

AGM 2024 Information Pack

Presented to the Scout Council on 7th July





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Minutes from Previous AGM

MINUTES OF THE 2023 ANNUAL GENERAL MEETING

HELD AT THE TRAILBLAZERS DEN

9TH JULY 2023

Attendees:

Trustee Board

Dave Farthing (Chairman), Olly Nash (Treasurer), Liane Frydland (Secretary), Naomi Treanor (Trustee Board member), Clive Ayles (Trustee Board member), Tim Ford (Trustee Board member & Lead Volunteer)

Leaders / Young Leaders

Joseph Peterson, Antony Nash, Chris Taylor, Karen Ford, Helen Jordan, Fiona Ward, Daniel Treanor

Guardians / Others

Jeannie Chalmers, Adam Frydland, Laura Mace, Rob Mace, Jim Ennis, Louise Morris, Sally Lee, Debbie Newson

District Rep

Mike Hughes

Total 21.

Welcome and introductions

Dave Farthing welcomed everyone to the meeting and explained why we have an AGM. A video of Bear Grylls was played thanking those in attendance of the AGM.

Apologies

Matthew & Vanessa Cosby

Approval of previous minutes

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

Proposer: Tim Ford / Seconder: Karen Ford

The minutes were accepted without correction.

Adoption of Group constitution

The Scout Association (TSA) now requires all Groups to re-adopt their constitution at each AGM.

The constitution was circulated prior to the AGM as part of the AGM pack.

Proposer: Liane Frydland / Seconder: Fiona Ward

The Constitution was adopted without opposition.

Note the dates of the charity's financial year

The group's financial year is from 1st April to 31st March each year.

Agreements

The Scout Association (TSA) now requires all Groups to confirm quorum numbers at each AGM for the various meetings of the Group.

The following numbers were proposed

- the number of members that may be elected to the Trustee Board = 3 (mandatory) + up to 3 more
- the quorum for meetings of the Scout Council = 16 or more
- the quorum for meetings of the Trustee Board = 3
- the quorum for meetings of any sub-Committees = 3

Proposed : Clive Ayles / Seconder: Daniel Treanor

Vote passed with no objections

Annual Reports and Statement of Accounts:

Chairman

Dave Farthing presented his report. Our Treasurer Olly Nash is stepping down at this AGM. Dave thanked Olly Nash for his work on behalf of the group, and a token of appreciation was presented to Olly.

In addition, Naomi Treanor is also stepping down from the Trustee Board. Again, Dave Farthing thanked Naomi for her many years of service and a token of appreciation was given to Naomi.

Please see attached AGM pack for details of Dave's report.

Treasurer

Olly Nash presented the statement of accounts for the last financial year. Please see AGM pack for details.

Fees will be going up to £50 a term due to increases in rent of the land, and rises in capitation fees from TSA and District, and general running costs.

Dates for subs for 2023/2024 will be as follows

- Winter term - 8th Sept 2023
- Spring term – 12th Jan 2024
- Summer term – 19th Apr 2024

GSL report

Tim gave a report as Group Scout Leader. See AGM pack for full details:

- New Squirrels section started in Jan 2023
- Garage has finally been replaced with a new storage shed

Tim is particularly proud of the difference in the children as they progress through the section, from shy children to confident Leaders with life skills.

Both Dave and Tim asked guardians present to think about joining the Trustee Board to help with the running of the group and especially with fundraising.

Tim presented Liane Frydland with her five-year service award – re-iterating it's not just children that can earn badges!

District report

District are still looking for a District Commissioner, and Mike asked that if anyone was interested to let him know.

Mike thanked the Leaders for all their hard work, and especially Tim for organising the District gun run event.

There are now 1,089 young people in Scouting within Blackwater Valley District!

Section reports

Please see AGM pack for details.

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

Proposer: Fiona Ward / Seconder: Karen Ford

Accounts were accepted by all present.

