



THE TRAILBLAZERS



AGM Information Pack 2023

Supported by



Charity Registration No 267534

Agenda for AGM 2023

Date: Sunday 9th July 2023 @ 2.30pm

Venue: Trailblazers Den

1. Welcome and Introductions.
2. Apologies for absence.
3. Approval of the minutes of the last AGM.
4. Adoption/Agreements:
 - a. Adoption of Group constitution – See [Annex B](#)
 - b. Note of dates of charity's financial year
 - c. Agree the number of members that can be elected to the Trustee Board
 - d. Agree the quorum for each of:
 - i. Meetings of the Scout Council
 - ii. Meetings of the Trustee Board
 - iii. Meetings of any sub-committees
5. Review of previous year
 - a. Chairman's statement
 - b. Treasurer's statement – see also [Annex A](#) for statement of accounts
 - c. Group Scout Leader's statement
 - d. Report from section leaders
6. Make appointments
 - a. approve the Group Scout Leader's, District Commissioner's or County Commissioner's nomination of the Chair of the Trustee Board [vote required]
 - b. elect a Secretary to the Trustee Board [vote required]
 - c. elect a Treasurer to the Trustee Board [vote required]
 - d. elect Trustees to the Trustee Board [vote required]
 - e. appoint (or re-appoint) a scrutineer [vote required]
7. Presentations for Best Squirrel/Beaver/Cub/Scout
8. News from TSA

Minutes of previous AGM

MINUTES OF THE 2022 ANNUAL GENERAL MEETING

HELD AT THE TRAILBLAZERS DEN

9TH JULY 2022

Attendees: Liane Frydland, Oliver Nash, Dave Farthing, Naomi Treanor, Tim Ford, Karen Ford, Nichola Jones, Fiona Ward, Antony Nash, Lucy Oatley, Clive Ayles, Marie Banfield, Daniel Treanor, Adam Frydland, Paul Thompson. Guardians of children – with apologies I don't have a list of Guardian names.

Welcome and introductions

Tim did a welcome and went through the agenda.

1. Apologies

Kam's, Grocholski's, Helen Jordan, Linda Knoll, [Beavers] Ella B's parents, Joshua B's parents, [Cubs] Alexa M's parents, Elliot T's parents, Daisy G's parents, Grace W's parents, Elsa Yates, Grace C's parents, Lewis B's parents, Lydia M's parents, George/Sarah G's parents, Sofia L's parents. Mike Hughes (District)

2. Approval of previous minutes

The AGM pack had been circulated via email prior to the meeting.

Proposer: Tim Ford

Seconder: Nichola Jones

The minutes were accepted without correction.

3. Annual Reports and Statement of Accounts:

Trustee's report – Dave Farthing (DF), Chairman

Please see AGM pack for full report.

Dave put out a plea for new committee members. Fundraising is a key thing we need to get back to in the coming months.

Dave explained why we have decided to go for a brand-new permanent structure, to replace the storage garage.

We are also looking to make the outside a bit more friendly with a couple of small benches and firepit area.

Treasurer's report – Oliver Nash, Treasurer

Please see AGM pack for full report.

Olly thanked the committee for their work on getting the garage demolished and the new one built.

If you hear of any grants etc. becoming available in your areas or with your employers please let us know.

Cost of living crisis, we are doing our best to keep costs down, and while we were on a fixed metre for electricity. Insurance costs around £1K a year, some of the big-ticket items we have bought this year:

- New flags and poles
- New benches

Olly was presented with a token of our thanks and congratulations on his new additions to his family.

GSL and Section reports

Please see AGM pack for full report.

Back to face-to-face scouting. Tim Ford went through all the things our members have been doing over the last year.

Tim thanked all the leaders for their hard work over the last year. We wouldn't have a group without you.

New young leaders have joined us including Bluejay. And Daniel (Stag) has been with us since he was a Beaver and is now a full adult leader.

Very pleased to have a new storage shed coming this month!

Tim then thanked all the children for coming along each week. And explained that the leaders all love seeing their faces etc.

