



# AGM Agenda and Trustees Annual Report

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## Annual General Meeting

Sunday 28<sup>th</sup> September 2025 2.30pm

1<sup>st</sup> Wallington Scout Group

## Agenda

### Introductions & Welcome

1. Apologies for absence 2.

### Governance topics

- a. Approve the minutes of the Annual General Meeting held on 21<sup>st</sup> September 2024
  - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
  - c. Note the Group's financial year
  - d. Agree the number of members that may be appointed to the Trustee Board **(12)**
  - e. Agree the quorum for future meetings of the Group Scout Council  
(excluding this AGM) **(20)**
3. **Review of the previous year**
- a. The Group Lead Volunteer's review of Scouts in the 1<sup>st</sup> Wallington
  - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts

**4. Making appointments**

- a. Appoint the Group Chair, **Jo Luck** following recommendation from the open selection process initiated by the Group Trustee Board
- b. Appoint the Group Treasurer, **Chris Robinson** following recommendation from the open selection process initiated by the Group Trustee Board
- c. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board

**John Allen**

**Matt Brice**

**Julia Coward**

**Selam Davies**

**Mark Dennis**

**Leah Dennis**

**Ben Freedman**

**Pam Norton**

- d. Appoint auditor

**6. Any other business**

**7. Closing remarks**

**8. Presentation of Awards**

**Hunter Award**

- a. **Squirrels**
- b. **Beavers**
- c. **Cubs**
- d. **Scouts**

## **Annual General Meeting Report 2024-2025**

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## Chair's Report

My name is Jo Luck (she/her) and I am the Chair of the Board for the 1<sup>st</sup> Wallington Scout Group. I was co-opted into the role in May 2025, following the departure of former chair, James O'Kane. As a group, we extend our thanks to James for his contributions in the role.

It is my pleasure to present the annual Chair's Report for 1st Wallington Scout Group.

My primary goal for my first quarter in post, was to complete the transformation of the board from an Executive Committee to a Trustee Board – ensuring that the Group is supported with strong governance, in line with the guidance from the Scout Association: [Trustee Boards | Scouts](#)

The following report covers the key areas of our governance and operations over the past year, as discussed and documented in our trustee meetings.

### Finance

This year, the group's finances have remained well-balanced, thanks to strong group numbers and well controlled costs.

Thanks go to Chris Robinson (Treasurer) for her careful work throughout the year.

The accounts for the year have been completed, have been independently reviewed and are included in this report.

We gratefully acknowledge a generous legacy donation of £1,000 from Myrtle Burchell, which we plan to use as a lasting memorial for her, potentially towards the garden that the Beavers are keen to develop. Myrtle and her husband Bert sadly both passed away earlier this year, having supported 1<sup>st</sup> Wallington for over 40 years – as well as being valued members of the Scouting community, Bert would help with odd jobs at the hall and Myrtle was infamous for her jumble sales – raising thousands of pounds for 1<sup>st</sup> Wallington.

We are registered for Gift Aid and are exploring backdated claims to maximise our income. We appeal to all parents to ensure their Gift Aid details are up to date on Online Scout Manager.

Our Christmas tree sale, in collaboration with Ruskin Explorer Unit generated a profit for the Group of £2,822. Our thanks go to all involved in making this event such a success. We also received Fundraising income from our Sponsored Climb and the Rotary Club Christmas Appeal. However, our fundraising income was much reduced this year, and we would love to hear from anyone who can contribute an event or make a grant application to raise vital funds over the next year.

Our investments accounts are ring fenced for repairs and upgrades to the fabric of the building.

**For 2025-26:** We will review and update investment policies, reserves policies and group budget management.

## Policies and Legislation

The Board has kept up to date with statutory and regulatory changes, ensuring our policies reflect best practice and legal requirements.

Our actions in this area relate to four main areas:

- **Health & Safety:** Accident and incident reporting procedures have been digitised for easier management. All Trustees have completed the mandatory revised Health and Safety training – helping to make our County (Greater London South West) the safest in London.
- **Safeguarding:** All Trustees are up to date with their Safeguarding training. Elevated safeguarding concerns are appropriately discussed and reported.
- **Data Protection:** The group is now registered with the Information Commissioner's Office owing to our new use of CCTV (new CCTV policy in draft). All Trustees are up to date with the Scouts Data Protection training.
- **Equity, Diversity & Inclusion:** The Trustees champion a commitment to equity and inclusion, and address inclusion needs as they arise, ensuring all young people and volunteers are appropriately supported.

**For 2025-26:** We will review leader and parent helper inductions to ensure knowledge is fully embedded, we will complete new drafts of Data Protection Policies, we will develop an Equity Impact Assessment for use with programmed Events.

