

Minutes of meeting
13 September 2025

Acting Chairperson: Simon

Apologies: approx. 40 people

Meeting notes:

- **SECTION 3: Approval of Previous Minutes and Governance Updates:** Carol led the approval of the previous AGM minutes, the adoption of the model Constitution in line with Scout Association recommendations, and updates to the Group Scout Council membership and trustee board structure, with all proposals approved without objections or abstentions.
 - **Approval of Previous Minutes:** Simon confirmed that the minutes from the last AGM, held on 13th September 2024, had been reviewed by the trustee board and presented for approval to the group, with no objections or abstentions recorded.
 - **Adoption of Model Constitution:** Simon introduced the model Constitution from the Policy Organisation and Rules (POR) as recommended by the Scout Association, made copies available for review, and secured approval from attendees with no objections or abstentions. Simon that our financial year runs from 1 July to 30 June.
 - **Group Scout Council Membership:** Trustees clarified that all parents are automatically members of the Group Scout Council, and that no new non-parent members had joined; the current membership list was approved without objections.
 - **Trustee Board Structure:** Trustees explained the trustee board should have a minimum of five and a maximum of twelve members, with the current board meeting the minimum; this recommendation was approved by the group.
 - **Quorum for Future Meetings:** Carol proposed and secured approval for a quorum of 15 members for future Group Scout Council meetings, clarifying that meetings cannot proceed without this minimum attendance.
- **SECTION 4: Section Reports and Year in Review:** Carol and other section leaders provided detailed reports on Beavers, Cubs, and Scouts activities over the past year, highlighting events, badge work, challenges, and leadership transitions, with thanks extended to volunteers and young leaders.
 - **Beavers Activities and Sleepovers:** Veronica (Beaver Team Lead) described Beavers' activities, including group events, quiz nights, fire station visits, and sleepovers, noting efforts to organise a local sleepover to help more children earn their badges and plans to address any missed awards. Also, a big thank you to Shamara who has been working very hard as a Young Leader assigned to the Beaver section
 - **Cubs Achievements and Challenges:** Owen (Cubs Team Lead) reported that Cubs maintained around 25 members, said farewell to a large group moving up to Scouts, and engaged in activities such as spring camp, fire station and apiary visits, water activities, and badge work, with a focus on achieving the Chief

Scout Silver Award. A big thank you to Kat and Natalia. Cubs have struggled on Nights Away attendance, which means they have struggled to obtain the Chief Scout Silver Award. A thank you to parents, Matteo, Edith, Kate, Francisco and William who are ESYL work. Owen also announced that he is now stepping down from his role as Team Lead with Cubs and thanked 17th for their contribution to his enjoyable 15 years with the group.

- **Scouts Events and Growth:** Carol (Scouts Team Lead) summarised Scouts' focus on badge work, celebrations like Burns Night and Chinese New Year, investitures in November, expedition challenge for Yr 9's in April, trips to Rock Up and Sky Studios, church parade, volunteering at Whitmore Lights (along with a donation from them of fluorescent vests which we will reuse), and a successful spring camp, noting an increase in membership to over 50 Scouts. Parent help needed!
- **Leadership and Volunteer Recognition:** Carol thanked leaders and parent helpers across all sections, specifically naming Mateo, Edith, Kate, Francisco, William, John, Rhea, Ben, Antonio; parent helps: Peter, Richard, Luca, and Kirsty for their contributions, and acknowledged young leaders working towards Duke of Edinburgh awards.
- **GSL report:** Tony reflected on camps and thanked the parents that attended the two parents that helped at the 'Repair Day'.
 - **100 years:** from parent support and help, we have had a successful 100 years
 - **Leadership and Volunteer Recognition:** Amanda and Carol for their continued support of his role. Thank you to the Leaders – firstly to Owen, the oldest Scout, would be stepping down, and expressed gratitude for their years of service, with a light-hearted handover. Natalia and Kat in Cubs; Veronica, Vahabi, Thurso and Rosa in Beavers; Carol, John, Ben, Rhea in Scouts.
 - **Appeal for parent help:** With the Cub leader stepping down, the team are in need of additional support. This needs to come from the parents and needs to be urgently addressed. With no Cub group, means that Beavers will have nowhere to go, and Scouts will have no new members to join.
- **DLV report:** apologies for attendance
- **Financial Report and Accounts Approval:** Amanda presented the trustees' annual report and summarised accounts (copies were made prior to the AGM and at the start of AGM), confirmed their review by an independent examiner, and reported a stable financial position with no questions raised by attendees.
 - **Presentation of Accounts:** Amanda stated that the trustees' annual report and accounts had been prepared, received, and considered, with Amanda providing a summary of the financial position, including income, savings, and major expenses.
 - **Independent Examination:** Amanda confirmed that the accounts had been reviewed by an independent examiner, Anthea Mendonca, with all necessary information provided and the process completed in a timely manner.
 - **Financial Position Overview:** Amanda reported that the group maintained a safe financial position, with funds held in business and savings accounts, and