4. Approval of Chairperson:

Tim Ford proposed Dave Farthing for the position as Chairman,

Proposer: Tim Ford / Seconder: Joey Peterson

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

Debbie Newson was the only candidate standing for the role of treasurer

Proposer: Dave Farthing / Seconder: Tim Ford

Vote result : Debbie was elected as Treasurer with no objections

Secretary

Liane Frydland was the only candidate standing for the role of secretary

Proposed : Karen Ford / Seconder : Fiona Ward

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

6. Appointment of Scrutineer:

Oliver Nash has kindly agreed to stay on as our Scrutineer.

7. Presentations and awards:

The following awards were given out.

Best Squirrel: Toby M
Best Beaver : Imogen
Best Cub : Grace C
Best Scout Award : Seth C

Also we celebrated the following Chief Scout's awards:
Silver Award – Grace W., Daisy G., Eleanor N., Elliott

8. Q&A
None.

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

The meeting closed.

“We are excited to announce some transformative changes to our volunteer structure...”



Report from the Chair of the Trustee Board

First and foremost, my apologies that I cannot be in attendance for this year's AGM. In my place, I have asked Tim Ford (Bear) to act as my delegate.

We have had a full year of activities in each of our sections and I thank the leaders, and assistants for giving their time so generously to plan and deliver an engaging and rewarding programme for all of our young members. You will find some highlights of the activities in this pack, but trust me when I say that this only represents a small portion of the time and dedication given behind the scenes by our group of volunteers.

6th Farnborough currently has 70 young members who are provided with experiences they won't forget, friendships and skills for life. This is all made possible by volunteers whose only rewards are the smiles on the faces and accomplishments of the young members.

We are excited to announce some transformative changes to our volunteer structure at 6th Farnborough Scout Group, aimed at making volunteering easier,

more enjoyable, and more rewarding for everyone involved. The Group will be organised into Section Teams and a Group Leadership Team. This new structure will provide clearer roles and flexibility for volunteers. Most volunteers will now be referred to as Team Members, replacing titles like Assistant Section Leader and Section Assistant, though preferred titles such as 'Beaver Leader' will still be used informally.

Each Section Team will have at least one Team Leader to guide and support the team. The Group Leadership Team will be led by the Group Lead Volunteer, replacing the Group Scout Leader role. This team-based approach allows for tasks to be distributed more evenly, avoiding overburdening any one individual.

The board of Trustees will also be changed, with some specific roles removed and a clearer separation of governance and operational tasks to provide more volunteering opportunities in smaller more specific ways.

We will also continue to welcome helpers who provide valuable support and small teams for activities such as fundraising will be formed, ensuring there are opportunities for everyone to get involved. These changes are intended to enhance our volunteer experience and ensure the smooth operation of our Scout Group. More details will be shared as teams are formed and opportunities to support the group arise.

The Group Trustees continue their hard work in what are increasingly challenging times. Many of the group costs continue to increase so we continue to explore fundraising opportunities and appeal for your support in these to help the group provide the best possible programme. I thank them all for their hard work and dedication.

If you have any questions about these changes or would like to volunteer and help in any small way, please speak to one of the Trustees or the Group Leadership team.

Yours in Scouting,

A handwritten signature in black ink that reads "Dave". The letter 'D' is large and stylized, with a loop at the top. The 'a', 'v', and 'e' are written in a cursive, connected style.

Dave Farthing
Chair of Trustee Board



“For the financial year 2023-24 we have made a small profit, however we still need to remain cautious when spending any money.”

Treasurer's Report

This is my first year as treasurer for 6th Farnborough Scouts. I would first like to start by thanking Olly, the previous treasurer, who has answered numerous questions from myself over the last year whilst I got to grips with all of the various system logins and the main OSM system.

Also thank you to all of the volunteers and parents who have been very patient with me.

This year 6th Farnborough Scouts have undertaken many activities, both at the Trailblazer's Den and away from it. We were very pleased to organise the panto and the camps again in 2023-24 as these are always enjoyed by both the children and the adults.

For the financial year 2023-24 we have made a small profit, however we still need to remain cautious when spending any money.

Like all of us we are still seeing increasing costs, these are the key points from the 2023-24 accounts:

- Annual census cost is now £57 per member, this is an increase of £3 per member since last year
- Insurance has increased by 27%, now costs us £1,528.87
- Utilities have increased and we paid a staggering £1,157.90 in 2023-24
- Rent has remained £33.50, however as mentioned last year Rushmoor Borough Council are still reviewing their assets and we are expecting this to increase in 2024-25

However, we are pleased that the alarm contract and maintenance has remained the same at £627 once again this year.

