

XXXX DISTRICT SCOUT COUNCIL
Annual General Meeting

Date & time
Venue

AGENDA

1. Introduction and welcome
2. Apologies for absence
3. To approve the minutes of the Annual General Meeting held on DD MMM 20XX
4. **Governance topics**
 - a. Adopt the model constitution from Policy, Organisation and Rules
 - b. Note the District's financial year
 - c. Agree the number of members that may be elected to the Trustee Board
 - d. Agree the quorum for each of the District Scout Council (including this AGM), meetings of the District Trustee Board, meetings of any sub-committees
5. **Review of the previous year**
 - a. The District Commissioner's review of Scouting in XXXX District
 - b. To receive and consider the Annual Report of the District Trustee Board including the annual Statement of the Accounts
6. **Making appointments**
 - a. [If required] To (re-)appoint District President and/or Vice-Presidents
 - b. To note any other supporters who may be admitted to membership of the District Scout Council, by the District Commissioner, the District Trustee Board or the District Scout Council.
 - c. To approve the District Commissioner's nomination of the District Chair
 - d. Election of the District Secretary
 - e. Election of the District Treasurer
 - f. Elections of members to the District Trustee Board
 - g. To approve the District Commissioner's nominations to the District Trustee Board
 - h. To appoint the Scrutineer / Independent Examiner / Auditor *[delete as appropriate]*
 - i. To nominate representatives of the District Scout Council to represent the District on the County Scout Council
7. Close

AGM Planning Considerations and Timeline

NOTES

- Although not an actual part of the AGM, the District AGM can be used to present Good Service and other Awards.
- Although the AGM will normally take “only” 20 minutes or so, it is an opportunity to have a District social event, or a District camp, or to incorporate the actual AGM as part of that evening, day or weekend.

Alternatively, the AGM can be held online (for example using Zoom or Teams).

- It is appropriate to invite the County Commissioner or their representative to say a few words to the meeting.

TIMELINE

During the final quarter of the financial year	<p>The District Trustee Board agrees the date of the District AGM, and makes the date known widely around the District, plus County Commissioner and County Chair.</p> <p>Note that the AGM must be scheduled to occur no later than 6 months after the end of the financial year.</p> <p>Note also that sufficient time must be allowed for the District Treasurer to complete the annual statement of accounts and for that to have been reported on by the Scrutineer/Independent Examiner.</p>
3 or 4 months prior to the AGM	<p>DC, District Chair and District Secretary meet to review the District Trustee Board membership. How many (if any) vacancies are there?</p> <p>[Charity Governance Code 5.6.1: The Trustee Board has, and regularly considers, the skills, knowledge and experience it needs to govern, lead and deliver the charity's purposes effectively. It reflects this mix in its trustee appointments, balancing the need for continuity with the need to refresh the board.]</p>
2 months before the AGM	<p>District Secretary invites all members of the District Scout Council to make nominations for membership of the Trustee Board, with a clear closing date for nominations.</p> <p>DC and District Chair consider names for nomination as Trustees. Including Chair, Secretary and Treasurer.</p> <p>[Charity Governance Code 5.7.1: There is a formal, rigorous and transparent procedure to appoint new trustees to the Trustee Board, which includes advertising vacancies widely.]</p> <p>[Charity Governance Code 5.7.2: The search for new trustees is carried out, and appointments or nominations for election are made, on merit, against objective criteria and considering the benefits of diversity. The Trustee Board regularly looks at what skills it has and needs, and this affects how new trustees are found.]</p>
1 month before the AGM	<p>District Secretary co-ordinates an election process. This can often be most easily achieved using a tool such as Google Forms.</p> <p>District Secretary emails the 'formal' invitation to all members of the District 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.</p>

XXXX DISTRICT SCOUT COUNCIL – ANNUAL GENERAL MEETING

Guide Lines / Aide-mémoire for the 20XX AGM

Secretary - Health & Safety and domestic announcements.

1. Introduction & welcome

Chair:

Opening remarks.

Thanks to the venue for the use of their facilities.

Welcome to Members of the District Scout Council and Guests especially [if not included here, have a separate list available on the day.]

2. Apologies for absence

Secretary:

Apologies have been received from [have a separate list available on the day].

OR

Apologies have been received from NN persons and their names will be included in the minutes of this meeting.

3. To approve the Minutes of the Annual General Meeting held on DD MMM 20XX

Chair:

The minutes have been previously reviewed by the District Executive Committee at their first meeting after the previous AGM and so I propose that the minutes are taken as read and ask the District Scout Council to agree that they are a true record of that meeting.

Seconder please..... / Show of hands to approve.

4. Governance topics

Chair notes to the District Scout Council members present that this part of the meeting is a necessary part to make sure that the charity's foundations are in good order.

4a. To adopt the model constitution from Policy, Organisation and Rules

Chair:

In line with the recommendation from Scout Headquarters. I propose that 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 the meeting.

Seconder please / Show of hands to approve.

4b. Note the District's financial year

Chair:

Members of the District Scout Council are asked to note that our charity's financial year is **1st April to 31st March**.

4c. Agree the number of members that may be elected to the Trustee Board

Chair:

The District Scout Council must agree at its AGM the number of people that can be elected to the Trustee Board. The recommendation from the outgoing Trustee Board is that **4** people can be elected. I propose that the District Scout Council approves that recommendation.

