose a member to act as chair for the duration of the meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.1.8.3

Only members of a Group Trustee Board as defined in Rule 5b.3.3 of POR may vote in its meetings.

5c.1.8.4

The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the Group Trustee Board, the quorum for each sub-team must be set by the Group Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the Group Trustee Board, or a meeting of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

5c.1.8.5

Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

5c.1.8.6

To fulfil their responsibilities, the Group Trustee Board may meet by video conference or in person, as determined by the Group Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

5c.1.8.7

Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the Group Chair deems it appropriate. For such decisions, a minimum of 75% approval from the Trustees is required [the 'rounding' guidance from 5c.1.8.4 also applies in this case]. The results of the vote must be reported to, and recorded in, the minutes of, the next Group Trustee Board meeting.