## **Buildings, Insurance and Property**

This year saw ongoing maintenance and investment in our premises and equipment.

Special thanks to Ben Freedman, David Percy and all the volunteers who helped at our maintenance day.

In the last six months:

- A full site audit was conducted, in line with the Scouts Association guidance, with thanks to Matt Brice, leading a carefully considered response.
- All insurance has been checked and confirmed as correct – however, we suspect our buildings and contents valuations may be a little low.
- We have arranged extra cover for non-members assisting with activities, reflecting our commitment to inclusion and equity of opportunity.
- Maintenance projects completed included improved security measures such as CCTV and painted parking spaces to ensure safe access / egress, especially in an emergency.
- Proposed / upcoming maintenance includes repainting the front of the hall and sanding / sealing the floor (quotes being sought).
- Hall lettings continue, with both regular and one-off hires. Thanks go to John Allen for managing these communications and to the key holders for facilitating this access as it provides a valuable income stream. Please make an enquiry via the website or your group leader if you would like to use the hall for your child's party, or for another event!

**For 2025-26:** Conduct a full contents inventory to ensure adequate insurance (we'll be asking for volunteers to help!), conduct proposed maintenance projects, continue making improvements against our site audit, review hall lettings agreements.

## **Managing Risks**

Managing and mitigating risk remains at the core of our governance.

- Security of the hall and grounds is a priority.
- Concerns over lone working have been raised, and a formal procedure is being developed.
- Maintenance items are regularly reviewed for safety and liability. Quotes are actively sought for remedial works as needed, and risk assessments are regularly updated.

- Camp activities are carefully assessed, with incident reports and near misses reviewed to improve safety for all involved.

**For 2025-26:** Continue to review risk and put appropriate control measures in place.

## **Helping the Charity to Operate Well**

As a Trustee Board, our primary function is to work with the Group Lead Volunteer to ensure we meet the Scout Association's Charitable aim:

**Scouts actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.**

To do this, we:

- Hold regular trustee meetings, and all minutes and actions are tracked and reviewed.
- Keep leader and volunteer training up to date.
- Support leadership recruitment and succession planning.

## **Conclusion**

With the summary of the less glamorous elements of our work out of the way, please enjoy reading the rest of this annual report for an overview of the incredible opportunities the members of 1<sup>st</sup> Wallington Scouts have been given.

Scouting is a truly wonderful movement and 1<sup>st</sup> Wallington Scouts is a thriving group characterised by creativity, community and commitment.

My heartfelt thanks go to David, our Group Lead Volunteer, to our section leaders, and all our volunteer leaders who work tirelessly and who make everything we do possible.

I am grateful, too, to our Trustee Board, who tolerate some fairly lengthy meetings and whose advice and perspectives are welcomed and valuable. Sadly, Julia Coward is stepping down as Secretary – so we pass on very many thanks to Julia for her support and meticulous minute taking.

Finally, I am grateful to our members, the young people, whose personal growth, enthusiasm and commitment to Scouting makes it all worthwhile.

**Jo Luck**

**Chair of 1<sup>st</sup> Wallington Scouts**

## Group Lead Volunteer Report

As the Lead Volunteer of 1<sup>st</sup> Wallington, I'm pleased to present this report reflecting on the past year's activities, achievements, and developments.

This past year has been another busy and rewarding one for our group. We have continued to provide young people with fun, adventure, and skills for life across all sections—Squirrels, Beavers, Cubs, Scouts, and Explorers.

We currently operate the following sections:

- Squirrels (ages 4-6) – 12 young people in Section
- Beavers (ages 6–8) – 21 young people in section
- Cubs (ages 8–10½) – 30 young people in section
- Scouts (ages 10½–14) – 26 young people in section
- Explorers (ages 14 – 18) – 25 young people in section

Our group has seen stability in membership this year, with the waiting list continuing to grow. We continue to be an active, inclusive group, welcoming all young people regardless of background.

Each section has delivered a fun, adventurous, and balanced programme. Highlights from this year include:

- Squirrels: Putting up tents, making bird feeders and attending Gilwell Funday
- Beavers: 1<sup>st</sup> Aid, visiting a local Synagogue, taking part in group camp
- Cubs: Fire safety badge, entertainer badge, Group camp & summer camp
- Scouts: Night adventure, Burns Night, Sedan Chairs, and summer camp
- Explorers: Scarefest, Ice Skating at Canary Wharf, Waterslide and summer camp

We also participated in District events, including Squirrel, Beaver & Cub funday, Beaver campfire, Scouts Night adventure, Scout Caving camp, Scout Gorge Walking Camp and St Georges Day parade in Sutton.