As mentioned last year we will be looking to increase subs a few pounds per year for the next few years, but we feel this still represents amazing value.

As we move into 2024-25 we will be looking to apply for as many grants as possible, as we have lots of plans for the Trailblazer's Den and the outside space so if you know of any companies offering grants please let us know.

As you may know we are able to claim Gift Aid so if you have not already signed up for this, please complete the form so we can claim this on your behalf. The form can be [found on our website](#).

Please remember to download [Easy Fundraising](#) and spread the word as this raises essential income for us at no extra cost to yourselves, so please spread the word to family and friends.

We are also a named good cause on the [Rushmoor Community Lottery](#), so please select 6th Farnborough Scouts as your good cause if you feel like joining the Rushmoor Community Lottery.



www.easyfundraising.org.uk



www.rushmoorlottery.co.uk/

Debbie Newson

Trustee Board Treasurer

“I would like to start off by saying a huge thank you to the group for the support I have had this last year.”



Group Lead Volunteer's Report

Well, another year gone by and we've seen a huge growth in membership. We are now at a number bigger than any count in my time as Lead Volunteer. We now stand at **70** fantastic young members.

I would like to start off by saying a huge thank you to the group for the support I have had this last year. As many of you already know I had a heart attack in October and had to step away from Scouting to recover. Whilst I did, the leaders, Trustee Board, parents and members all offered support and well wishes. A testament to how Scouting really can be a family.

I'm proud of all our leaders and the programmes that they have put together – including the Squirrel's 1st birthday party, Beavers making bird feeders, Cubs at the 6-a-side football tournament and the Scouts with a visit from a community first aid responder and so much more. So, a huge thanks to all the leaders, but a special mention to Kala for using her 1st aid skill in October and earning her Chief Scout's Commendation for Meritorious Conduct Medal.

We do say a farewell (perhaps for now) to a couple, Akela and Baloo, we hope to see you again soon. We also welcome a new leader, Kerry, to the Squirrel team. I hope you enjoy it as much as the rest of us do.

I look forward to the coming year and its unique challenges, including the Scouts "Transformation". We are moving to a team's structure under a Trustee Board. These teams are going to be made up of individuals looking after specific elements of running the group, Fundraising, Grounds keeping, Administration, Equipment care etc and I call on all of you here to consider joining a team. You would really help the group out with a small but important part to play.

Yours in Scouting



Tim Ford
Group Lead Volunteer



“...a special mention to Kala for using her 1st aid skills in October and earning her Chief Scout's Commendation for Meritorious Conduct Medal.”





Squirrels

We have now completed our 1st full year, celebrating our 1st birthday back in January. Joining Bee (Becky), Fawn (Sam), and Stoat (Tom) this year, we have been joined by Fox (Kerry), who has been a great addition to the team.

It has been a busy year, with 11 Squirrels moving up to Beavers, with two more due by the end of this term. We have awarded an impressive 209 badges, including six Chief Scout's Acorn Awards, which is the highest award a Squirrel can earn!

We have covered a wide range of activities from 1st Aid to Fire Lighting, Gardening to Den Building and even completed our first hike. We also worked together as a district for our community impact badge. For the last Sunday of the month for three months, Squirrels took to the streets to pick up litter others had dropped.



One week, we collected over 16 bags (and even met the mayor).

We look forward to the year ahead and our many adventures. In August will be the return of the Squirrel Summer picnic, which has grown from four Dreys to six this year!

If you would like to join in the fun, we are always looking for more helpers (even if only occasionally); please let me know.

A handwritten signature in black ink that reads "Chris (Owl)". The signature is stylized and cursive.

Chris (Owl)
Squirrel Team Leader





Beavers

Another year has passed and another busy year for the Beavers, lots of fun, games and smores and yes dodgeball is still their favourite game.

We have had parties, gazed at the stars, played games, built bridges and been friends to the local animals and this was just in one term.

