

## **BROADSTONE SCOUT GROUP**

### **Minutes of the 2022/23 Annual General Meeting (AGM)**

**Held online on 7 February 2024**

**Attendees:** Gill McDonald, Sue Cracknell, Graham Davies; Alison Bowden, Matt Giles, Regan Baraby, Sarah Clarke, Laurie Edmonds, Natasha Langsuide, Hazel Chadwick, Clare Stebbing, and Carol Bown

**Apologies:** Tom Lever

#### **1 Notes of last meeting**

- 1.1 GD welcomed all to the AGM. The main purpose of the meeting was to approve the 2022-23 Accounts. The Chair read the minutes of the last AGM meeting, and these were agreed.

#### **2. Governance Oversight**

- 2.1 Adoption of the constitutions of the charity

To comply with The Charities Commission, the Chair proposed adoption of the Policy, Organisation and Rules (POR) 5.4. Constitution for a Scout Group. It was agreed to adopt the POR 5.4.

- 2.2 Dates of the charity's financial year

The dates were confirmed as 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

- 2.3 Trustee Board

- 2.3.1. Number of members that may be elected to the Trustee Board

It was agreed there should be a minimum of 5 and a maximum of 12 trustees elected to the Trustee Board.

- 2.3.2. Quorum for meetings of the Group Scout Council

It was agreed there should be a minimum of 6 for meetings of the Group Scout Councils.

- 2.3.3. Quorum of meetings of the Trustee Board

It was agreed there should be a minimum of 50 per cent of the number of trustees rounded up for meetings of the Trustee Board

#### 2.3.4. Quorum of meetings of any sub-Committee.

It was agreed there should be a minimum of 2 trustees for meetings of any sub-committee.

### 3. Review of the previous year

#### 3.1 Receive and consider the Trustees' Annual Report and the annual Statement of Accounts.

The Trustees' Annual Report and the annual Statement of Accounts had been scrutinized and filed before 31<sup>st</sup> January 2024.

Claire Stebbing, took the trustees through the points to note on the accounts. Generally, we were back to normal as scouting activities has returned to pre-covid levels. The impact of covid still needs to be considered when reviewing comparatives e.g. covid grants.

SOC's camp costs were shown in camps income and expenditure.

There have been significant increases in maintenance costs which included roof repairs, window cables and installation of new fire alarms.

No Gift Aid had been claimed in this period. It was noted two years of Gift Aid will be claimed in the next accounting period and it was estimated this would be in the region of £8K.

There is expected to be a deficit of £10K. There had been a cash balance of £60K last year.

The Chair added the Financial Strategy will be to keep 12 months of expenditure as our strategic reserves. The Financial sub-committee will review expenditure and forecast likely costs to inform our financial strategy.

The Chair expressed our gratitude to Sue Rice and Claire Stebbing for all their work in preparing the report. Our group is not small, and this had gone through smoothly.

#### 3.2 GSL report

Scout Group was back to pre-covid activity levels with residential taking place. It has been a full year of adventurous program and fantastic camps. Broadstone Scout Group was a great team. GMc considered she had been fortunate to work with a leadership team second to none in giving time and effort. GMc thanked all leaders and trustees for all the behind-the-scenes effort. It had been an amazing 15 years and the Group had gone from strength to strength. GMc would leave with fantastic memories, however it was time to move on.

The Chair on behalf Group thanked GMc for her for many years of service and the healthy growth of the Group due to GMc's amazing amount of work and level of camaraderie.

#### **4. Appointments to the Trustee board**

##### 4.1 Approve the Group Scout Leader's nomination of the Chair of the Trustee Board

GMc nominated Graham Davies as Chair and Graham Davies was elected unanimously as Chair by the meeting.

##### 4.2 Election of Group Secretary (who may not be a Trustee)

Graham Davies nominated Carol Bown who was elected as Group Secretary.

##### 4.3 Election of Group Treasurer

Graham Davies nominated Hazel Chadwick who was elected as Group Treasurer.

##### 4.4 Election of other Trustees to the Trustee Board

Graham Davies nominated Tom Lever, Andrew Williams and Matthew Giles as Trustees and they were elected to the Trustee Board.

##### 4.5 Approve the Group Scout Leader's nomination of members of the Trustee Board

Alison Bowden was approved as AGSL and Sue Cracknell as Section Leader to the Trustee Board.

##### 4.6 Appointment of independent examiner

The appointment of Jonathan Grew as the independent examiner was approved by the AGM.

#### **5. Changes to Broadstone Scout Group in the coming year**

##### 5.1 Transformation Agenda

All scout groups are independent charities. The executive committee carries out both governance and operations (i.e. day to day maintenance) functions. The Charities Commission concern is that charities are fulfilling their charitable aims. The trustees should focus on governance and sound finances. The operations should be split into a separate function. Going forward the governance section of the meeting will be followed by operations issues. It was noted at least 10 trustees were required to be compliant.

Implementing the recommendations by the Scouts Association will not change what is being delivered.

## 5.2 Retirement of Group Scout Leader

“Broadstone After Gill” meeting will take place on Thursday 29<sup>th</sup> February 2024. This meeting is open to all volunteers within the group and will be run by Regan Baraby to start discussions around how to fill the current GSL role.

## 5.3 Hall refurbishment project

It was noted certain works need to be done to ensure safety and maintenance of the building. The reserves would be used for the roof, window winders, LED lighting inside and out. £13K had been spent on upgrading fire safety as a result of the fire risk assessment.

There were several items which require attention: these including replacing the hall flooring, toilets, kitchen, remodeling the meeting room and supplementing the heating. It was estimated approximately £45K would be required to pay for these items.

The Talbot Village Trust has granted £5K towards the cost of kitchen. The trustees have been seeking from other charitable organisations’ grants towards the cost. Regan Baraby outlined the experience of the refurbishment of the District building and offered details of contacts.

The trustees would continue to seek help and expertise from previous scouts and parents.

## 6. Any other business

Regan Baraby will be leaving his role as district commissioner of Poole Scouts after 15 years. Regan took the opportunity to express what a pleasure it had been to work with GMc and the trustees during this time. He also thanked GMc and the trustees for all their hard work. GMc has a fantastic group of leaders. Going forward careful thought will need to be given to ensuring the group has the required skill sets to draw on. Teamwork will be the key to succession.

There was no further business and the meeting closed at 20.53 hours.