This year, we welcomed several new volunteers including myself stepping up to Group Lead Volunteer, our new Chairperson Jo Luck and said thank you to three who moved on. We currently have 29 volunteers in the group, including section leads, team members, and trustee board members.

Recruitment and retention of adult volunteers remains a key focus. We're always seeking new support to sustain and grow our group.

A special thank you to:

- Jo Luck, Group Chair
- Chris Robinson, Treasurer
- Julia Coward, Secretary
  
- All our Section leads and team members

All adult volunteers have kept up with mandatory training and safeguarding requirements as we have gone through the transformation of the Scouts. We continue to prioritise the wellbeing of young people through consistent adherence to safety rules and risk assessments during all activities.

Opportunities for the coming year:

- Growing our leadership team and volunteer team
- Exploring funding and grant opportunities
- Expanding our programme with more outdoor adventure

A huge thank you to all our volunteers, trustee members, parents, and, of course, the young people who make scouting what it is. Your time, energy, and enthusiasm are what keep the group thriving.

**David Percy**  
**Group Lead Volunteer**





## Squirrels Section Report

As we reflect on the past year with the Squirrels, it is essential to appreciate the many activities and events that have made it engaging and rewarding for our young members. Among the notable moments was the Remembrance Parade, where our Squirrels demonstrated their respect and understanding of this significant occasion. The Group Camp provided an opportunity for the children to bond and experience outdoor adventures together. Additionally, the Gilwell Funday was a highlight, filled with fun and exciting activities that showcased the spirit of Scouting.

Throughout the year, we held numerous weekly meetings filled with educational and entertaining activities. From learning essential skills like map reading and compasses, engaging in creative sessions such as making autumn wreaths and button bracelets, to outdoor explorations where the Squirrels developed their appreciation for nature.

We would like to extend our heartfelt thanks to the leaders of the Squirrels. The dedication and support of all the leaders have been invaluable to the growth and development of our group.

As we move forward, we would like to note that Hannah Curry has left the group. Her contributions over her time with the Squirrels have made a lasting impact, and she will certainly be missed by both the leaders and the young people.

Lastly, a big thank you goes to all the young people for their enthusiasm and energy that make each meeting enjoyable. We also appreciate the continued support from parents and all the volunteers who help make our group successful. Your involvement is crucial, and we encourage you to consider engaging further as we navigate the upcoming year of Scouting together.



## Beaver Section Report

It has been another very busy year. We have worked towards a number of badges in this period namely:

Cyclist

Disability Awareness 1 and 2

Creative

Money Skills

Explorer Emergency

Aid Gardeners.

Around 8 Beavers have attained their Bronze Awards and moved on to Cubs.

Group Activities are St. George's day Parade Group

Camp earlier in the Year.

Annual Pantomime was Snow White and the Seven Dwarves at St. Michael's Church.

All activities have had a good uptake from the section

Our Charitable Contribution alternates between Air Ambulance and Great Ormond Street Children's Hospital .

This year the collection is for GOSH. We are collecting pennies .

Finally I would like to thank the parents for their continued support through out the year and a special thanks to Linda and Debra.

Nabilah and the Young Leaders Leah ,Xena and Jack

**Selam Davies & Wayne Marchant**  
**Beaver Leader & Assistant Beaver Leader**



## Cubs Section Report

### **The Pack**

Currently we have 28 Cubs in the Pack with 5 about to leave to join Scouts this term and a couple of Beavers due to start with us.

### **Sleepover Nov 24**

We held a sleepover at HQ in November last year which was well attended by 16 Cubs. We cooked camp donuts Friday night and on the Saturday we walked to Oaks Park for a session at Yellow Spider Climbing.

Sunday morning saw us taking part in the Remembrance day parade.

### **Group Camp**

14 Cubs joined us across the weekend for the Group Camp at Blacklands Farm in May. We had a great weekend taking part in Archery, Caving, Wide Games, Camp Fire and other activities.

Hopefully all the parents enjoyed getting involved on the Sunday at the BBQ.

### **Gilwell Funday**

In June we took 13 Cubs a to Gilwell Park for the Funday along with the Beavers and Squirrels. Everyone could wander around and have a go at what ever activities took their fancy.

### **Summer Camp**

A new venue for this years camp at Huish Woods in Taunton was enjoyed by 11 Cubs along with the Scouts and Explorers.

After travelling on Saturday and setting up site we had a walk around our new surroundings after dinner. Sunday saw the construction of the camp swing and also camp skills preparing wood for the fire. The orienteering was shortened due to a rain shower dissolving everybody's maps.

Monday was a day on site which for the Cubs included the zipwire and a nature hunt.

While the Scouts and Explorers went for a hike on Tuesday morning the Cubs built bivouacs in the woods.