Beaver Section report

Numbers had dwindled, but we are back up to full number of 12. Nichola thanked Hawk and Squirrel for their hard work this year as she hasn't been able to come every week. She is stepping back for a bit while she studies for a Foundation degree.

Cubs section report

Doing really well as children have been bringing their friends. They have done a fair few district events this year. The football team did well and looked really great in their new football kit.

Fiona Ward thanked her team of leaders for making the meetings and working as a team and helping her run the section especially as she has had to step back at various times due to COVID.

Scout section report

Numbers are good, and we've done a lot of activities over the past year. The hammock camp was a bit of a wash out, but it was enjoyed, and we hope to do another one in the coming year.

Thanked all leaders and welcomed Daniel (Stag) as a full Leader to the Scouts leadership team.

The question was asked : Do people accept the accounts and reports from the group?

Proposer: Tim Ford

Seconder: Daniel Treanor

Accounts were accepted by all present.

Paused for Horse racing.

4. Approval of Chairperson:

Tim Ford proposed Dave Farthing for the position as Chairman,

Proposer: Tim Ford,

Seconder: Fiona Ward

Vote result : Dave Farthing was elected chairman with no objections

The meeting was handed back to Dave Farthing.

5. Election of Officers and Committee:

Treasurer: Oliver Nash

Proposer: Tim Ford

Seconder: Tony Nash

Vote result : Oliver Nash was elected as Treasurer with no objections.

Secretary: Liane Frydland

Proposed : Tim Ford

Seconder : Nichola Jones

Vote result : Liane Frydland was elected as Secretary with no objections.

6. Appointment of Scrutineer:

We have found a new scrutineer for the accounts. His name is Robert Frood.

The question was asked : Do people accept Robert Frood as the scrutineer for the Group?

Proposer: Oliver Nash

Seconder: Tim Ford

Robert Frood was accepted as Scrutineer with no objections.

Pause for racing!

7. Presentations and awards:

The following awards were given out.

Best Beaver : Dylan

Best Cub : Daisy

Best Scout Award : Crystal

We also celebrated the following Chief Scout's awards:

Silver Award – William and Zoë

Gold award - Quinn

8. Q&A

None.

9. Tim Ford thanked everyone for coming. And wished everyone a safe trip home.

The meeting closed.

Trustee Board Annual Report for 2023

Report from Chairman

This past year has been filled with remarkable achievements, challenges, and moments of growth for our Scout group. I would like to extend my deepest gratitude to each and every one of you for your unwavering dedication, commitment, and support.

One of the highlights of the past year was the successful launch of a new program aimed at our youngest members, Squirrels. This initiative provided an exciting opportunity for children between the ages of 4 and 6 to experience the joys of scouting. Our Squirrel's Drey has been met with enormous support and has introduced these young children to the wonders of nature, team activities, and valuable life skills in a safe and engaging environment.

The Executive Committee is now known as the Trustee Board and continues to work hard behind the scenes to support our Scout group to ensure we can provide the best experience for all of our members.

This year saw the completion of a project that has taken many years to plan, finance and complete. The finishing touches were made to the new storage building. This represents dozens of hours of work and collaboration from the group leaders, trustees and other volunteers and is a night and day improvement upon the decrepit building that it replaces.

I would also like to take this opportunity to express my heartfelt thanks to two individuals who have made significant contributions to our Scout group and will sadly be stepping down from their roles as of this AGM. Firstly, a special thank you goes to Oliver Nash, who has served as our Treasurer. Olly's meticulous financial management, sound advice, and dedication to our Scout group's fiscal health have been invaluable. We are immensely grateful for his expertise and the countless hours he has dedicated to ensuring our financial stability. Olly, thank you for your outstanding service as Treasurer.

Additionally, I would like to extend my gratitude to Naomi Treanor, who will be stepping down as a Trustee. Naomi has been an integral part of our group's committee having seen three of her own children through all levels of scouting - Beavers right through to Scouts and one has even gone on to become a section leader. Her commitment to the group through all these years has been truly remarkable and has



Our old garage!



