

Minutes of the Annual AGM of the 3rd Sevenoaks Scout Group held at HQ at 16.00 on 30th June 2024

1. Welcome and Committee Introduction:

An initial discussion took place as to whether the planned BBQ for the afternoon should be moved. It was agreed that it should be rescheduled. Date to be agreed.

Andrew Holland (Chairman) welcomed all members of the committee: Anna Buels, Ian Manuel, James Finley, James Holman, Martin Denton, Stevo Durbaba, Tom McKeen, Martin Denton. Andrew confirmed those seated alongside him: Ian Manuel (Group Lead Volunteer), Anna Hegarty (Treasurer) and Jo Brookbank (District Commissioner).

The meeting was recorded as Clare Cowland (Secretary) was currently absent.

2. Apologies for absence

Apologies were received from the following members of the Trustee Board / Executive Committee: Paul Heath, Craig Williams, Clare Cowland and Stuart Toller.

3. Governance

(a) Approval of Minutes of the last Annual General Meeting:

Andrew Holland confirmed that the Minutes from the last AGM (held 18th June 2023) had been reviewed by the Group Executive Committee on the 10th July 2023 and more recently accepted at a Group Executive Meeting. The minutes were then sent to the council on the 17th June 2024 via email.

Andrew proposed that as everyone had a full chance to review these minutes these be taken as a full and accurate record of the meeting.

This was then seconded (Jim Holman) and agreed unanimously by a show of hands.

(b) Adoption of the model constitution from Policy, Organisation and Rules

Andrew Holland proposed that in line with the recommendation from Scout Headquarters, the Group Trustee Board proposed the adoption of the formal process as laid out in Chapter 5 of Policy, Organisation and Rules. He confirmed that this was circulated on 17th June 2024 and is also available on-line.

Stevo Durbaba seconded this proposal, and it was accepted unanimously by a show of hands.

(c) Note the Group's Financial Year

Andrew Holland confirmed that Members of the Group Scout Council are asked to note that the charities financial year is 1st April to 31st March.

(d) Numbers of members to be elected to the trustee board

Andrew Holland explained that the Group Scout Council must agree at its AGM the maximum number of people that can be elected to the Trustee Board.

Andrew Holland explained that the recommendations from Charity Governance Code, POR states there should be a minimum of 5 and no more than 12 trustees in total (this includes ex-officio and co-opted trustees).

Andrew Holland confirmed that there would be 6 members by the end of the AGM, assuming all those standing were approved by the Council..

Andrew Holland communicated that the Trustee Board had recommended that up to 12 people could be appointed and asked for the Group Scout Council to agree to this.

Jamie Finley seconded this proposal. A show of hands was requested to approve this and was agreed.

(e) Agreement of a quorum for each section of the Group Scout Council (Including this AGM), meetings of the Group Trustee Board and meetings of any subcommittee.

With respect to the quorum for the AGM, last year it was agreed that the quorum should be 15 people with no specific allocation of people needed.

Andrew Holland suggested to stick with this number and asked for a seconder for this proposal (Trevor Nornworthy) and then followed a show of hands to approve this.

Andrew confirmed that there was no requirement to agree that quorum for the trustee board as this is a matter for the new trustee board to decide. [POST MEETING NOTE: The general principle is that for the Board to be quorate there should be 1/3rd of the total members, plus 1. Therefore with a Board of 6 we would need 3 to be quorate. We would expect to apply this principle to any sub-committees that are formed during the year]

4. Review of previous year

Andrew Holland noted that the next part of the meeting was to reflect on the activities of the last year and asked Ian Manuel (GLV) to give an update.

Ian Manuel started by saying that he hoped everyone had had the chance to look at the documents sent out prior to the meeting, Ian's summary was as follows:

Squirrels

There is now an active Squirrels Drey. Thanks to Helena Phipps. There are 16 squirrels (maximum amount for a Drey) who attend and have 56 on the waiting list. We would like to have at least 2 more Squirrel Dreys but need adult volunteers.

Beavers

There continued to be 2 Beaver Colonys and there are 32 Beavers on the waiting list. The meetings are active and include on-site and off-site activity and included some community and environmental projects.

Cubs

There remain two groups for cubs: Amherst and Stanhope. Both Cub Packs were recognised at St George's Day, jointly receiving the Mickey Speary Trophy – awarded to the Best Cub Section in the District each year.

The highlight for this year was that they several Cubs had received the Chief Scouts Silver Award – the highest award a Cub can achieve.

Scouts

Scouts continued with Lambarde and Brabourne and lots of activity including paddleboarding and climbing to name a few. Both Troops enjoyed weekend camps and week-long camps which couldn't happen without the leaders giving up their time.

More leaders were needed to support Bradbourne.

Estates

Ian Manuel went on to communicate that he hoped that everyone had noticed that the grounds had improved and mentioned:

- The new car park surface – completed by Dean Brett, Stuart Toller and Tom McKeen.
- The new kitchen
- The reclaimed woodland
- The woodchip for the paths had arrived.