The Beavers have also had fun making chocolatey delights, learnt how to put up a tent, make paper aeroplanes, go on scavenger hunts and do some crazy experiments.

We also have had an unexpected visit from the fire brigade, thankfully nothing to do with anything the Beavers had been up to.

Recently though we have made some teeny tiny rafts which did float, made some hotels for bugs, got arty with nature and of course cooked smores on an open fire.

We still have planned to do a Heroes Hike, water rockets and of course what has started to be a Beavers tradition.....the end of year WATER FIGHT.

It's been such a busy year I've had the pleasure of handing out 170 badges not including the few left to hand out before the end of term.

Out of those badges this year there have been five Chief Scout's Bronze Award handed out with two more due very soon so a massive well done to all Beavers.

The colony is doing really well, having grown to around 15 members which is excellent news, most of which have now climbed up from Squirrels with a few swimming up to Cubs after gaining their Chief Scout's Bronze Award.

I would like to thank the Beavers leadership team Roo and Squirrel and our young leaders Blue-Jay, Jacala and Merlin for their continued hard work.

Sadly we say goodbye to Jacala who is leaving to concentrate on her studies – we wish you all the best! And a big welcome to Merlin who just didn't want to leave the group after our growing Scouts.

Hawk

Antony Nash
Beaver Team Leader





Cubs

The Cubs have had a fantastic year, with a varied programme and strong attendance throughout the year. Activities they have enjoyed included making paracord woggles, learning to cook meals on Trangias, planting seeds and looking after them as they grow, and working on their emergency aid skills. They have also helped their local community by doing a litter pick around the brook and field.

We have had several adventures outside of the hut, including a hike along Basingstoke canal, an evening at the Winchester Science Museum and a trip to Rushmoor Fire Station. We also competed in the District six-a-side football tournament, proving that having fun is more important than winning.

We held an activity-packed Easter Camp at Garner's Field learning fire-lighting skills, singing songs around the campfire, making paracord bracelets, eating Badger's delicious cooking and having fun as a pack. We also welcomed our youngest Cubs to visit for a day to give them a taste of what to expect on camp (they didn't want to leave!).

Two Cubs have earned their Chief Scout's Silver Award, the highest award in Cubs, and in total an amazing 135 badges have been earned this year. Well done to all of the Cubs!

We have unfortunately had to say goodbye to Akela and Baloo this term, due to their work commitments, and they are both sorely missed. As always what we have achieved this year couldn't be done without our amazing team of volunteers working together – Akela, Won-Tolla, Badger, and Baloo – and our fantastic Cubs. We would also like to thank Brock (Mr. Badger) for supporting us on camp with his sous-chef skills.

Kala

Karen Ford
Cubs Team Member





Scouts

The Scouts have been busy earning badges like *Martial Arts*, and *Master at Arms* through the District Air Rifle Club and Archery Club.

We've also attended District events like the raft race, where they built and raced a raft. Getting very wet having fun as the raft came apart.

The Gun Run, racing round an obstacle course dismantling and rebuilding the gun. A good challenge of physical strength and mental concentration.

Scout Camp was at Tolmers in Hertfordshire. Doing activities like Archery, Air Rifles, Bungee Running and axe and saw. A really good day trip into London visiting Hamley's, 10 Downing Street and the Winston Churchill War Rooms. An enjoyable camp even if it did rain a lot.



With the Group we attended St Georges Day Parade, Remembrance Day Service at Aldershot Memorial and the Panto.

So finally, a big Thank You to Bear and all his hard work. To Roo and Stag for their support and running evenings. And Akela for her support.

Skip.