Our new storage shed!



Naomi Treanor



Olly Nash

contributed immensely to ensuring the long-term sustainability and growth of 6th Farnborough Scouts. We are so very grateful for Naomi's valuable contributions and tireless efforts. Naomi, it's truly not enough just to say - but Thank You!

Both Oliver and Naomi have played instrumental roles in advancing our Scout group's mission, and their impact will be felt for years to come. We owe them a debt of gratitude for their unwavering commitment and selfless dedication to the success of 6th Farnborough Scouts.

The success of 6th Farnborough is all thanks to the amazing volunteers who generously give their time. However, there are some areas where we still struggle, holding back the group's further success. If you could spare just 2 or 3 hours a month, we would greatly appreciate your help as a Trustee, Helper, or Fundraiser. You'd be surprised by the impact you can make and how rewarding it can be. No experience is necessary, and there are so many different ways you can volunteer. Whether you have specific skills or just a willingness to lend a hand, we'd be thrilled to have your support. Please consider joining us—we truly need all the help we can get.

As we gather for our Annual General Meeting, let us celebrate the accomplishments of our Scout group and express our gratitude to all our leaders, trustees & volunteers that give their time and energy for no more reward than seeing our young members grow and succeed. Their dedication, passion, and unwavering support are invaluable. I am honoured to serve as the Chairman of this incredible Scout group.

Yours in scouting,

Dave Farthing
Chairman

Treasurer's Report

[Full accounts are attached as [Annex A](#)]

What an exciting year, it was great to see invoices and expenses coming in for all sorts of activities from donutting, model making, cooking, all the way through to model cannons! Of course, camp also featured which is what it's all about, getting the children out there enjoying activities.

The accounts are now at their lowest in last 4/5 years but for good reason as all the funds that had been saved up have been put to good use in finally building the storage unit. Plus, that meant a massive clear out of old junk...honestly you had to see it to believe what was lurking in the depths of the old garage!

After the new storage was built we also invested in an Electrical Installation Condition Report (EICR). An electrician inspected all the electrics and made some tweaks to give us peace of mind that we have a safe system.



The rubbish from the old garage!

Without boring everyone with all the facts and figures it is undeniable that we continue to battle price rises on key costs.

- The alarm contract and maintenance has remained the same at £627, so we are grateful to use a local company who are keeping costs down.
- Membership costs per child have risen by 4%
- Insurance for the buildings has risen by 12%
- Electricity is the worse increase at +300% which equates to an estimated extra £600 this coming year.

We have discretionary rent relief, but Rushmoor Borough Council have been reviewing their assets and we are lucky to keep the same cost this year but do expect phased increases over the next 2 years.

Ultimately this does mean Subs will be going up a few pounds per year for the next few years, however I would like to think it still represents amazing value. When I take my twins to try soft play, baby gyms, sensory classes, swimming lessons etc. I can't believe how much some companies try and charge!

Squirrels is not only a success story in 6th Farnborough being one of the groups to become early adopters in terms of offering scouting to younger children but a great use of resource by having an empty evening now being utilised and the income that generates. Having another section in the group helps spread those costs.

Amazon Smile now ended but please download Easy Fundraising and spread the word, as well as the Rushmoor Community Lottery. As always if you hear of a fund we can apply to please let us know. Technically it should be in next year's report but I wanted to say a massive thanks to Liane as her fund raising efforts secured a grant of over £500 from the Council and has bought us 2 new big tents which will no doubt be a great addition to summer camp this year.

On a final note, stepping down as Treasurer has not been an easy decision but I felt the role needs someone who can give a bit more timely action than I currently have with 2 very active toddlers. It is far from a goodbye as I will be staying on to help as the scrutineer.

Oliver Nash

Group Treasurer



www.easyfundraising.org.uk



www.rushmoorlottery.co.uk/

Group Scout Leader Report

Well, another year gone by - and this was a great one!