Tuesday afternoon saw everybody taking part in backwoods cooking. We cooked sea bass in newspaper, stew in tinfoil parcels, and apple crumbles and camp doughnuts. Everybody enjoyed it and some even tried things they wouldn't normally eat.

On Wednesday we went for a hike and a look around the caves at Cheddar Gorge

Thursday was another day on site and the Cubs took part in Frisbee Golf and Caving

After swimming on Friday morning we started the big job of breaking camp ready for the journey home.

A big thank you to everyone involved in the camp especially to Dave for all the hard work. Thanks also to our wonderful catering team for keeping us so well fed through the week.

### **Activities & Badgework**

As usual we have had a very busy year working on our badges. We have covered Fire Safety, Morris Danced as part of our Entertainer Badge, Money Skills, Personal Safety, Local Knowledge, DIY, Global Issues, Gardening and spent an evening at Oaks Park to do Backwoods Cooking.

We have had our usual hikes and fun in the park as well.

### **Chiefs Scout Silver Award**

Congratulations to Jayden, Patrick, Jimmy and Corentin who have all achieved their award in the last year.

### **Leadership Team**

As usual I need to give a massive thank you to the Leadership team without whom it would not be possible to offer the Cubs the programme that we strive for. Thanks to Bagheera (Graham), Raksha (Debra), Baloo (Wayne) for all their help. Thanks also to our Young Leaders, Kai and Isla some of which will not be with us going into the next term but thanks for all your efforts.

### **Thank You**

Thank you lastly to the Cubs for engaging in what we plan and provide and parents for joining in with us to help try and support all the young people with skills that they will carry with them not just through Scouting but also for the rest of their lives.

**Mark Dennis Markela**

# SCOUTS

## Scout Section Report

This year has been quite eventful for our scout troop, packed with engaging activities and memorable moments that have fostered a sense of adventure among our members. Notably, we had a successful Sponsored Climbing Day, during which our scouts displayed their skills and determination. Two teams from our troop participated in the Sutton District Night Adventure in November with one of our teams winning the competition. We also celebrated Ella Fairchild receiving the prestigious Jack Petchy Award, recognising her contributions and commitment to the troop. Our annual trip to Hampton Court for ice skating was another highlight, along with the district caving camp in January that provided a unique experience filled with exploration for a number of the Troop. Other activities included Group Camp and participating in the District Gorge Walking Camp, as well as a fun-filled water slide night during the summer and we finished off the term with Summer camp with the Cubs & Explorers.

Throughout the year, our meetings were a mix of fun and learning, where scouts had the opportunity to take part in a variety of activities. These included games nights, teambuilding exercises, skills sessions, and engaging community events such as the Remembrance Parade. There were also several themed nights, such as Burns Night and Chinese New Year, which added a cultural twist to our meetings.

As we look ahead, there are even more adventures planned for the upcoming year. Our scouts can look forward to a range of exciting activities that will continue to challenge and inspire them as they continue in their scouting journey.

It is important to extend my thanks to our leaders who have worked tirelessly throughout the year. A special thank you goes to Matt, Tony, Izzy, Charlotte, Aoife, Sonny, and Peter for their dedication and guidance. Their efforts have truly shaped the experiences of our scouts and contributed significantly to our troop's success.

Lastly, I would like to express appreciation to the young people for their enthusiasm and energy, which makes it all worthwhile for the leaders. Thank you also to the parents for their consistent support and to all the volunteers who contribute behind the scenes, ensuring our scout troop thrives. We look forward to another fantastic year filled with new adventures and lasting memories.

**David Percy**  
**Scout Team Lead**

# EXPLORERS

This year has been a year of change for Ruskin. Unfortunately, Emily and Andy had to step away from the leadership team at the start of the year and Jake has decided to step away at the end of the year. We are grateful for the many years that all three dedicated to the unit as leaders and wish them all the best. However over this year we have been joined by quite a few new faces in the leadership team.

Our current leadership team consists of; Leah, Andrew, Abi, Tom, Ellie, Luca, Deedee and Josh. Although we have a large number on the leadership team, many are at university so we are always looking for more help!

Ruskin has been involved in a multitude of exciting activities over the last year including, Axe throwing, Rifle Shooting, Climbing, orienteering, district rounders competitions. We have spent time strengthening our navigation and survival skills.

It has been a number of years since Ruskin has been able to have nights away. This year we managed four, Scarefest the annual Halloween event run by Scout adventures, Water weekend in Eastbourne, Group camp and Summer camp.

Summer camp saw the explorers go cliff abseiling, get dropped off in the middle of nowhere to make their way back to camp.

The Unit continues to go from strength to strength having consistently high attendance throughout the year with approximately 18-20 in attendance every session.