He thanked the maintenance committee for all of their hard work.

Andrew Wood Trophies

Ian asked Tom McKeen to talk a bit about the history of the trophy. Andrew was a Beaver, Cub and Scout with the group and sadly and suddenly passed away on 17th April 2005 aged 12. He was APL of the Bradbourne Troop Moose Patrol the Patrol was named after his Moose blanket and song on camp. His parents made a donation to the group in memory of him and some of the money was used to purchase these trophies so we would always have a reminder of him. The awards (6 of them) are annually awarded to a Beaver, Cub and Scout in each section who

embraces the true spirit of Scouting: Teamwork, Thinking of others before themselves, Regular attendance, Participating in events outside of weekly meetings.

The following awards were presented by each Section Team Leader:

Broadmead Beavers - Annabelle D'Souza

Brookland Beavers - Chloe Hocking

Amherst Cubs - Isla Bournat

Stanhope Cubs - Nell Carter

Bradbourne Scouts - Grace Funnell

Lambarde Scouts - Helenka Gieniusz

Thanks

Ian wanted to give his personal thanks to:

Craig Williams (for all of the support he had given to him in the background as Deputy Group Lead Volunteers).

Clare Cowland (Group Secretary).

Simon Phipps (incoming Treasurer).

Jim Holman for his incredible work with fundraising.

Anna Hegarty was given flowers as she is stepping down as Treasurer.

Andrew Holland was given a gift to thank him for his significant contribution to Scouting as he is also stepping down after 30 years of service and the last 20 years as Chairman. Jo Brookbank also awarded Andrew with a Medal of Merit.

He also thanked all of the team leaders with special thanks to **Tom McKeen** who works tirelessly maintaining the stores.

Andrew thanked everyone and encouraged everyone to keep supporting the Scout Group.

5. To receive and consider the annual statement of accounts

Andrew Holland confirmed that the Trustee board has approved the annual report and statement of accounts. He also confirmed that they had been sent to and reviewed by the independent scrutineer (Alison Conway).

Anna Hegarty went on to confirm:

The final draft was circulated on the 27th June 2024. She apologised for the short time frame and communicated that she would take them as read.

The closing cash last year was just below £40k and the closing balance this year is just below £25k. This large movement is essentially the kitchen.

In terms of revenue. In addition to subscriptions, we have had a really great contribution from Fireworks. Hope to repeat that. Thank you to Jim Holman.

Increased our minimum reserve policy (reflective of 6 months running costs) to £10,000 per year.

No other significant points to note.

Andrew asked if there were any questions and none were raised.

Andrew communicated that there was no need to approve these, just receive and consider these.

Andrew thanked Anna for her great contribution and Simon Phipps (as the incoming treasurer)

6. Making Appointments

This is the part where we organise the set up of the charity for the next year, including appointing a Trustee Board to oversee the Group's activity.

(a) Appoint Group Chair.

Sent out an appeal in April. Received an application from a very suitable candidate but has had to have a medical intervention and can't take on the role.

Ric Williams is a recently retired chartered accountant and former school governor.

Recommendation that Ric Williams be appointed as Group Chair and Trustee. Andrew Holland asked for a show of hands to approve this proposal which was received. Ric Williams was appointed as Chair.

(b) Appoint Group Treasurer.

Also sent out an appeal for new trustees.

Simon Phipps has agreed to become our new Treasurer and Trustee.

Andrew Holland asked for approval that Simon Phipps be appointed by show of hands. Agreed unanimously.

(c) Appoint other members of the board.

Advertised for new members in May 2024 and Rob Monton put himself forward. He is nominated along with Bertie Downard and Jim Holman, who have both agreed to remain as Trustees.

Andrew asked for a show of hands to confirm the approval of these members. This was agreed unanimously.

All elected Trustees were appointed for an initial period of the greater of one year or until the next AGM.

Andrew Holland summarised:

- that the Final trustee board is: Ric Williams, Simon Phipps, Ian Manuel, Bertie Downard, Jim Holman and Rob Monton.
- the Trustee Board had the ability to co-opt up to 6 more members

He thanked his fellow trustees for the work done during the year and particularly those who have stepped down as we are going down from a board of 12 to 6:

- Anna Hegarty, Martin Denton (been on the board for 16 years).
- Paul Heath, Tom McKeen, Jamie Finley, Craig Williams and Stuart Toller (all of these are transferring to group leadership team under Ian's management).
- Clare Cowland has been trustee board secretary over the past 2 years. She will continue to take minutes at the trustee meetings but will also no longer be on the trustee board.

d)Appointment of Alison Conway as independent examiner of the Accounts.

Andrew communicated that Alison is stepping down as her role of scrutineer. Flowers have been delivered.

Simon Phipps was asked to identify a new independent examiner after the AGM and the trustees appointed Martin Robson of Robson Accountants to fill the vacancy.

7. AOB:

No other business was raised.

The formal AGM meeting was concluded and handed over to Jo Brookbank who thanked everyone for their huge contribution and handed out a number of awards.

The meeting ended at 4.49pm.