The group managed to open a new Squirrels Drey, providing Scouting to a fantastic bunch of four- and five-year-olds. We were able to get a full complement of leaders to open the Drey and I have to say they are all doing so well.

Over all our numbers have risen to well above pre-Covid levels and even without our newest section we are matching where we were before lockdown. In fact, our numbers are now higher than they have been in our recent recorded history (Back to 2001 in the Scouts census). Let's continue to grow!

After a 10-year long fight we have replaced the old storage garage with a new more ecofriendly storage shed. I was so please the day the old one was taken down and so thrilled to see the new one being built. A huge thank you to everyone involved in the process for this, from the clearing out, arranging works to be done, completing planning permission, environmental and tree surveys, bat checks, lease agreements the list goes on and on.

Our sections have enjoyed activities covering a wide and varied range, trips out, visits from guests and even a escape room or two. All of this was put on by the magnificent Leadership team who put in such wonderful creative planning to organise the programme. A heartfelt thanks to you all. Skip, Stag, Dragonfly, Akela, Won-Tolla, Kala, Badger, Baloo, Hawk, Squirrel, Roo, Owl, Fawn, Bee, Stoat and Robin. In addition, a big thanks also goes to our sectional assistants and parent helpers too.



Just some of our lovely leaders!

L to R: Baloo, Roo, Skip, Badger, Akela, Bear, Kala, Stag, Squirrel, and Hawk

I also want to put out a special mention to our young leaders Jakala, Bluey jay, Rama and Rocky who have given their time to help the leadership team even though they have school and exams. They have all shown that they are growing and becoming wonderful adults. That one day may follow in Stags footprints and become an adult leader.

The whole group is supported by our great committee Dave (Chair), Liane (Secretary), Olly (Treasurer) and Naomi. Who have worked away in the foreground and background fundraising and promoting for the group, making sure the premises are safe and sound and much more. We are always looking for folks to

join the committee which leads to a few sad goodbyes. Naomi has been on the committee since 2011, a whopping 12 years. She has given us three wonderful children who passed through Beavers, Cubs and Scouts. Supported the group in fundraising and promotion events, joined sections on outings as a parent helper and much, much more.

We also say goodbye and thank you to our Treasurer, Olly. Who, with his hands full with new twins needs to prioritise his attention towards them. Olly has managed our accounts and funds, helping us purchase the new storage shed, improving our online banking, fundraising matching from Barclays, to mention just a small amount of the effort put in for us.

This year we also say goodbye to a few leaders and occasional helpers that have been a wonder whilst with us. Liz and Dan welcomed a new member to the family and Dragonfly whose work commitments sadly got in the way of Scouting. All of you will be missed and the door is always open for you to come back in time.

Finally a huge thank you goes out to all the parents who help us out in all the ways you do, coming in a talking to the leaders at the end of a section meeting, Helping transport kit to and from events, offering to come to a section night to help out with numbers not to mention the special events like the Big help out where it was so lovely to see so many people coming together to make a difference.

However, my most important thanks goes to the Squirrels, Beavers, Cubs and Scouts who we all do this for. In turn for the planning and work behind the scenes you provide us with moments of joy, seeing a young person learn a new skill, the excitement of seeing something new, your pure radiance when you overcome a difficulty and seeing you forge new friendships that might last you the rest of your lives,

Keep Scouting

Tim Ford (Bear)

Group Scout Leader



Our wonderful Big Help Out volunteers

Section Reports



Squirrels section

We were excited to open our first ever Squirrel Drey back in January. This was only possible with a fantastic team of Bee (Becky), Fawn (Sam), Robin (Anna) and Stoat (Tom), with support from Squirrel (Lucy – from Beavers) and Bear (Tim – our Group Scout Leader) to help get us up and running.

We have had strong attendance throughout the year, with 15 Squirrels consistently attending and 3 due to jump up to Beavers in the next few months.

Since starting, we have had some exciting nights, including a trip to the fire station, visits from The RNLI and a beekeeper and doing some exciting experiments. Our Squirrels have already learned so many new skills, all while having fun and collecting badges along the way.



