



2nd MALVERN GROUP SCOUT COUNCIL

Annual General Meeting minutes 2025.

Wednesday 2nd July 2025 at 19:30.

2nd Malvern Headquarters.

Attendees.

- Peter Reeve (PR) Chair of Trustee Board, Ben Johnstone (BJ) Group Lead Volunteer, Verena Steventon (VS) Group Treasurer, Joanna Reeve (JR) Administrator, Jean Allen (JA) Lead Volunteer, Cubs, David Barnes (DaB) Team Member, Scouts, Andrew Mitchell (AM) Lead Volunteer, Scouts (Shackleton), Tracy Mitchell (TM) Team Member, Scouts, Dylan Farrier (DF) Team Member, Scouts, Christine Warner (CW) Team Member, Beavers, Edward Taylor (ET) Young Volunteer, Scouts (Scott), Nigel Crisp (NC) volunteer, Kate Gynn (KG) potential trustee, Tara Francis-Hayward (TFH) parent, & Jessica (Cub)

1.	<p><u>Introduction and welcome.</u></p> <ul style="list-style-type: none"> • PR welcomed all to the meeting.
2.	<p><u>Apologies for absence.</u></p> <ul style="list-style-type: none"> • Apologies were received from Graeme Barclay, Mike Wood, Marilyn Wood, Peter Allen, Lorna Davies, Luke Branfield and Dion Farrier.
3.	<p><u>Governance.</u></p> <p><u>a. To approve the minutes of the Annual General meeting held on 10th July 2024.</u></p> <ul style="list-style-type: none"> • The minutes of this meeting were approved as an accurate record and signed by BJ and PR. <p><u>b. To readopt the model constitution from Policy, Organisation and Rules (POR).</u></p> <p><u>DECISION: The Scout Council resolved to readopt the constitution with immediate effect.</u></p> <p><u>c. To note the Group's financial year.</u></p> <ul style="list-style-type: none"> • It was noted that the financial year will run from 1st April – 31st March. <p><u>d. To agree the number of members that may be appointed to the Trustee Board.</u></p>

	<ul style="list-style-type: none"> The number of appointed members shall be up to and including seven (7) persons. The maximum number of members on the board may be up to twelve (12) but this is to include ex-officio and co-opted members. <p><u>DECISION: All present at the meeting were in agreement.</u></p> <p>e. <u>To agree the quorum for future meetings of the Group Scout Council.</u></p> <ul style="list-style-type: none"> The Trustee Board has recommended a quorum of eight (8) members. It was resolved that this number must include either the Chair of Trustees or the Group Lead Volunteer. <p><u>DECISION: All present at this meeting were in agreement.</u></p>
4.	<p><u>Review of the previous year.</u></p> <p>a. <u>The Group Lead Volunteer's review of Scouts in the 2nd Malvern Scout Group.</u></p> <ul style="list-style-type: none"> BJ presented his review to the meeting. It was noted that copies of the review have been posted on the 2nd Malvern Web site. BJ thanked all members for their contributions over the past year. PR thanked BJ. <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"> The Annual Reports were presented at the Trustee Board meeting of 04.06.25 and approval was subsequently received from a majority of members. PR reported that the accounts had been signed off by the independent Examiner, Sarah Medcalf, a Chartered Accountant. The Statement of Accounts is held by the Treasurer, with copies also held by the group administrator. He added that the accounts were very healthy and that c. £15,000 of funding would be available to spend on the HQ over the coming year. <u>Question:</u> KG asked why there had been a large increase in the amount of Gift Aid that had been received this year. PR explained that there has been a push to encourage more parents/carers to sign up, plus the amount received this year covered the previous two years. <u>Question:</u> AM asked how economies could be made. PR replied that surveys for an air source heat pump and solar panels had taken place recently. Also, a contractor had quoted for the installation of clear panels in the veranda roof, with the aim of reducing the use of lighting during the day.

	<p>PR added that the solar panels would be expensive initially, but the cost could be recouped after approximately 5 years. The air source heat pump would remove the need for gas at the site.</p> <ul style="list-style-type: none"> • PR explained that he was gradually changing lighting, when necessary, over to LEDs, which would deliver savings in the long run. • Additionally, a heat use and insulation survey has been undertaken. • PR gave his thanks to VS for her work in preparing the accounts for presentation.
	<p><u>Making appointments.</u></p> <p><u>a. To appoint the Group Chair following recommendation from the open selection process initiated by the Group Trustee Board.</u></p> <ul style="list-style-type: none"> • At this point PR handed the meeting over to BJ. • BJ proposed PR for the position for the second year of a three-year tenure. <u>DECISION: All present were in agreement.</u> • PR regained the chair. <p><u>b. To appoint the Group Treasurer following recommendation from the open selection process initiated by the Group Trustee Board.</u></p> <ul style="list-style-type: none"> • PR proposed VS for the position for the second year of a three-year tenure. <u>DECISION: All present were in agreement.</u> <p><u>c. To appoint members of the Group Trustee Board following recommendation from the open selection process initiated by the Group Trustee Board.</u></p> <p>PR proposed MiW for the position of trustee for the second year of a two-year tenure. <u>DECISION: All present were in agreement.</u></p> <ul style="list-style-type: none"> • PR proposed MaW for the position for the second year of a two-year tenure. <u>DECISION: All present were in agreement.</u> • Trustee applications have been received from Kate Gynn and Nick Geiss (NG). • PR proposed KG for the position of trustee for a 1-year tenure <u>DECISION: All present were in agreement.</u> • PR proposed NG for the position of trustee for a 1-year tenure <u>DECISION: All present were in agreement.</u> <p><u>d. To appoint the Independent Examiner.</u></p> <ul style="list-style-type: none"> • VS proposed Sarah Medcalf for the position • PR confirmed that Sarah Medcalf was qualified and she was willing to continue in this role for the next year. <u>DECISION: All present were in agreement.</u>

6.	<p><u>Closing remarks and thanks.</u></p> <ul style="list-style-type: none"> • 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. • He gave thanks to all within the Group for their hard work, adding that the Group is running well. However, youth numbers have dropped to around 70, which means that outgoing funds are beginning to exceed those incoming. • There is a considerable waiting list, hampered by a lack of adult volunteers and PR asked those present to contact him or BJ with the details of any potential volunteers. • BJ presented a prize to Jessica Hayward, the winner of the Group's 90th birthday badge design competition. • He then went on to present long service awards to TM, JR and CW. MiW, Rachel Smith, Graham Smith and GB were also in receipt but not present at the meeting.
	<p><u>Date of next AGM.</u></p> <ul style="list-style-type: none"> • Wednesday, 1st July 2026.
	<ul style="list-style-type: none"> • The meeting closed at 20.02pm.

The above minutes were approved by the Trustees as an accurate record of the proceedings on 3rd June 2026.

Signed on behalf of 2nd Malvern Scout Council by:

Chair

Peter Reeve

Dated.....

Group Lead Volunteer

Ben Johnstone

Dated.....