The year ahead looks promising with more camps in the works and the development of the Explorer Council to help develop the leadership skills of our young people. We start the new year with 28 members of the Unit who are all looking forward to the year ahead!

## **Treasurer's Report**

**1<sup>st</sup> Wallington Scout Group – Registered Charity 303847**

**General Purposes Fund Receipts and payments account summary for the year ended 31 March 2025**

	204	(1,272)
	30,929	32,201
	31,133	30,929

**Statement of assets and liabilities as at 31 March 2025**

		<b>2024/2025</b>	<b>2023/2024</b>
		<b>£</b>	<b>£</b>
<b>Monetary assets</b>	TSB Treasurer's Account	29,918	30,122
	Equals card balance	1215	807
		<b>2024/2025</b>	<b>2023/2024</b>
		<b>£</b>	<b>£</b>
	Total receipts (from page 37)	33,843	37,831
	Total payments (from page 38)	33,639	39,103
	Net receipts/payments		
	<b>Monetary balance at 1 April 2024</b>		
	<b>Monetary balance at 31 March 2025</b>		

**Total as above**

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31,133	30,929
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**Non-monetary assets retained for the charity's own use.**

Scout hall and land at 30 Ruskin Road. The hall is insured for £705,803 based on re-instatement as new.

Scout hall contents (furniture, fittings, kitchen and camping equipment), insured for £32,768.

The Ford Transit Minibus (SF16 WXO) was purchased on 30 July 2021 for £19,620.

**Liabilities: £Nil**

Approved on September 2025 on behalf of the Trustees

**1<sup>st</sup> Wallington Scout Group – Registered Charity 303847**

**General Purposes Fund Receipts for the year ended 31 March 2025**

			<b>2024/2025</b>	<b>2023/2024</b>
	<b>£</b>	<b>£</b>		
Membership subscriptions and joining fees			10,339	11,474
Less capitation (86 youth members)		and motion picture licence	(4,902)	
(5,194)				
			<hr/>	<hr/>
			5,437	6,280
Donations			2,090	-
Event contributions			12,967	10,703
Fund raising				
Jumble sale / Jamboree			2,113	6,195
Other income				
Hall letting			11,055	12,935
Other			181	1,718
			<hr/>	<hr/>
Total receipts			33,843	37,831

**Draft scout accounts 1<sup>st</sup> Wallington Scout Group – Registered Charity 303847**

**General Purposes Fund Payments for the year ended 31 March 2025**

	<b>2024/2025</b>	<b>2023/2024</b>
	<b>£</b>	<b>£</b>
<b>Upkeep of hall</b>		
Water rates	385	344
Rates	124	116
Cleaning	3,043	2,908
Gas and electricity	3,968	4,168
Insurance (hall and contents)	2,612	2,050
General maintenance	6,706	1,199

	16,838	10,785
Activities	10,090	17,828
Minibus operating costs		
New minibus	-	-
Insurance	1,040	970
Other costs	742	3,006
Other expenditure		
Equipment	2,361	2,463
Scout hall broadband	370	403
Fundraising costs	133	176
Scarves, woggles and records books	1,253	2,842
Sundry	182	-
Accountancy fees	630	630
Total payments	33,639	39,103

**1<sup>st</sup> Wallington Scout Group – Registered Charity 303847**

**Major Projects Fund Receipts and payments account summary for the year ended 31 March 2025**

	2024/2025	2023/2024
	£	£
Total receipts	-	-
Total payments – general maintenance	-	-

Net receipts/payments	-	-
Transfer form investment assets	-	-
<b>Monetary balance at 1 April 2024</b>	-	-
<b>Monetary balance at 31 March 2025</b>	-	-

**Statement of assets and liabilities as at 31 March 2025**

		<b>2024/2025</b>	<b>2023/2024</b>
		<b>£</b>	<b>£</b>
<b>Monetary assets</b>	TSB Treasurer's Account	-	-
		-	-
<b>Investment assets</b>	FP CAF UK Equity Fund B - Accumulation Units 23,597.5526 units (2024/2025: 23,597.5526 units)	51,745	50,919
	M&G Equities Investment Fund for Charities - Accumulation Units 63.308 units (2024/2025: 63,308 units)	21,547	19,456
		<u>73,292</u>	<u>70,375</u>

**Liabilities** Approved on September 2025 on behalf of the Trustees

**Report to the trustees of 1<sup>st</sup> Wallington Scout Group – Registered Charity 303847**

**Accounts for the year ended 31 March 2025 Set out on pages 36-39**

**Respective responsibilities of trustees and examiner** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement** My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement** In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Mr Nasir Shabbir  
Chowdhary & Co  
Chartered Accountants & Registered Auditors  
46 Syon Lane  
Osterley  
TW7 5NQ