outlined the main sources of income and significant expenses, including advance payments and fundraising activities.

- **No Questions Raised:** Simon noted that there were no questions from attendees regarding the accounts, and thanked Amanda for their work in preparing the financial statements.
- **SECTION 5: Appointment of Trustees and Officers:** Simon led the appointment of the trustee board and officers for the coming year, confirming the continuation of existing members, the stepping down of Sita and Owen, and the reappointment of Father Derek McGuire as President and Anthea as scrutineer, with all appointments approved by the group.
 - **Trustee Board Appointments:** Simon announced that Sonya would continue as group chair, with Ben, Carol, Kirsty, Veronica forming the main, and Kat, Luca and Siobhan forming the subcommittees, and invited any objections or new volunteers, receiving none.
 - **Ex Officio:** Simon confirmed Antonio (Group Lead Volunteer) as the ex officio member of the board
 - **Departing Members:** Sita and Owen had stepped down from their trustee roles.
 - **President and Scrutineer Appointments:** Simon confirmed the reappointment of Father Derek McGuire as President and Anthea as scrutineer, with both appointments approved by attendees without objections or abstentions.
- **Volunteer Recruitment and Section Sustainability:** Simon emphasised the ongoing need for parent helpers and new leaders to ensure the continued operation of all sections, warning that insufficient leadership could result in the closure of sections and encouraging parents to consider volunteering.
 - **Call for Parent Helpers:** Simon issued an appeal for more parent helpers to assist with running the Cubs, Beavers, and Scouts sections, suggesting a rotational system to reduce pressure on existing leaders.
 - **Consequences of Insufficient Leadership:** Simon explained that without enough leaders, sections could be forced to close, which would impact the entire group, and encouraged parents to consider stepping up to help maintain the group's activities.
- **Awards and Recognitions:** Carol announced service awards for Sharon and Rhea, Jack Petchey awards for Camilla and an unnamed recipient, and mentioned a nomination for another leader, highlighting the group's appreciation for outstanding contributions.
 - **Service and Achievement Awards:**
Carol recognised Sharon and Rhea for five years of service;
announced Jack Petchey awards for Camilla and Aneurin;
In addition, (and finally!) in recognition for his great leadership and hard work that he puts into the running of the group, Tony was awarded the Chief Scout Good Service Award
- **Upcoming Fundraising Event:** Simon promoted an upcoming quiz night on Saturday, 15th November, encouraging attendance to support the Scout group and noting that tickets would be available online.

- **Quiz Night Details:** Simon provided information about the quiz night, highlighting it as a fun event to raise funds for the group, with pizza available and tickets to be promoted in the coming months.
- **Secretary / Minute keeper:** With Sita stepping down, it would be good to get someone to help to take minutes. At the moment relying on AI

Follow-up tasks:

- **Parent Helper Recruitment:** Encourage parents to volunteer as helpers for Beavers, Cubs, and Scouts sections on a rotational basis to support ongoing operations. (Scout Council)
- **Awards Distribution:** Ensure that missing elements for the Scouts' Chief Scout Gold Awards are sorted and the awards are distributed within the next couple of months. (Carol)
- **Beavers Awards Completion:** Finalise the list of Beavers awards to ensure no one is missed and bring the awards to the meeting for distribution on a future night. (Veronica)
- **Quiz Night Promotion:** Promote the upcoming quiz night on Saturday 15th November, including ticket sales and event details, over the next couple of months. (Trustees & Sub-Committee)
- **Trustee Board Recruitment:** Invite interested individuals to join the trustee board and inform them about the process for joining future meetings. (Trustees)
- **Secretary / Minute keeper Recruitment:** Invite volunteers to take on the role of Secretary for the committee and inform them they are welcome to join. (Trustees)

Minutes checked and approved by Trustees – 24 January 2026