



## 2<sup>nd</sup> MALVERN GROUP SCOUT COUNCIL

### Annual General Meeting 2024

Wednesday 10<sup>th</sup> July 2024 at 19:30.  
Main Hall - 2<sup>nd</sup> Malvern Headquarters.

#### Attendees.

- Peter Reeve (PR) Chair of Trustee Board, Ben Johnstone (BJ) Group Lead Volunteer, Verena Steventon (VS) Group Treasurer, Joanna Reeve (JR) Group Secretary, Ryan Heath (RH) Cub Leader, Derek Barnes (DeB) District Chair, Jean Allen (JA) Cub Leader, David Barnes (DaB) Scout Leader, Andrew Mitchell (AM) Scout Leader, Marilyn Wood (MaW) Trustee, Mike Wood (MiW) Trustee, Luke Branfield (LB) Scout Leader.

1.	<p><b><u>Introduction and welcome.</u></b></p> <ul style="list-style-type: none"> <li>• PR welcomed all to the meeting.</li> </ul>
2.	<p><b><u>Apologies for absence.</u></b></p> <ul style="list-style-type: none"> <li>• Apologies were received from Dion Farrier, Graeme Barclay, Christine Warner and Nateja Beech.</li> </ul>
3.	<p><b><u>Governance Topics.</u></b></p> <p><b><u>a. To approve the minutes of the Annual General meeting held on 16<sup>th</sup> September 2023.</u></b></p> <ul style="list-style-type: none"> <li>• The minutes of this meeting were approved and signed as an accurate record.</li> </ul> <p><b><u>b. To adopt the model constitution from Policy, Organisation and Rules (POR).</u></b></p> <ul style="list-style-type: none"> <li>• The Scout Council resolved to adopt the constitution with immediate effect. <b><u>DECISION: Approved by DaB. Seconded by DeB.</u></b></li> </ul> <p><b><u>c. To note the Group's financial year.</u></b></p> <ul style="list-style-type: none"> <li>• It was noted that the financial year will run from 1<sup>st</sup> April – 31<sup>st</sup> March.</li> </ul> <p><b><u>d. To approve appointed and community members of the Group Scout Council.</u></b></p> <ul style="list-style-type: none"> <li>• No nominations have been received.</li> </ul>

	<p>e. <u>To agree the number of members that may be appointed to the Trustee Board.</u></p> <ul style="list-style-type: none"> <li>• Following good practice, the number will be set at a minimum of five and a maximum of twelve, including both ex-officio and co-opted members.</li> <li>• Prior to this meeting the outgoing Trustee Board made a resolution to elect seven members to the board, as well as one ex-officio member, being the Group Lead Volunteer. <b><u>DECISION: All present at this meeting were in agreement.</u></b></li> </ul> <p>f. <u>To agree the quorum for future meetings of the Group Scout Council.</u></p> <ul style="list-style-type: none"> <li>• The outgoing Trustee Board has recommended a quorum of eight members.</li> <li>• It was resolved that this number must include either the Chair of Trustees or the Group lead Volunteer. <b><u>DECISION: All present at this meeting were in agreement.</u></b></li> <li>• MiW asked who the Trustee Board would report to. DeB replied that the Group Scout Council would take precedence as they appoint the Trustee board.</li> </ul>
4.	<p><b><u>Review of the previous year.</u></b></p> <p>a. <u>The Group Lead Volunteer's review of Scouts in the 2<sup>nd</sup> Malvern Scout Group.</u></p> <ul style="list-style-type: none"> <li>• BJ presented his review to the meeting.</li> <li>• It was noted that copies of the review had been emailed to all members of the Group Scout Council prior to this meeting.</li> <li>• BJ thanked all members for their contributions over the past year.</li> <li>• PR thanked BJ.</li> </ul> <p>b. <u>To receive and consider the Annual Report of the Group Trustee Board, including the Annual Statement of Accounts.</u></p> <ul style="list-style-type: none"> <li>• The Annual Reports were presented at the Trustee Board meeting of 26.06.24.</li> <li>• Copies were emailed out to members unable to attend, as the meeting was not quorate. Approval was subsequently received from a majority of members by email.</li> <li>• PR reported that the accounts had been signed off by the independent Examiner, Sarah Medcalf, a Chartered Accountant.</li> <li>• The Statement of Accounts is with the Treasurer, with copies also held by the Secretary.</li> <li>• There were no questions. Comments prior to the meeting have been actioned.</li> </ul>