September 2025

## Minutes from last AGM

**1<sup>st</sup> Wallington Scout Council**

**Annual General Meeting**

**21<sup>st</sup> September 2024**

**Group HQ**

1. Janet Drinkall GSL introduced the meeting and welcomed all attendees
2. Apologies for absence: Chris Robinson, James O'Kane, Maureen Taylor and Pam Norton

3. A. The minutes of last years AGM on 16<sup>th</sup> September 2023 were approved
- B. The proposal to adopt the model constitution from Chapter 5 of Policy, organisation and Rules was agreed
- C. It was noted that the groups financial year runs from 1 April to 31 March
- D. The appointed and community members of the group scout council were approved
- E. It was agreed that the Trustee board should have no more than 12 trustees but no less than 5
- F. The quorum for the group was agreed at 4 people – the minimum number needed to be present at Group Scout Council meetings

#### 4. Review of the previous year

- A. Janet, Group Lead Volunteer gave her review of the year- see below
- B. The Group Trustee Board approved the Annual Report and Statement of Accounts and the report on the accounts from Independant Examiner John V R Helps.

Janet invited questions on the accounts but there were none. She also thanked Chris Robinson, Treasurer.

#### 5. Members of the Group Trustee Board were appointed following recommendations from the open selection process initiated by the Group Trustee Board:

Group chair: James O’Kane

Group treasurer: Chris Robinson

Dave Percy

Mark Dennis

John Allen

Selam Davies

Jo Luck

Pam Norton

Matt Brice

Julia Coward

Standing down: Andy Wadman

The auditor was appointed: John Helps

#### 6. Awards were given out

Hunters award

Ruth Clark Award

Squirrels- Daniel Belaj

Molly Barnett-Rumph- Cubs

Beavers- Max Keenan

Cubs- Patrick McGovern

Long Service award

Scouts- Ella Fairchild

Matt Brice 10 years Janet

invested new leader Emil Jacovich.

Claire Percy, Deputy County Commissioner offered thanks for the amazing family and community feel that 1<sup>st</sup> Wallington has. She thanked all the leaders and Janet for all the behind the scenes work that goes on to keep the young people and the building safe and thanked the parents for letting their children attend at 1<sup>st</sup> Wallington. She finished by saying that although it will be a sad year to say some goodbyes it will be a good year for change.

A presentation was made for Janet and James who will be saying goodbye to the group soon as a thank you for all the years of work they have put into the group

The meeting was closed.

## **1<sup>st</sup> Wallington Scouts Constitution**

**Charity number: 303847 1. Preamble**

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

### **2. Charitable objectives**

2.1 As per 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.

### 3. The **Group Scout Council** and the **Group Trustee Board**

3.1 The **Group Scout Council** has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted appointments.

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**.

3.3 The **Group Scout Council** has no Trustee responsibilities.

3.4 **Group Scout Council** membership

- a. The ex officio members of the **Group Scout Council** are members by virtue of their role in The Scouts as detailed in Rule 5.3.3.1

**Rule 5.3.3.1**

*Ex officio members of the Group Scout Council are:*

- a. all adult members of the Group – see Group roles listed in the Chapter 16 Teams Table
- b. all Patrol Leaders of the Troop(s) in the Group
- c. all parents of Squirrels, Beavers, Cubs and Scouts in the Group
- d. all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- e. all parents of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- f. the Sponsoring Authority, where there is one, or its nominee
- g. the District Lead Volunteer
- h. the District Chair

- b. The **Group Scout Council** may appoint some members, on the recommendation of the Group Lead Volunteer and the **Group Trustee Board**. See Rule 5.3.3.4.

**Rule 5.3.3.4**

*The appointed members of the Scout Council are other supporters of the Group, District or County appointed by the Scout Council at their AGM on the recommendation of the Trustee Board for a fixed period not exceeding three years.*

A **Group Scout Council** does not need to have any appointed members.

- c. The **Group Scout Council** may appoint some community members. See Rule 5.3.3.5.

**Rule 5.3.3.5**  
*The community members of the 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.*

**Rule 5.3.3.6**  
*They are appointed by the Scout Council at their AGM, on the recommendation of the Trustee Board, for a period of one year.*

A **Group Scout Council** does not need to have any community members.

- d. The total number of appointed and community members of a **Group Scout Council** must not exceed the number of ex officio members.
- e. **Group Trustee Board** administration 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. 3.5 **Group Trustee Board** membership

There are three types of trustee:

- a. The **ex officio roles**, as defined in Rule 5.3.4.5(a).

