

Barlaston & Tittensor Scout Group

Minutes of the Scout Council AGM

14th February 2025

The Scout Hut, Duke's Walk, Station Road, Barlaston.

1. Introduction and welcome

Paul, Chair, welcomed everyone, thanked them for coming and asked that the attendance & apologies register be filled in if not already done so.

2. Apologies for absence

Apologies

Julia Spight (Treasurer), Gavin Statham, Ian Palmer, Jonathon Shermer, Becca Loughhead

Present

See Attendance list

3. Governance topics

Paul explained the reason the group has to hold an AGM to comply with the Charity Commission and Scout Association rules and ensure the group operates properly.

3a. Approve minutes of previous AGM held on 16th February 2024

Paul explained that the Trustee Board had reviewed the previous AGM's minutes at their recent meeting, at which 3 members present tonight were at, and the Board are happy that he put forward these minutes to be taken as read and ask the Group Scout Council to agree they are a true record of that meeting. Seconded by Marj Jopson. Unanimous show of hands to approve

3b. Adopt the Adapted model constitution from Policy Organisation & Rules (POR)

Paul explained the major reasons why we have adapted the model constitution supplied by the Scout Association in order to make it fit with our circumstances here at Barlaston. E.g. We don't have a sponsoring authority, so have no need to mention it in our constitution.

Paul recommended we adopt the adapted model constitution from Chapter 5 of POR. A copy of this was available for review and inspection prior to this meeting on our website and copies available at this meeting. The full list of variations, and the reasons for those variations from the model constitution were distributed at this meeting. Seconded by Kay Royle. Unanimous show of hands to approve.

3c. Note Group's financial year

Paul asked Group Scout Council members present to note that that our Group and Charity's financial year is 1st January to 31st December.

3d. Approve appointed and Community members of the Group Scout Council

Paul was happy to note that this would be a swift agenda item as there were no appointed or community members nominated.

3e. Agree the number of members that may be appointed to the Trustee Board

The Charity Commission good practice recommends a minimum of 5 and no more than 12.

Paul explained that it is the Group Scout council's responsibility to set this number and suggested, based on his experience, that 7 was a reasonable number for us to aim for and proposed the Group Scout Council approved that recommendation. Seconded by Kay Royle. Unanimous show of hands to approve.

3f. Agree the quorum for future meetings of the Group Scout Council

Paul explained that it was also this meeting's responsibility to set a minimum number of member present for future Council meeting to be valid (Quorate). The outgoing Trustee Board recommends the quorum for the Group Scout Council should be set at 8 people. Paul asked if this meeting approves that recommendation? Seconded Chris McCawley. Unanimous show of hand to approve.

4. Review of the Year

Paul explained that this part of the meeting was where we looked back at last year to see how we had done as a Group. Both in terms of Scouting progress but also in terms of governance. Paul also explained that The Scout Association has in the past twelve months changed the names of many of its roles as well as introduced a new computer system, both of which have, and still are to some extent, a little challenging. So, Gareth, who we all knew of as GSL, Group Scout Leader, is now GLV, Group lead Volunteer.

4a. The Group Lead Volunteer's review of Scouting in the group

Gareth, Group Lead Volunteer (GLV), gave a quick review of the year with a more detailed account being reproduced in the Annual Report of the Group Trustee Board. Membership numbers were consistent and leaders stable which is really good. He made reference to the challenging and stressful period he had personally during the year due to very poor District management which is still yet to be satisfactorily resolved. He also made a point of thanking all the adults who help delivering the programme and supporting roles, trustee board and in particular Paul as Chair.

Paul thanks Gareth for his review

4b. Receive and consider the Annual Report of the Group Trustee Board including the Annual Statement of Accounts

Paul notes that the Trustee Board has approved the Annual Report and Statement of Accounts, and has received the Report on the accounts from the Scrutineer. Paul also explains that our accounts aren't required to be inspected or audited, just scrutinised, due largely to the limited annual turnover.

In Julia's absence, Paul gave an explanation of the statement of accounts. The accounts were very similar to the previous twelve months other than for two income amounts of about £1k each. One from Stone Scout & Guide Band who hired the hall for a period of time for band practice whilst their normal meeting place was repaired, and one from Gift aid from this and previous years. Paul

made a point of asking all parents present to check that, if they were tax payers, and were happy to do so, checking the gift aid box and disclosure on OSM which gives the group a significant amount of income on top of subs. Gareth suggested an email/letter to parents by way of reminder may be a good idea.

Paul asked for any questions regarding the accounts but there weren't any.

Paul asked that the meeting record his thanks to Julia for her work as Treasurer to the trustee Board.

At this point in the proceedings a break was had for refreshments and part 1 of the Quiz Night.

5. Making appointments

Paul explained that this is the part of the meeting where we appoint our Trustee Board going forward and so, handed chairmanship of the meeting over to Gareth as GLV [Who previously would have nominated the chair, but can no longer do so]

5a. Appoint the Group Chair, following recommendations from the Group Trustee Board

Gareth explains that all trustee positions are open to anyone who is eligible to be a trustee but, that, as no one else has come forward for the position of Chair, and Paul is happy to continue. Then the recommendation to the Group Scout Council is that Paul Westwood should be appointed as Group Chair. Unanimous show of hands as approval.

Gareth now hands chairmanship of the meeting back to Paul.

5b. Appoint the Group Treasurer, following recommendation from the Group Trustee Board.

Paul reiterates what Gareth said but as no one else has come forward and Julia is happy to continue, then the recommendation to the Group Scout Council is that Julia Spight be appointed as Group Treasurer. Unanimous show of hands as approval.

5c. Appoint members of the Group Trustee Board, Following recommendation from the Group Trustee Board

The recommendation to the Group Scout Council is that Marj Jopson be appointed as a member of the Group Trustee Board. Unanimous Show of hands as approval

The recommendation to the Group Scout Council is that Becca Loughhead be appointed as a member of the Group Trustee Board. Unanimous show of hands as approval.

Paul noted that we now have 5 trustees and 7 spaces available, so if anyone else would like to become a trustee or discuss the possibility please chat to Paul or Gareth.

Thanks, should also be noted to Liz Peck and Stefan Park for their spell as trustees during this last year.

5d. Appoint the Scrutineer

Julia has proposed that Leigh Whiteside be appointed as Scrutineer and Paul confirms and seconds that he is qualified for the role. Unanimous show of hands as approval of Leigh Whiteside's nomination.

6. Closing Remarks

Paul thanks everyone for their attendance, welcomes the imminent onset of the final part of the Quiz Night and invites everyone to next year's AGM on 13th February 2026 7pm, same place.

Meeting Closed at 20:30