

2nd Chelmsford (Springfield) Scout Council

Annual General Meeting Minutes- 14 September 2024

1. Introduction and welcome

Chair made opening remarks and welcomed members of the Group Scout Council and guests Roger Cole, and Oscar Puvanendran.

2. Attendees and Apologies for absence

Attendees at the AGM were:

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| • Chris Dear | • Rhona Chapman |
| • Chris Chapman (Group Lead Volunteer) | • Roger Cole (District Chairman) |
| • Rebecca Puvanendran | • Karen Cooper |
| • Susan Tisi | • Alison Hodgson |
| • Oscar Puvanendran | • Richard Spencer |
| • Sarah White | • Colin Groves |
| • Jan Dear | • Mark Puvanendran |

The Chair received apologies for absence from:

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| 1. Sarah England | 5. Paul Wickers |
| 2. Paul England | 6. Steve Tyler |
| 3. Sam Leeder | 7. Dan Chapman |
| 4. Kris Reynolds | |

3. Governance topics

3a. Approve the minutes of the Annual General Meeting held on 16 September 2023 (copies posted on the Group's website)

Chair: The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on 14 November 2023. I put forward these minutes are taken as read and ask the Group Scout Council to agree they're a true record of that meeting.

Seconded by Richard Spencer.

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

Chair: In line with the recommendation from Scout Headquarters, the Group Trustee Board proposes we continue to 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.

Seconded by Rebecca (Bex) Puvanendran.

3c. Note the Group's financial year

Chair: I ask the Group Scout Council members please note our charity's financial year continues to be 1 April to 31 March.

Group Scout Council members agree.

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

Chair notes the Group Scout Council can admit other people to membership. Chair advises that Alison Hodgson is nominated as a Group Scout Council member.

These are to be admitted as members of the Group Scout Council as well as the ex officio list in POR Rule 5.4.2.5.

Seconded by Rhona Chapman.

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

Chair: Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio (Chris Chapman as our Group Lead Volunteer) 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 9 people are appointed (10 in total including the Lead Volunteer). I propose the Group Scout Council approves that recommendation.

Seconded by Rhona Chapman.

3f. Agree the quorum for each of the Group Scout Council (excluding this AGM), meetings of the Group Trustee Board, meetings of any sub-teams

Chair: 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 7 people. Does the Group Scout Council approve that recommendation?

Seconded by Jan Dear.

4. Review of the previous year

4a. The Group Lead Volunteer's review of Scouts in the 2nd Chelmsford (Springfield)

Chair asked the Group Lead Volunteer to present their Annual Review.

Group Lead Volunteer gave their review.

Chair thanked Group Lead Volunteer for their review.

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

Chair notes the Group Trustee Board has approved the Annual Report and Statement of Accounts, and has received the report on the accounts from Rob Lyon the Independent Examiner.

Chair asked the Group Treasurer to give their explanation of the Statement of Accounts.

Treasurer explains the Statement of Accounts.

Chair invites questions from the floor regarding the Trustee Annual Report, and the Annual Accounts but none asked.

Chair thanks the Treasurer Richard Spencer

5. Making appointments

Chair explained the new appointments process.

Chair explained the Open Nomination process followed by the outgoing Trustee Board.

5a. Appoint the Group Chair, following recommendations from the open selection process initiated by the Group Trustee Board

Chair handed the chairmanship of this meeting over to the Group Lead Volunteer.

Group Lead Volunteer: The recommendation to the Group Scout Council is that Chris Dear should be appointed as Group Chair for a period of 3 years. Seconded/Approved by everyone.

Group Lead Volunteer hands the chairmanship of this meeting back to Group Chair.

5b. Appoint the Group Treasurer, following recommendations from the open selection process initiated by the Group Trustee Board

Chair: Following the open selection process the Trustee Board recommendation to the Group Scout Council is that Richard Spencer should be appointed as Group Treasurer for a period of three years. Seconded/Approved by everyone.

5c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

Chair: Following the open selection process agreed by the Trustee Board, the recommendation to the Group Scout Council is that Karen Cooper, Kris Reynolds, Paul Wickers and Rebecca (Bex) Puvanendran should be appointed as members of the Group Trustee Board for a period of 3 years.

Seconded/Approved by everyone.

Chair thanked the Trustees for their work during the year and, in particular, Bruce Knight who is standing down.

At this stage we have a total of 7 Trustees out of the total membership of 10 we have approved. Therefore we still have vacancies. All of those currently serving have existing volunteer team/management roles in the group and it would be good to diversify the membership/skills base. Please speak with the Chairman if you are interested or know of someone who would suit the vacancy.

5d. Appoint the Independent Examiner

Treasurer proposes Rob Lyon

Chair confirms that Rob Lyon has been proposed, seconded and is qualified for the role, and asks for a show of hands to approve his nomination. Seconded by Jan Dear.

6. **Closing remarks**

Chair closed the AGM, thanked everyone for attending, and we heard from:

- Oscar – A Scout of the group who attended the Essex International Jamboree.
- Roger Cole – District Chair