**Rule 5.3.4.5(a)**  
*Ex officio*  
*These people are Trustees by virtue of their role in the Scouts. They are a vital part of the Trustee Board, providing a clear link with the leadership and operation of the charity. They are: a. For the Group Trustee Board – the Group Lead Volunteer [...]*  
*There is only one ex officio Trustee role for each of the above roles, so where there are joint role holders for a role, the role holders must decide, in discussion with the Chair, which of them should be the ex officio Trustee. However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in POR 16.13.1(e)).*

- b. **Appointed Trustees** (including Chair and Treasurer)

The selection process for Trustees must follow Rule 5.3.4.6.

**Rule 5.3.4.6**  
*The selection processes leading to appointment of Trustees must include a rigorous and transparent selection process and may include a nominations process or an election process or other locally appropriate procedures. It may include selection of persons with specific skills from outside the Scouts.*

*The Trustee vacancies should be advertised widely, including to all members of the Scout Council aged 18 or over, so that it is clear that it is an open process.*

*Persons recommended for appointment to the Trustee Board may include members of the Scout Council and may also include people from outside the Scout Council (including people from outside the Scouts) provided that there is no conflict of interest.*

Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a Group Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

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 approve the proposed names from the **Trustee Board**.

- c. **Co-opted members** 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 coopted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer.
- d. The Sponsoring Authority, or its nominee, has right of attendance at a **Group Trustee Board**.

**Rule 5.3.4 Trustee Board Membership Rule**

**5.3.4.1**

*A 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 5 Trustees. The maximum number of Trustees must be agreed by the Scout Council at its AGM. **Rule 5.3.4.2***

*Each ex officio, appointed and co-opted member of the Trustee Board is a charity Trustee of the Group, District or County. **Rule 5.3.4.3***

*It is good practice for a Trustee Board, and any sub-teams, to have at least two Trustees aged between their 18th and 25th birthdays. **Rule 5.3.4.4***

*A person must have reached their 18th birthday before they take on a charity Trustee role in the Scouts.*

#### **4. Group Scout Council – Annual General Meeting**

4.1 To support the planning and delivery of a Group AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

4.2 Each **Group Scout Council** must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. The Group should give a minimum of four weeks' notice of the date of the AGM.

4.3 The AGM must:

- a. Undertake governance oversight by
  - approving the minutes of the previous Group AGM
  - adopting (or re-adopting) the constitution of the Group (see Rule 5.3)
  - 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 financial year by
- receiving from the Group Lead Volunteer 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 which have been approved by the **Group Trustee Board**.
- c. Make appointments
- appoint a Chair of the **Group Trustee Board**, following recommendation from the selection process initiated by the **Group Trustee Board**.
  - appoint a Treasurer of the **Group Trustee Board**, following recommendation from the selection process initiated by the **Group Trustee Board**.
  - appoint other members of the **Group Trustee Board**, following recommendations from the selection process initiated by the Group Trustee Board.
  - 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. Group Trustee Board - purpose

5.1 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, working to ensure that the Group is meeting The Scout Association's overall aims and **strategic goals**.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

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

5.2 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.
- 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 highquality programme and resource requirements of the training programme (4.3.7 of The Scout Association Policy, Organisation and Rules).

**4.3.7: Programme Rule**

**4.3.7.1**

*All youth members should be offered a safe, high quality, balanced programme, run in accordance with The Scout Association's programme (see also Rule 4.1.3).*

**Rule 4.3.7.2**

*Other than Scout Network, the operation of each section must be overseen by a Section Team.*

*A Section Team comprises all Section Team Leaders, Section Team Members, and Young Leaders working with the section. Section Teams are responsible for planning and delivering the detailed programme of their section.*

*To assist with that programme delivery, the Section Team may call upon the assistance of helpers. **Rule 4.3.7.3***

*Section Teams must take account of:*

- a. *the youth programme*
- b. *badges and awards*
- c. *the section's method*
- d. *the additional needs of the section's individual members.*

*See also Rule 4.3.5, and the further information that is available about additional needs.*

**Rule 4.3.7.4**

*Section Teams must pay attention to the requirements of safety and to the rules in Chapter 9 governing activities.*

**Rule 4.3.7.5**

*Progressive responsibility for involvement of young people in planning and decision-making is an important element of the programme. Section Teams must ensure the effective operation of the Drey, Colony, Pack, Troop and Unit Forums. **Rule 4.3.7.6***

*A District 14-25 Team Leader is responsible for programme and projects undertaken by the District Scout Network. Members of the District Scout Network should play a leading role in organising projects to facilitate participation in the programme and, where possible, take responsibility for supporting projects.*

5.3 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.

Where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow this [guidance](#).