Our squirrels visiting a fire station

In April, along with the other sections of the group, our Drey attended their first St. George's Day parade. This was 6th Farnborough's first District wide St. George's Day with Squirrels in attendance. Along with the only other Squirrel Drey in our district, they did us proud, showing that Squirrels are true Scouts and can do anything they put their minds to!

We look forward to the year ahead, with many more fun activities planned. From September, we will be looking for some additional support running our evenings, so if you are able to help (even if only once in a while), please let me know by emailing me on ssl@6thfarnborough.org.uk.

Chris (Owl)

Squirrel Scout Leader



St. George's Day Parade

Beavers Section



Beavers have had a busy year, lots of games although dodgeball seems to be their favourite, plenty of fun crafts, the invention of Mr Hawk fish, paper aeroplane flights, racing paper cars including a paper recovery truck.

We've done some crazy experiments, made salt dough models, got messy with paper mâché balloon easter eggs, studied the stars, safely lit candles and put them out again.

There has been an ice cream hike or 2, building a massive den that the whole colony could fit in, cooking smores on an open fire, been visited by PCSO's and recently sliding down a hill in a giant donut and visiting the FAST museum next to Farnborough Airport.

Beavers have joined in group events such as the ever-popular Christmas panto and have done the group proud at remembrance parade, St Georges Day parade, Kings coronation and big help out.



Beavers having fun donutting!

In fact, there has been so much fun it's been difficult to remember exactly what the Beavers have been up to but lots of badges have been handed out to the tune of 89 in the last year and more to be handed out in the not-too-distant future.

Most of the badgework has been concentrating on the challenge awards with the odd activity and staged badge along the way.

There has been a steady group of around 10 Beavers with some swimming up to Cubs, and some fresh faces ready and waiting to join in the fun.

Now it's exciting to be able to continue a young person's Scouting journey instead of being the start of the journey as Squirrels grow into Beavers but it still makes me sad when a Beaver swims up, seeing them do well in Cubs and Scouts gives me a proud leader moment.

The past year has also seen a change in leaders. I have taken over as BSL as we have had to say goodbye for now to Deer as she pursues her studies and recently Magpie who received some amazing news. I thank you for all the hard work, fun and crazy antics and we all wish them the very best for the future.



Magpie



Deer

Last summer Squirrel joined the ranks finally becoming ABSL late last year and as Magpie departed we welcomed Roo as a uniformed leader.

Thank you both Squirrel and Roo who have been doing an excellent job at Beavers and when on loan to the Squirrel and Scout sections.

As always, Beavers are looking for additional regular leaders and sectional assistants so we can grow the Beaver colony and give more young people fun, friends and skills for life.



Squirrel

Roo

Tony (Hawk)

Beaver Scout Leader

Cub Section Report



The cub pack has continued to maintain strong numbers this year. The pack has taken part in many activities including building their version of the Elizabeth Tower with biscuits which was judged by our local MP, donutting, making plasticine figures of themselves and a much-loved favourite, fire-lighting.

There has also been participation in district events including, Remembrance Day, St George's day and we had the privilege of some cubs taking part in a service for the Kings coronation as flag bearer and escorts.

Our leader numbers have grown to 5 adults and 2 young leaders which has enabled us to support the activity and badge choices made by the cubs during their pack forum's. This has also enabled 4 cubs to achieve their Chief Scout Silver Award, the highest award a cub can get, and the pack has been awarded over 140 badges between them this year!



A very tasty Elizabeth Tower!

This has all been achieved through the enthusiasm of the cubs supported by Kala (Karen) Won Tolla (Paul) Badger (Helen) Baloo (Jack) along with Rama (Quinn) and Rocky (James).

Fiona (Akela)

Cub Scout Leader



Cubs waiting to hit the slopes donutting!

Scout Section Report

Another year has flown by, so this is what has happened.

45 plus Proficiency Badges gained, these include Scientist, Nights Away, Musician, Gardener, chef and Snowsports (yes you read right, gained whilst on holiday!). So well done all. Please remember if your child does outside activities with a club or school check OSM to see if they qualify for a badge.

