

## XXXX GROUP 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 Group'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 Group Scout Council (including this AGM), meetings of the Group Trustee Board, meetings of any sub-committees
5. **Review of the previous year**
  - a. The Group Scout Leader's review of Scouting in XXXX Scout Group
  - b. To receive and consider the Annual Report of the Group Trustee Board including the annual Statement of the Accounts
6. **Making appointments**
  - a. [If required] To (re-) appoint Group President and/or Vice-Presidents
  - b. To note any other supporters who may be admitted to membership of the Group Scout Council, including former Scouts and parents, by the Group Scout Leader, the Group Trustee Board or the Group Scout Council.
  - c. To approve the Group Scout Leader's nomination of the Group Chair
  - d. Election of the Group Secretary
  - e. Election of the Group Treasurer
  - f. Elections of members to the Group Trustee Board
  - g. To approve the Group Scout Leader's nominations to the Group Trustee Board
  - h. To appoint the Scrutineer / Independent Examiner / Auditor *[delete as appropriate]*
7. Close

## AGM Planning Considerations and Timeline

### NOTES

- Although not an actual part of the AGM, the Group 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 Group social event, or a Group 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 District Commissioner or their representative to say a few words to the meeting.

### TIMELINE

During the final quarter of the financial year	<p>The Group Trustee Board agrees the date of the Group AGM, and makes the date known widely around the Group, plus District Commissioner and District 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 Group 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>GSL, Group Chair and Group Secretary meet to review the Group 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>Group Secretary invites all members of the Group Scout Council to make nominations for membership of the Trustee Board, with a clear closing date for nominations.</p> <p>GSL and Group 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>Group Secretary co-ordinates an election process. This can often be most easily achieved using a tool such as Google Forms.</p> <p>Group Secretary emails the ‘formal’ invitation to all members of Group 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 GROUP 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 Group 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 Group Executive Committee at their first meeting after the previous AGM and so I propose that the minutes are taken as read and ask the Group 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 Group 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 Group's financial year**

**Chair:**

Members of the Group 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 Group 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 Group Scout Council approves that recommendation.

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

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

**Chair:**

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

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

**Chair:**

The Group 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 Group 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 Group Scout Council members present that this part of the meeting is the opportunity to reflect on the activities of the past year.

### **5a. Group Scout Leader's Review of Scouting in the Group**

**Chair** asks GSL to present their Annual Review.

**GSL** gives their review.

**Chair** thanks GSL for their review.

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

**Chair:** The Group 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 Group 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 Group Scout Council only 'receives and considers')**

## **6. Making appointments**

**Chair** notes to the Group 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 Group Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

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

**Chair** notes that appointments as Group President and/or Vice President are made by the Group 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 Group Scout Council, including former Scouts and parents, by the Group Scout Leader, the Group Trustee Board or the Group Scout Council.**

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

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

#### **6c. To approve the Group Scout Leader's nomination of the Group Chair**

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

**GSL** nominates **name** as Group Chair and asks for a show of hands as approval.

*Note: If there is to be a new Group 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 Group Chair should take over immediately. However, it is **strongly** encouraged that the new Group Chair starts in role **after** the AGM is complete.*

#### **6d. To elect the Group Secretary**

**Chair:** The 'Group 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 Group Treasurer**

**Chair:** The 'Group 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 Group 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 Group Scout Council members present at the meeting.**

**6g. To approve the Group Scout Leader's nominations to the Group Trustee Board.**

**GSL** – my nominations to the Group 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 BBBBB.

**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. There can be no more co-opted members of the Group 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-group-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/>**

**7. Closing Remarks**

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