- c. maintain and manage:
  - a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
  - an investment policy for the charity
  - a public benefit statement for the charity

- d. 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
- e. ensure the appointment and management and operation of any sub-team(s), including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees.
- f. ensure that effective administration is in place to support the work of the **Group Trustee Board**
- g. appoint any co-opted members of the **Group Trustee Board**
- h. ensure transparency of operation, including:
  - 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
  - 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)
  - present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council for their consideration at the Group AGM
  - following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is filed as described in 5.7.2.2 of The Scout Association Policy, Organisation and Rules.

**Rule 5.7.2.2.**

*The Group Trustee Board Administrator must ensure that signed copies of the Trustees' approved annual report and accounts, are sent to the District Trustee Board Administration and District Treasurer within the 14 days following the relevant AGM at which the annual report and accounts were received and considered.*

- i. take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor
- j. individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- k. 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 reappointed or re-selected after years 1 and 2).
- l. 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 A **Group Trustee Board** may create sub-teams it deems necessary to support its governance function. The **Group Trustee Board** must ensure that for any sub-team 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 Lead Volunteer is an ex officio member

5.5 Sub-team members are not Trustees unless they are already members of the appointing **Group Trustee Board**.

5.6 All sub-team members must be recorded on the membership system.

## 6 Group Scout Council – Conduct of meetings

6.1 The **Group Scout Council** meets at their AGM (see Clause 4 / 5.4.4 of The Scout Association Policy, Organisation and Rules).

6.2 It would be unusual for there to be additional meetings of the **Group Scout Council**. This is because the primary task of the **Group Scout Council** is to appoint the Group Trustee Board. If members resign from the **Group Trustee Board**, Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed, thus rendering an additional meeting unnecessary.

**Rule 16.9.2**

**Rule 16.9.2.1**

*The Chair and Treasurer roles for each Trustee Board should always be filled.*

**Rule 16.9.2.2**

*If a Chair or Treasurer resigns before the next AGM, filling the vacancy as soon as possible should be prioritised. During the time of the vacancy all actions must be taken via a majority vote of all the Trustees. The ex officio member(s) of the Trustee Board must be present at the meeting.*

*These appointments are short-term, until the next AGM. The Trustees must either:*

- a. *appoint a current Trustee to the role, or*
- b. *co-opt a Trustee to take the role, in line with provisions in the charity's constitution for co-opting Trustees.*

**Rule 16.9.2.3**

*When a new Group, District or County is formed, a process must be implemented to take the new charity to its first AGM. This AGM must appoint Chair, Treasurer and other Trustees.*

*When two or more Groups, Districts or Counties are merged, a process must be implemented to take the new charity to its first AGM. This AGM must appoint a Chair, Treasurer and other Trustees. In effect a new charity is created from the merger.*

*Advice may be sought from the Support Centre at UK Headquarters on how this process should be managed.*

**Rule 16.9.2.4**

*The relevant Lead Volunteer may act as Chair for a brief period but only where no one else offers to undertake the role and not beyond the date of the next AGM. **Rule 16.9.2.5***

*There is no role of acting Chair or acting Treasurer. Any volunteer appointed to these roles on a short-term basis assumes the full responsibilities and expectations of the role.*

**Rule 16.9.2.6**

*The effect of the previous rules in 16.9.2 is that there is rarely, if ever, a requirement for an Extraordinary General Meeting of the Group, District or County.*

6.3 A **Group Scout Council** meeting should normally be convened with at least four weeks' 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**.

6.4 **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.

6.5 Only **Group Scout Council** members, as defined in Clause 3.4 / 5.4.3.4 of The Scout Association Policy, Organisation and Rules, may vote in **Group Scout Council** meetings.

6.6 The quorum for a **Group Scout Council** meeting is agreed by the **Group Scout Council** at their AGM (see Clause 4.3 / 5.4.4.3 of The Scout Association Policy, Organisation and Rules).

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.

6.7 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.

6.8 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.

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

## **7. Group Trustee Board - Conduct of meetings**

7.1 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**.

7.2 **Group Trustee Board** meetings are chaired by the Group Chair. If the Group Chair is unable to be present at a meeting, the **Group Trustee Board** may choose a member to act

as chair for the duration of the 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.

7.3 Only members of a **Group Trustee Board** as defined in Clause 3 / Rule 5.4.3 of The Scout Association Policy, Organisation and Rules may vote in its meetings.

7.4 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.

For any sub-teams of the **Group Trustee Board**, the quorum for each sub-team must be set by the **Group Trustee Board**, based on the size of the sub- team and the complexity of its task(s).

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

7.5 Decisions are made by a majority of votes cast by the Trustees 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.

7.6 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 Trustees are present at an agreed meeting place and others join by telephone or video.

7.7 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 Trustees 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.