Clive Aylen

Scout Team Leader



	2023-2024	2022-2023
Income		
Bank Interest	24.35	4.72
Donation	684.26	523.80
Events	583.10	0.00
Events - Beavers	450.00	165.00
Events - Cubs	2,547.75	2,729.32
Events - Scouts	3,566.00	4,035.90
Events - Squirrels	187.00	47.50
Fundraising	1,705.49	1,302.21
Membership Fees	7,618.35	6,092.31
Expense		
Activity Equipment	192.42	0.00
Admin	676.80	643.22
Badges	869.41	552.21
Building Project	0.00	23,610.00
Camping Equipment	44.38	0.00
Donation	200.00	0.00
Events	5,145.69	154.78
Events - Beavers	161.67	5.82
Events - Cubs	226.72	2,286.67
Events - Scouts	545.14	4,470.91
Events - Squirrels	54.13	2.25
Insurance	1,528.87	1,203.91
Meetings - Beavers	54.39	16.00
Meetings - Cubs	49.01	416.85
Meetings - Scouts	9.10	78.06
Meetings - Squirrels	54.27	803.46
Membership Costs	3,651.31	2,938.78
Misc	45.00	0.00
Rent	33.50	33.50
Utilities	1,157.90	361.38
Venue Equipment	634.40	671.38
Venue Maintenance	1,561.27	1,241.90
Account balances		
Barclays 6th Farnborough	2,045.84	1,459.76
Hardship Fund	1,969.29	2,109.94
COIF ACCOUNT	1,956.97	1,956.97
Expense Account	275.45	249.96
Summary		
Account balance brought forward	5,780.19	30,370.51
Total income	17,366.30	14,900.76
Total expenditure	16,895.38	39,491.08
Net income	470.92	-24,590.32
Account balance carried forward	6,251.11	5,780.19

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 2024

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: Mr Oliver Nash

Address: 15 Allden Avenue, Aldershot, GU12 4AG

Date: 24/6/2024

Annex B – Group Constitution

6th Farnborough Scouts uses the model Group constitution as written by the Scout Association and which is available as section [5.4 of their Policy, Organisation and Rules](#) (POR). A copy of this is given below for ease of reading at time of our AGM. But the latest edition is available on the Scout website as per the above link. Where the website text differs from the below – it is always the website which takes precedence.

5.4 Constitution for a Scout Group

5.4.1 Preamble

This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

In the interest of openness, especially for new members of the Group Scout Council, the Group Scout Council should re-adopt their constitution at each Annual General Meeting (AGM).

Apart from use at the Group AGM, this constitution must always be used in the context of 5.1, 5.2, 5.3 and 5.7.

5.4.2 Charitable objects

5.4.2.1 [Rule 1.1 of The Scout Association Policy, Organisation and Rules] Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5.4.3 The Group Scout Council and the Group Trustee Board

5.4.3.1 The Group Scout Council has a governance role for the charity and, in particular, makes Group Trustee Board appointments other than ex officio and co-opted appointments (see Rule 5.4.5.2.c).

5.4.3.2 The Group Trustee Board is responsible for the governance of the charity. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

5.4.3.3 The Group Scout Council has no Trustee responsibilities.

5.4.4 The Group Scout Council – membership

5.4.4.1 Membership of the Group Scout Council does not provide any membership status of the Scouts.

5.4.4.2 Group Scout Council membership

a) The ex officio members of the Group Scout Council are members by virtue of their role in The Scouts:

- all adult members of the Group – see Group roles listed in the Chapter 16 Roles Table of The Scout Association's Policy, Organisation and Rules
- all Patrol Leaders of the Troop(s) in the Group
- all parents or carers of Squirrels, Beavers, Cubs and Scouts in the Group
- all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District

- all parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
 - the Sponsoring Authority, where there is one, or its nominee
 - the District Commissioner
 - the District Chair
- b) The **appointed** 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 appointed members must not exceed the number of ex officio Group Scout Council members (see also (f) below). A Group Scout Council does not need to have any appointed members.
- c) The **community** members of the Group Scout Council are representatives of the local community appointed because of their role rather than by their name. For example local headteachers, or Parish Council members. They are appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of community members must not exceed the number of ex officio Group Scout Council members (see also (f) below).
- d) The County Commissioner has the right of attendance at each Group Scout Council meeting in the County.
- e) Membership of the Group Scout Council ends when the:
- member resigns
 - member no longer qualifies as a member of the Group Scout Council
 - Group Scout Council is dissolved
 - Group Scout Council membership is terminated by UK Headquarters following a recommendation by the Group Trustee Board.
- f) The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members.
- g) Appointed members of a Group Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- h) Community members of a Group Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM
- i) Group Trustee Board administration (see 5.4.7.9) must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system

5.4.5 **Group Scout Council – Annual General Meeting**

5.4.5.1 Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. Groups should give 4 weeks' notice of the date of the AGM.

