

1st SOUTHGATE SCOUT GROUP

Established 1957 Charity number 305881

**CRAWLEY DISTRICT
SCOUT COUNTY OF WEST SUSSEX**

Board of Trustees 2023- 2024

Group Chairman	Sam Mason (until new chair found)
Group Scout Leader	Chris Hobbs
Group Secretary	Sharon Ottley
Group Treasurer	Simon Maddocks
Quartermaster	Mick Hill
Deputy GSL	Phoebe Woolard
Youth Commissioner	Vacant
Tracy Gidman BSL	
Pauline Maddocks CSL	
Kerry Waudby SL	
Chris Prior	
Sara Woolard	
Karen Trethewey	

Minutes of the AGM held on 15th May 2024.

Before the meeting commenced, Ron Woolard explained his role as fundraiser and spoke about the textile collections which earn us money.

Lead volunteer Chris Hobbs introduced the sections who would entertain before the official meeting commences.

Beavers performed the ‘Campfires burning’ song.

Cubs performed sketches which demonstrated the things they’d learnt whilst working on their personal safety badge – Don’t distract car drivers, don’t cross train tracks until barrier is up and follow the firework code.

Scouts presented a film they’d put a lot of effort into which was part of badge work. It showed activities they’d taken part in during the last year, both inside and outside, and quotes from members of the troop stating what they liked about scouts. They decided themselves what to include in the film and worked on it over the last 3 weeks. They had also been considering what responsibilities patrol leaders had and decided that Leo would become senior patrol leader.

Group Lead Volunteer Chris H explained that groups are judged by how many Chief Scout Awards they have gained. It takes Beavers 2 years to obtain bronze awards, cubs 3 years to obtain silver and scouts 4 years to obtain gold.

Akela presented Nathaniel with his challenge badges and his Silver Chief Scout Award.

1.Introduction and Welcome.

In the absence of a current chair, Group Lead Volunteer Chris H welcomed all parents (who make up the Group Scout Council). She explained that we are a charity in our own right and must abide by the Charity Commissions rules, hence a slightly different format to previous AGMs. She added that she represents the uniformed side of scouting, whilst the Trustees are non-uniformed. If anyone feels they'd like to know more about the role of chair, then please speak to her.

Chris H handed over to Phoebe Woolard who had agreed to chair and run the official part of the meeting.

2. Apologies for Absence.

Apologies were received from Sam Mason, Chris Prior and Kerry Waudby.

3. Governance Topics.

Phoebe explained that this part of the meeting was to make sure the charity's foundations were in good order. She explained that all parents form the Group Scout Council and thanked them for their support. We were also lucky to have the support of Ollie Gidman who is District Lead Volunteer.

3a – Approve the minutes of the Annual General Meeting held on 17th May 2023.

The Group Trustee Board has reviewed the minutes of the previous AGM at it's meeting held on 7th September 2023. This was available online in advance and a few copies are circulating this evening. I put forward that these minutes are taken as read and ask the Group Scout Council to agree they're a true record of that meeting. May I have a seconder please - Karen Trethewey – please show your hands to approve – approved.

3b– Adopt the model constitution from Policy, Organisation and Rules (POR).

In line with the recommendation from Scout Headquarters, the Group Trustee Board proposes that we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of this was available online for review and inspection prior to this meeting, and copies are also available this evening. May I have a seconder please – Ben Duffy – please show your hands to approve – approved.

3c – Note the Group's Financial Year.

Can the Group Scout Council members please note our charity's financial year is 1st March to 28/29th February.

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

Following good practice recommendations from Charity Governance Code, POR states that Trustee Boards should have a minimum of 5, and no more than 12 Trustees in total. This includes ex officio and co-opted Trustees. The Group Scout Council must agree the number of people to be appointed to the Trustee Board. The outgoing

Trustee Board recommends that 12 people are appointed. I propose the Group Scout Council approves that recommendation. May I have a seconder please – Peter White – please show your hands to approve – approved.

3e – Agree the quorum for future meetings of the Group Scout Council (excluding this AGM).

The Group Scout Council must agree its quorum – the minimum number of group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at 20 people for future meetings. Does the Group Scout Council approve that recommendation? May I please have a seconder – Ron Woolard – please show your hands to approve – approved.

4. Review of the previous year.

We'll now use this part of the meeting to reflect on the activities of the past year.

4a – The Group Lead Volunteer's review of Scouting in the 1st Southgate Scout Group.

The booklet available around the room contains the annual report and has highlights of the year from Group Lead Volunteer and the Section Teams. Please make sure you have seen a copy and please feel free to raise any of the issues mentioned in the review.

Phoebe asked the Group lead Volunteer – Chris H to present their annual review, which is contained in the booklet. Chris H was thanked and then handed back to Phoebe.

4b – Receive and consider the Annual report of the Group Trustee Board including the annual Statement of Accounts.

It is noted that the Group Trustee Board has approved the Annual report and Statement of Accounts and has received the report on the accounts from the Scrutineer.

Would the Group Treasurer, please give their explanation of the Statement of Accounts.

Simon Maddocks explained the Statement of Accounts, (including announcing that subs will increase to £15 per calendar month from 1st September 2024). Although we have had a deficit for the past 2 years, we are still in good financial shape.

One question was received from the floor asking if more could be done to increase fundraising as the subs increase is very reasonable. Grant applications would help and if anyone is interested in finding out more, please speak to Simon or Chris. Phoebe thanked Simon and explained that no vote was required as the Group Scout Council only 'receives and considers' the report.

5. Making Appointments.

Phoebe explained that we'll use this part of the meeting to organise the setup of the charity until the next AGM. We'll appoint a Trustee Board to oversee good governance for the charity over the next year.

5a - Appoint the Group Chair.

Chris H as Group Lead Volunteer explains that as we do not have a nominee for Chair, recruitment is a work in progress and once identified, a Chair will be co-opted by the Trustee Board during the year.

In the meantime, meetings of the Trustee Board will be chaired by different members of the Trustee Board.

Please show your hands as approval – approved.

Meeting handed back to Phoebe.

5b - Appoint the Group Treasurer – recommended by the Group trustee Board.

Phoebe explained that the recommendation is that Simon Maddocks should be appointed by the Group Scout Council as Group Treasurer - please show your hands as approval – approved.

5c - Appoint members of the Group Trustee Board – recommended by the Group Trustee Board.

Phoebe explained that the following Trustees have agreed to serve another term, so the recommendation to the Group Scout Council is that Sharon Ottley, Phoebe Woolard, Kerry Waudby, Samuel Mason, Christopher Prior, Sara Woolard and Karen Trethewey should be appointed as members of the Group Trustee Board.

Please show your hands as approval – approved.

Christine Hobbs as Lead Volunteer is ex-officio Trustee and Simon Maddocks as Treasurer is also a Trustee.

As this is below the number of Trustees recommended, we will explore options for co-opting additional members during the year. Please talk to a leader after the meeting if you are interested.

The Trustees were thanked for their work during the year, and particularly, those members who are standing down – Pauline Maddocks, Tracy Gidman and Michael Hill.

5d - Appoint the Accounts Scrutineer.

The Treasurer proposes Jeff Holmes.

Phoebe confirmed that Jeff Holmes has been proposed, seconded and is qualified for the role and asked for a show of hands to approve the nomination – approved.

6. Closing remarks.

Phoebe thanked everyone for attending and said a raffle, nibbles and drinks would close the event.

She also told everyone that Group Lead Volunteer Chris Hobbs had been the first person awarded the Barry Jones memorial Trophy for services to Scouting.