Summer Camp was held at Youlbury Scout Camp Site (Oxford). A week of activities like shooting, archery, abseiling, climbing and high ropes. This pushed the scouts to try new challenges and face and overcome fears with courage, determination and support from each other. We also had a fun day at a water park getting wet and jumping off and on giant inflatables.

Other Activities held on a normal night included an escape room, cooking evening, emergency aid, fire lighting and tying knots and making a knot board.

St Georges Day Parade and Remembrance Parade, well done to a smart turn out by those that attended.

Panto at Aldershot to see Dick Whittington, O no we didn't, O yes we did, so we will have to sing it again then won't we.

Most recently we have attended the District raft race event. Scouts had to construct and then race their rafts on the water with other Scout groups in the Blackwater Valley District. They did really well and enjoyed themselves despite the raft falling apart a bit towards the end!

Finally, Leaders.

I would like to say Thank You to Bear and Stag for all their hard work and help.

A Big Thank You to Dragonfly who has taken a break due to work commitments. We wish you all the best and hope you stay in touch and who knows return in the not-too-distant future.

And a warm welcome to Roo (Joey) our new assistant leader who has started with us (and Beavers!).

Clive (Skip)
Scout Leader



Our Scouts at the District Raft Race



Dragonfly

Annex A – Group Accounts

Report & Accounts For the year ended 31 March 2023

6th Farnborough Scout Group

TRUSTEES: *Ex-Officio*

GROUP SCOUT LEADER
CHAIRMAN
SECRETARY
TREASURER
SCOUT LEADER

NAME:

TIM FORD
DAVE FARTHING
LIANE FRYDLAND
OLIVER NASH
CLIVE AYLEN

BANKERS

BARCLAYS BANK PLC
COIF Charities Deposit Fund

Group/District Registration Number with The Scout Association 39916

Charity Registration Number 267534

Contact Name and Address
Mr Oliver Nash, 15 Allden Avenue,
Aldershot, GU12 4AG

6th Farnborough Scout Group AGM Pack 2023

	2022-2023	2021-2022
Income		
Bank Interest	4.72	0.22
Donation	523.80	9,062.92
Events - Beavers	165.00	566.00
Events - Cubs	2,729.32	497.30
Events - Scouts	4,034.80	690.00
Events - Squirrels	47.50	0.00
Fundraising	1,302.21	286.19
Membership Fees	6,092.31	4,445.39
Expense		
Admin	643.22	218.84
Badges	552.21	0.00
Building Project	23,610.00	936.80
Events	154.78	0.00
Events - Beavers	5.82	373.39
Events - Cubs	2,286.67	7.56
Events - Scouts	4,470.70	1,013.80
Events - Squirrels	2.25	0.00
Insurance	1,203.91	1,082.09
Meetings - Beavers	16.00	57.45
Meetings - Cubs	416.85	185.18
Meetings - Scouts	78.06	141.68
Meetings - Squirrels	803.46	0.00
Membership Costs	2,938.78	2,395.97
Rent	33.50	33.50
Utilities	361.38	243.13
Venue Equipment	671.38	2,085.74
Venue Maintenance	1,241.90	769.90
Account balances		
Barclays 6th Farnborough	1,156.32	25,606.32
Hardship Fund	2,109.94	2,500.22
COIF ACCOUNT	1,956.97	1,956.97
Expense Account	249.96	0.00
Summary		
Account balance brought forward	30,063.51	24,367.52
Total income	14,899.66	15,548.02
Total expenditure	39,490.87	9,545.03
Net income	-24,591.21	6,002.99
Account balance carried forward	5,473.19	30,063.51

Scrutineer's Report to the Trustees of
6th Farnborough Scout Group

I report on the accounts of the 6th Farnborough Scout Group for the year ended...