Seconder please / Show of hands to approve.

4d. Agree the quorum for each of the District Scout Council (including this AGM), meetings of the District Trustee Board, meetings of any sub-committees

Chair:

The District Scout Council must agree at its AGM the quorum – the minimum number of District Scout Council members that must be present at a meeting of the District Scout Council. The recommendation from the outgoing Trustee Board is that the quorum should be set at **15** persons. The District Scout Council is asked to approve that recommendation.

Seconder please / Show of hands to approve.

Chair:

The District Scout Council must agree at its AGM the quorum for Trustee Board meetings, and any sub-committee meetings. The Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of Trustee Board members plus one and that the sub-committee quorum should be set at one third of Trustee Board members plus one. The recommendation from the outgoing Trustee Board is that the quorum should be set the Charity Commission good practice statement. The District Scout Council is asked to approve that recommendation.

Seconder please / Show of hands to approve.

5. Review of the previous year

Chair notes to the District Scout Council members present that this part of the meeting is the opportunity to reflect on the activities of the past year.

5a. District Commissioner's Review of Scouting in the District

Chair asks DC to present their Annual Review.

DC gives their review.

Chair thanks DC for their review.

5b. To receive and consider the Annual Report of the District Trustee Board including the annual Statement of Accounts

Chair: The District Trustee Board has approved the Annual Report and Statement of Accounts and Accounts, and the report on the accounts has been received from the **Scrutineer/Independent Examiner**.

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

Treasurer to explain the Statement of Accounts.

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

Thanks to *Treasurer (name)*

(NOTE – no vote is required, the District Scout Council only 'receives and considers')

6. Making appointments

Chair notes to the District Scout Council members present that this part of the meeting sets the charity up to be well-led during the period until the next AGM. Particularly, the District Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

6a. [If required] To (re-)appoint District President and/or Vice-Presidents

Chair notes that appointments as District President and/or Vice President are made by the District Scout Council.

Chair advises that **name(s)** is proposed as **President** and/or **Vice-President**. Show of hands to (re-)approve.

6b. [If required] To note any other supporters who may be admitted to membership of the District Scout Council, including former Scouts and parents, by the District Commissioner, the District Trustee Board or the District Scout Council.

Chair notes that the District Scout Council can admit other persons to membership. Chair advises that **name(s)** are nominated as members of the District Scout Council. Show of hands to approve. These are persons who are to be admitted as members of the District Scout Council in addition to the ex officio list in POR Rule 5.4.2.5.

(Note: these nominations are to the District Scout Council (the persons attending this AGM). They are not members of the District Trustee Board. Note also that these nominations can be by name or by role.)

6c. To approve the District Commissioner's nomination of the District Chair

Chair: I now hand the chairmanship of this meeting over to the DC.

DC nominates **name** as District Chair and asks for a show of hands as approval.

*Note: If there is to be a new District Chair then there must be an agreement **PRIOR** to the meeting as to whether the outgoing Chair continues to chair this meeting, or whether the new District Chair should take over immediately. However, it is **strongly** encouraged that the new District Chair starts in role **after** the AGM is complete.*

6d. To elect the District Secretary

Chair: The 'District Secretary' is an elected appointment and, as required, **name** has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve **name's** election.

6e. To elect the District Treasurer

Chair: The 'District Treasurer' is an elected appointment and, as required, **name** has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve **name's** election.

6f. To elect persons to the District Trustee Board

Secretary - the following have been formally proposed and seconded in writing by the due date:-

Xxx1
Xxx2
Xxx3
Xxx4

Chair - requests a show of hands to approve their election.

NOTE that there must not be more names elected than were approved at agenda item 4c. There can be fewer than agreed at 4c, but not more.

NOTE that it is very important to arrange the nominations for election BEFORE the meeting. It is very poor to be heard to be pleading for new members from the District Scout Council members present at the meeting.

6g. To approve the District Commissioner's nominations to the District Trustee Board.

DC – my nominations to the District Trustee Board are:

Yyy1

Yyy2

Yyy3

Yyy4

NOTE: no more can be nominated than were actually elected at 6f above.

Chair thanks the Trustees for their work during the year and in particular those members who are standing down – AAAAA and BBBB.

NOTE: Co-opted members (if any) of the District Trustee Board are appointed by the District Trustee Board themselves at one of their meetings, and not at the AGM. There can be no more co-opted members of the District Trustee Board than the numbers actually elected at 6f above.

6h. To appoint the Scrutineer / Independent Examiner / Auditor

Treasurer to propose KKKKK

Chair - KKKKK has been proposed and seconded and is qualified for the role. May I have a show of hands to approve KKKKK's nomination.

NOTE: The requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor will be found at <https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-District-districts-countiesareas-scottish-regions/>

The template for a Scrutineer or an Independent Examiner to use to report back to the Trustee Board will be found at <https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/>

6i. To nominate representatives of the District Scout Council to represent the District on the County Scout Council

We are required to nominate X (number) as District representatives to the County Scout Council. LLLLLL and MMMMMM have been proposed and seconded. Please can I have a show of hands to approve their nominations.

NOTE: The number of nominations per District is set by the County Scout Council, and should be known before the meeting to ensure the correct number are nominated here. This information should be communicated to the County Secretary.

7. Closing Remarks

Chair to close the AGM, thank all for attending and outline any arrangements for the rest of the event.