5.4.5.2 **The AGM must:**

- a) Undertake governance oversight by
 - approving the minutes of the previous Group AGM
 - adopting (or re-adopting) the constitution of the Scout Group charity (see Rule 5.3) of The Scout Association Policy, Organisation and Rules
 - noting the dates of charity's financial year
 - approving appointed and community members of the Group Scout Council
 - agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
 - agreeing the quorum for future meetings of the Group Scout Council
- b) Review the previous year by:
 - receiving from the Group Scout Leader an overview of the past 12 months of activity in the Group
 - receiving and considering the Group Trustees' Annual Report and the annual statement of accounts approved by the Group Trustee Board.

Before the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer (see 5.7.3). This must include the formal report prepared by the auditor, independent examiner, or scrutineer.

- c) Make appointments
 - appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
 - appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board. Vacancies for Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
 - appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, each Trustee may have been appointed for three years and so does not need to be re-appointed after years 1 and 2).
 - approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)
 - appoint (or re-appoint) an auditor, independent examiner or scrutineer as required

5.4.5.3 Following each AGM, the Group Trustee Board administration must ensure that:

- a) All appointed Trustees are recorded on the membership system, as required by Rule 16.2.2 of The Scout Association Policy, Organisation and Rules

- b) the Group Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation and Rules

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

5.4.6 Group Trustee Board - purpose ^{SV}

The Group 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.

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

5.4.6.2 Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Group's Chair and Treasurer must be kept separate and be done by two different people.

5.4.6.3 The Group 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:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly
- b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2 of The Scout Association Policy, Organisation and Rules.
- c) young people are meaningfully involved in decision making at all levels
- d) the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high quality programme and resource requirements of the training programme (Rule 4.2.2 of The Scout Association Policy, Organisation and Rules)

5.4.6.4 The Group Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group
- c) maintain and manage:
- d) a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
- e) an investment policy for the charity
- f) a public benefit statement for the charity

- g) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained
- h) ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee. This should normally be one of the Group's Trustees.
- i) ensure that effective administration is in place to support the work of the Group Trustee Board
- j) appoint any co-opted members of the Group Trustee Board
- k) ensure transparency of operation, including:
 - l) prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the Group Scout Council at their AGM
- m) prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
- n) present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group's AGM
- o) following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is sent to the District Trustee Board administration (see 5.4.7.9) and, if the Group is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it)
- p) take responsibility for the Group's 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
- q) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- r) put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- s) where staff are employed:
 - act as a responsible employer in accordance with the Scouts' values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

5.4.6.5 A Group Trustee Board may create sub-committees it deems necessary to support its governance function. The Group Trustee Board must ensure that for any sub-committee it appoints:

- a) its purpose is governance-focused and not operational

- b) its members are agreed and approved by the Group Trustee Board
- c) the Group Trustee Board Chair is an ex officio member
- d) the Group Scout Leader is an ex officio member

5.4.6.6 Sub-committee members are not Trustees unless they are already members of the appointing Group Trustee Board.

5.4.6.7 All sub-committee members must be recorded on the membership system.

5.4.7 Group Trustee Board - membership ^{SV}

5.4.7.1 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.

5.4.7.2 A Group Trustee Board should comprise a maximum of 12 Trustees (the total of all ex officio, appointed and co-opted Trustee categories), with a minimum of five Trustees. The maximum number of Trustees should be agreed by the Group Scout Council at its AGM.

5.4.7.3 Each ex officio, appointed and co-opted member of the Group Trustee Board is a charity Trustee of the Group.

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

5.4.7.4 Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

5.4.7.5 Some Groups may also need to register as a charity (See Rule 13.1.2 of The Scout Association Policy, Organisation and Rules). ^{SV}

If registered, the Group's registration number must be recorded on the membership system.

Groups must not use any other charity number than their own.

5.4.7.6 All Trustees must complete learning as specified in Rule 16.2.1, 16.2.3, 16.2.4 of The Scout Association Policy, Organisation and Rules and the Chapter 16 Roles Table. of The Scout Association Policy, Organisation and Rules.

