

**CHURCHDOWN GROUP SCOUT COUNCIL**  
**Annual General Meeting Minutes**  
**Wednesday 18th June 2025**  
**Brown Lodge, Church Road, Churchdown**

**Attendees:**

Melanie Griffiths (Chair), Debbie Auld (Group Lead Volunteer), Clair Auld, Clare James, Rich Auld, Ben Griffiths, Marcus Griffiths, Dave Adkins, David Walesby, Helen Gait, Paul Gait, Maurice Chalker, Megan Roberts, Wendy Cox, Matt Townsend, Vicky Townsend, Louise Fazeli, Jessica Hannington, Amy Bowers, Caz Finch, Dave Hawkins (District Lead Volunteer), Karen Hawkins (District Treasurer).

**1. Introduction & Welcome**

Chair thanked the Brown Lodge Management Committee for the use of Brown Lodge, welcomed the Members of the Group Scout Council plus guests, Dave and Karen Hawkins.

**2. Apologies for absence**

Carolyn Adkins, Roger Smith, Julie Smith, Hollie Ferguson, Gavin Jordan, Tracy Styles, Chris Williams, Laura Meecham, Nick Boast, Jane Fraser-Hook, Lucy Holford, Tom Davis, Mike Riley, Annelise Riley, Adam Lewis, Bethany Adkins, Megan Goddard, Tom Batchelor, Sara Stone, Matt Wadley, Mick Seamarks.

**3. Governance Topics**

The Group Scout Council members are advised the following is to ensure the charity's foundations are in good order.

3a. To approve the Minutes of the Annual General Meeting held on 26th June 2024.

The minutes have been reviewed and approved by the Group Trustee Board at their first meeting after the previous AGM. The Chair proposed that the minutes are taken as read and asked the Group Scout Council to agree that they are a true record of that meeting.

Show of hands to approve. No objections or abstentions.

3b. To adopt the model constitution from Policy, Organisation and Rules (POR)

In line with the recommendation from Scout Headquarters the Chair proposed that we readopt the model constitution for a Scout Group from Chapter 5c of Policy, Organisation and Rules. A link to a copy of this was available for review and inspection prior to the meeting and copies were also available at the meeting.

Show of hands to approve. No objections or abstentions.

3c. Note the Group's financial year

The Group Scout Council members are asked to note that our charity's financial year is from 1st April to 31st March.

Show of hands to approve. No objections or abstentions.

3d. Agree the number of members that may be elected to the Trustee Board

Following good practice recommendations from the Charity Governance Code, POR states Trustee Boards should have a minimum of 5, and no more than 12 Trustees in total. This

includes ex-officio and co-opted Trustees. The recommendation from the Trustee Board is that 10 people can be elected. The Chair proposed that the Group Scout Council approves this recommendation.

Show of hands to approve. No objections or abstentions.

3e. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)

The recommendation from the Trustee Board is that the quorum should be set at 10 persons. The Group Scout Council is asked to approve this recommendation.

Show of hands to approve. No objections or abstentions.

#### **4. Review of the previous year**

Prior to the AGM, attendees have received the Group Annual Report and Annual Statement of Accounts

4a. Group Lead Volunteer's Review of Scouting in the Group

Group Lead Volunteer referred to her written report and the Group's successful navigation of the recent Transformation process. Group Lead Volunteer thanked all volunteers involved in running and supporting sections plus the Board of Trustees. Chair thanked Group Lead Volunteer for her review.

4b. Receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts

The Group Trustee Board has approved the Annual Report and Statement of Accounts and the report on the accounts has been received and considered from the Independent Examiner.

Chair on behalf of the Treasurer gave a brief explanation of the Statement of Accounts and thanked Nick Bishop, Accountant for being the Independent Examiner. There was one question from the floor (Dave Hawkins) regarding the Annual Accounts on the subject of the savings bond detailed on page 5 as to whether another bond would be taken out when the current one matures. This was confirmed as being planned, subject to needing the funds beforehand, by the Chair and Group Lead Volunteer.

Chair thanked the Treasurer for the detailed accounts and significant amount of work involved throughout the year.

#### **5. Making appointments**

Chair advises the Group Scout Council members present that this part of the meeting sets the charity up to be well-led during the period until the next AGM. Particularly, the Group Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

5a. Chair confirmed no appointments are necessary at this AGM as the current board are 1 year into a 3 year term and no new nominations for Trustees have been received following the open selection process.

Chair noted that the Group Lead Volunteer is an ex-officio member of the board and thanked the Trustees for their work during the year.

5b. To appoint the Independent Examiner

Chair on behalf of the Treasurer proposed Mr Nicholas Bishop. Chair confirmed that Mr Nicholas Bishop has been proposed, seconded and is qualified for the role.

Show of hands to approve. No objections or abstentions.

## **6. Awards and Recognitions**

District Commissioner, Dave Hawkins presented long service awards to Melanie Griffiths (5 years). Announced to those unaware that he was stepping down from his role as Group Lead Volunteer and expressed his thanks to the group during this tenure. Group Lead Volunteer thanked Dave Hawkins for all his assistance to the Group over the years.

Group Lead Volunteer presented:

GSL Bell to Maurice Chalker for his nearly 30 years committed service to the group in Treasurer and Trustee roles.

Phoenix Award to Dave Walesby for co-ordinating the Gift Aid claims over many years which results in a significant amount of income for the Group

Lifeline Award to Ben Griffiths for stepping in when needed and joining the Beaver Leadership Team.

Group Lead Volunteer thanked all Volunteers for their work and support this year, referenced the challenges overcome with training in the new system and thanked the Chair for her support and assistance.

## **7. Closing Remarks**

Chair thanked all Volunteers, fellow Trustees, the Group Lead Volunteer and District Lead Volunteer for their support over the year and meeting closed at 2040hrs. Chair thanked all for attending and invited them to stay for light refreshments and a chance to catch up with friends in Scouting.