	<ul style="list-style-type: none"> <li>• DeB noted that the date on the footer of the Annual report was incorrect. This will be corrected prior to submission to the Charity Commission.</li> <li>• PR gave his thanks to VS for her hard work in preparing the accounts for presentation.</li> </ul>
	<p><b><u>Making appointments.</u></b></p> <p><b><u>a. To appoint the Group Chair following recommendation from the open selection process initiated by the Group Trustee Board.</u></b></p> <ul style="list-style-type: none"> <li>• PR handed the meeting over to BJ for this item.</li> <li>• BJ proposed PR for the position for a tenure of three years. <b><u>DECISION: All present were in agreement.</u></b></li> <li>• PR regained the chair.</li> </ul> <p><b><u>b. To appoint the Group Treasurer following recommendation from the open selection process initiated by the Group Trustee Board.</u></b></p> <ul style="list-style-type: none"> <li>• PR proposed that VS be appointed as Treasurer for a tenure of three years. <b><u>DECISION: All present were in agreement.</u></b></li> </ul> <p><b><u>c. To appoint members of the Group Trustee Board following recommendation from the open selection process initiated by the Group Trustee Board.</u></b></p> <ul style="list-style-type: none"> <li>• Applications have been received from MiW and MaW for a tenure of two years. <b><u>DECISION: All present were in agreement.</u></b></li> <li>• PR reported that no other applications had been received, but that the Board would continue to try to recruit new Trustees.</li> <li>• DeB asked why Trustee recruitment hadn't been added to the Group website. PR replied that all members of the Group Scout Council and those on the waiting list had been notified and that the website would be used to advertise positions going forward.</li> </ul> <p><b><u>d. To appoint the Independent Examiner.</u></b></p> <ul style="list-style-type: none"> <li>• Sarah Medcalf has agreed to continue in this role for the next year.</li> <li>• PR thanked all those who had served as Trustees in the past and would no longer continue to do so, including Shaylene Kitchener who had been Treasurer for the past six years.</li> <li>• The role of Secretary is no longer a Trustee position, but PR reported that JR will continue as an administrator to the Board.</li> </ul>

6.	<p><b><u>Closing remarks and thanks.</u></b></p> <ul style="list-style-type: none"> <li>• PR thanked all present for attending and emphasised that members of the Group Scout Council should feel free to contact the Trustee Board at any time.</li> <li>• He gave thanks to all within the Group for their hard work, adding that the Group is running well. There is a large waiting list, hampered by a lack of adult volunteers and he asked those present to contact him or BJ with any potential volunteers.</li> <li>• DeB took away a copy of the AGM Papers pack for District records.</li> <li>• PJ drew attention to the recent sad passing of Pauline Richardson, a former Cub Leader at 2<sup>nd</sup> Malvern for many years and GSL of the Group, as well as an active member of the Malverns District. He thanked those who had organised a wreath from the Group at the funeral and reported that a donation from the collection had been given to the Group by the family. The Group will use this to provide a fitting memorial for Pauline. DeB added that the wreath and an order of service can be viewed on the District website.</li> <li>• The meeting closed at 19.55.</li> </ul>
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The above minutes were approved by the Trustees as an accurate record of the proceedings on 10<sup>th</sup> July 2024 and signed on their behalf by:

Chair

Peter Reeve

Dated.....

Group Lead Volunteer

Ben Johnstone

Dated.....