5.4.7.7 It is good practice for a Group Trustee Board, and any sub committees, to have at least two Trustees aged between their 18th and 25th birthdays.

5.4.7.8 Each Group Trustee Board requires effective administration. The administration may be provided by one or more persons as appropriate to the Group.

5.4.7.9 The selection processes leading to appointment of Group Trustees must include a rigorous and transparent selection process, which includes advertising vacancies widely.

5.4.7.10 The members of the Group Trustee Board are:

- a) The Group Scout Leader is an ex officio member of the Group Trustee Board.^{SV}

There is only one ex officio Trustee role for a Group Scout Leader, so where

there are joint role holders for Group Scout Leader, the role holders must decide, in discussion the Group Chair, which of them will be the ex officio Trustee. However, each Group Scout Leader role holder must be eligible to be a Trustee (as specified in 16.1.1.5 of The Scout Association Policy, Organisation and Rules).

- b) The Group Trustee Board must initiate a selection process to propose a Group Chair to the Group Scout Council for appointment at their AGM. Vacancies for the role of Group Chair only occur at the end of their period of appointment (for example, a Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board.

- c) The Group Trustee Board must initiate a selection process to propose a Group Treasurer to the Group Scout Council for appointment at their AGM. Vacancies for the role of Group Treasurer only occur at the end of their period of appointment (for example, a Treasurer may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name from the Trustee Board

- d) The appointed members of a Group Trustee Board are persons appointed by the Group Scout Council at the Group's AGM. This should follow a selection process initiated and overseen by the Group Trustee Board. Vacancies for the role of Trustee only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposed name(s) from the Trustee Board do not require seconding by a member of the Scout Council. The action of the Scout Council is to approve (or not) the proposed name(s) from the Trustee Board.

- e) The co-opted members of a Group Trustee Board are persons co-opted annually by the Group Trustee Board. They are not appointed by the Group Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).
- f) 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.

- g) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5.4.7.11 Term limits for Trustees are specified in POR rule 5.3.1.6.

5.4.7.12 If a Trustee Board Chair or Treasurer resigns, then Rule 16.6.3 of The Scout Association Policy, Organisation and Rules must be followed.

5.4.8 Group Scout Council – Conduct of meetings

5.4.8.1 The Group Scout Council meets at their AGM (see Rule 5.4.5). It would be unusual for there to be additional meetings of the Group Scout Council.

5.4.8.2 A Group Scout Council meeting should normally be convened with at least four week's notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5.4.8.3 Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

5.4.8.4 Only Group Scout Council members, as defined in Rule 5.4.4, may vote in Scout Council meetings.

5.4.8.5 The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (see 5.4.5.2).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

5.4.8.6 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.

5.4.8.7 In order to discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5.4.8.8 All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5.4.9 Group Trustee Board – Conduct of meetings

5.4.9.1 Meetings of the Group Trustee Board should be convened on at least two weeks' notice. Meetings may be convened on shorter or no notice with the agreement of at least half of the members of the Group Trustee Board.

5.4.9.2 Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present, they may appoint a delegate to chair a meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

- 5.4.9.3 Only members of a Group Trustee Board as defined in Rule 5.4.7 may vote in its meetings.
- 5.4.9.4 The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.

If there is no quorum present at a meeting of the Group Trustee Board, the meeting must be closed and reconvened at the earliest opportunity.

- 5.4.9.5 In the case of a sub committee of the Group Trustee Board, the quorum for each sub committee must be set by the Group Trustee Board, based on the size of the sub committee and the complexity of its task(s).
- 5.4.9.6 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 meeting Chair does not have a casting vote and the matter is taken not to have been carried.
- 5.4.9.7 In order to discharge their responsibilities, the Group Trustee Board may meet by telephone or video conference as well as face to face when agreed by the Group Chair. This includes 'hybrid' meetings, where some members are present at an agreed meeting place and others join by telephone or video.
- 5.4.9.8 Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not practicable to convene a meeting of the Group Trustee Board then an electronic voting method (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Group Chair. In such circumstances, at least 75% of the members of the Group Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next Group Trustee Board meeting.