31st March 2023

Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 1993 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on page 1.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name:

Address:

Date:

Annex B – Group Constitution

6th Farnborough Scouts Constitution

Proposed at 2023 AGM

The Scout Council - membership

The Scout Council is the body which has charity governance responsibility for Scouting in the Group. The Trustee Board is accountable to the Scout Council.

Membership of the Scout Council does not provide membership of the Scouts.

There are four categories of membership of each Scout Council:

- a. Ex officio
- b. Nominated
- c. Co-opted (only for the County Scout Council)
- d. Right of attendance

A Secretary must ensure that nominated and co-opted Scout Council Members are recorded in the minutes of the Scout Council meeting which is normally the Annual General Meeting. Nominated and co-opted Scout Council members must not be recorded on The Scout Association's membership system.

Ex officio Scout Council members must not be recorded as Scout Council Members on The Scout Association's membership system.

Group Scout Council membership

The ex officio members of the Group Scout Council are:

- a. all adult members of the Group – see Group roles listed in the [Chapter 16 Roles Table](#)
- b. all Patrol Leaders of the Troop(s) in the Group
- c. parents or carers of Squirrels, Beavers, Cubs and Scouts
- d. the Sponsoring Authority, where there is one, or its nominee
- e. the District Commissioner
- f. the District Trustee Board Chair

The nominated members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of nominated members must not exceed the number of ex officio members.

A nominated member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

The County Commissioner has a right of attendance at all Group Scout Council meetings in the County.

Scout Council - Annual General Meeting

Each Scout Council must hold an Annual General Meeting within six months of the end of the charity's financial year.

The Annual General Meeting must:

- a. Undertake governance oversight
 - adopt (or re-adopt) the constitution of the charity Group. See [POR 5.3](#).
 - note the dates of charity's financial year
 - agree the number of members that may be elected to the Trustee Board
 - agree the quorum for each of:
 - meetings of the Scout Council
 - meetings of the Trustee Board
 - meetings of any sub-Committees

- b. Review the previous year
 - receive and consider the Trustees' Annual Report and the annual statement of accounts prepared by the Trustee Board.

The accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see [POR 5.5.3](#)).

The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor, independent examiner, or scrutineer.

- c. Make appointments
 - approve the Group Scout Leader's, District Commissioner's or County Commissioner's nomination of the Chair of the Trustee Board
 - approve the Group Scout Leader's, District Commissioner's or County Commissioner's nomination of members of the Trustee Board
 - elect a Secretary to the Trustee Board.
 - elect a Treasurer to the Trustee Board
 - elect Trustees to the Trustee Board
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as [required](#)

Following each Annual General Meeting, the Secretary must ensure that:

1. all nominated or elected Trustees are recorded on the membership system, as required by [Rule 16.1.3 of The scout Association POR](#)
2. the Trustee Annual Report and Accounts are filed as described in [Rule 5.5](#)

It is good practice for the Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

Governance roles must be distinct to help manage conflict of interest. This means that the roles of Chair and Treasurer must not be combined in any way.

Trustee Board - purpose

This rule reflects the Trustee Board responsibilities until the point of the County's transition (in November 2023 or February 2024). From the point of transition, some of the Trustee Board responsibilities transfer to the appropriate Support Team or function – these changes will show in the October 2023 edition of POR.

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the Trustee Board must act collectively as charity trustees of their charity, and in the best interests of the charity's members.

The Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a. The charity is:
 - o well managed
 - o carrying out its purposes for the public benefit
 - o complying with the charity's governing document and the law
 - o managing the charity's resources responsibly
- b. the charity is operating compliant with [POR](#), including effective management of the Key Policies listed in [chapter 2](#) - The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-bullying Policy.
- c. young people are meaningfully involved in decision making at all levels

- d. there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group, District or County (as appropriate) including delivery of the high quality programme and resource requirements of the training programme ([Rule 4.2.2](#))
- e. the Scouts has a positive image in the local community

The Trustee Board members must themselves collectively:

- a. develop and maintain a risk register, including putting in place appropriate mitigations
- b. ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity
- c. maintain and manage:
 - o a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - o an investment policy for the charity
 - o a public benefit statement for the charity
- d. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained
- e. promote and support the development of Scouting in the local area.
- f. ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee
- g. ensure that effective administration is in place to support the work of the Trustee Board
- h. appoint any Administrators, Advisers and co-opted members of the Trustee Board
- i. ensure transparency of operation, including:
 - o prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the Scout Council at their Annual General Meeting
 - o prepare and approve the Trustees' Annual Report (which must include the Annual Accounts)
 - o present the approved Trustees' Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting (AGM)
 - o following the AGM, ensure that a copy of the Trustee Annual Report and Accounts is sent to the District or County Trustee Board administration and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require

it).

- j. take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- k. individually and collectively maintain confidentiality regarding appropriate Trustee Board business
- l. where staff are employed:
 - o act as a responsible employer in accordance with Scouting's values and relevant legislation
 - o ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - o ensure that appropriate specific personnel insurance is in place

A Group Trustee Board must also:

- a. provide any necessary support to the Group Scout Leader, when required, to assist the opening, change, merging or closing of sections in the Group

A Trustee Board may create sub-committees to manage the work it deems necessary ensuring that:

- a. the purpose of each sub-committee is clear and has been agreed by the Trustee Board
- b. each sub-committee of the Trustee Board consists of members approved by the Trustee Board
- c. the Chair of the Trustee Board is an ex officio member of each sub-committee
- d. the relevant Group Scout Leader, District Commissioner or County Commissioner is an ex officio member of each sub-committee

Members of sub-committees are not Trustees unless they are members of the Trustee Board.

Trustee Board - membership

Subject to the conflict of interest rules (see [Chapter 16](#) and the [definition of 'conflict of interest in the Definitions chapter'](#)), a Trustee may be a member of more than one Trustee Board.

Ex officio, nominated, elected and co-opted members of the Trustee Board are charity Trustees of the Group, District or County as appropriate.

People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

Certain people are disqualified from being charity trustees by virtue of the Charities Acts. ([See rule 16.1.1.5](#)).

Some Groups, Districts and Counties may also need to register as a charity. (See [Rule 13.1.2](#)).

All Trustees must complete training as specified in [Rule 16.2.1](#) and the [Roles Table](#).

The Group Trustee Board

- a. The ex officio members of a Group Trustee Board are:
 - o The Group Chair
 - o The Group Secretary (if appointed as a Trustee)
 - o The Group Treasurer
 - o The Group Scout Leader
 - o The Deputy Group Scout Leader
 - o All persons with a Section Leader role in a Squirrel, Beaver, Cub or Scout section in the Group, subject to that Section Leader stating to the AGM (in writing or orally at the meeting) that they are willing to be an ex officio member of the Group Trustee Board. (See also the introduction to [Rule 4.6](#)).
- b. The elected members of a Group Trustee Board are persons elected by the Group Scout Council at the Group Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the Group Scout Council at their AGM. There must be a maximum of six elected members.
- c. The nominated members of a Group Trustee Board are persons nominated by the Group Scout Leader, in consultation with the Group Chair. The nominations must be approved at the Group Annual General Meeting. The number of nominated members must not exceed the actual number of elected members.
- d. The co-opted members of a Group Trustee Board are persons co-opted annually by the Group Trustee Board. The number of co-opted members must not exceed the actual number of elected members.
- e. The District Commissioner, the District Chair and the County Commissioner each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.

5.4.6 Trustee Board - Conduct of meetings

Only members of a Trustee Board as defined in [5.4.5](#) may vote in meetings of the Trustee Board.

At its Annual General Meeting, the Scout Council must make a resolution defining a quorum for meetings of the Scout Council and the Trustee Board and its sub-Committees.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is taken not to have been carried.

In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video.

Electronic voting (such as email) is allowed for decision making of the Trustee Board when deemed appropriate by the Chair (for example, where a pressing matter arises between meetings). In such instances at least 75% of its members must approve the decision, and the outcome of the voting must be reported and recorded in the minutes at the next Trustee Board meeting.