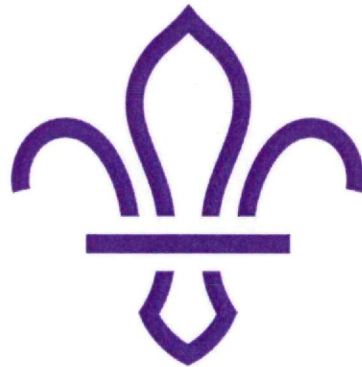


9<sup>th</sup> Doncaster (York Road) Scout Group



**Scouts**

Annual General Meeting and Review of the  
Scouting Year 2022/2023



Tuesday 23<sup>rd</sup> January 2024



*9<sup>th</sup> Doncaster (York Road)  
Scout Group  
Executive Committee*



**Agenda: Annual General Meeting 23 January 2024**

1. Present
2. Apologies for absence
3. Minutes of AGM 16 January 2023
4. GSL's report
5. Section Leaders' reports
6. Annual Accounts
7. Constitution and Transformation



**9<sup>th</sup> Doncaster (York Road)  
Scout Group  
Executive Committee**



**Minutes of the Executive Committee AGM  
Monday 16<sup>th</sup> January 2023**

**Present:** James Hagyard (JH), Catherine Lambert (CL), Amy Micklethwaite (AM), John Micklethwaite (JM), Glenys Motson (GM), Paul Stead (PS), David Williams (DW), Derek Cross (DC), Paul Brown (PB) Vicky Vickers (VV), Andy Flockton (AF), Carol Micklethwaite (CM), Sarah Foster (SF), David Motson (DM),

**Apologies:** Lynn Stead (LS), Carol Motson (CM)

<b>Point</b>	<b>Notes</b>	<b>Actions</b>
<b><u>1. Minutes of last meeting</u></b>	Minutes of the AGM on 18 <sup>th</sup> October 2021 were proposed by GM and seconded by DW.	
<b><u>2. Matters Arising:</u></b>	None	
<b><u>3. Section Reports</u></b>	GSL report was provided by outgoing GSL. Confirmation that all section reports were located in the AGM review document.  DW thanked everyone who supported the 9 <sup>th</sup> as we are such a strong group compared to some who have not made it on the back of Covid.	
<b><u>4. Treasurers Report</u></b>	Full year accounts by section and by group are located in the AGM review document.  CL added, we are in a similar place to where we were pre-Covid. We seem to have spent more in the past year but that is from the previous grants and Gift Aid. Hopefully, fundraising will become more apparent in the coming year.	
<b><u>5. Election of Officers</u></b>	Chair: DW proposed SL, seconded by GM, unanimously appointed.  Treasurer: CL proposed by DW and seconded by AM, unanimously appointed.  Secretary:  Change representative: DW proposed James Hagyard, seconded by VV, unanimously appointed.  Committee members reappointed LS, AM, GM, DM, SF, section leaders, and JM as representative of the Scout Section.	Exec committee to find a volunteer for the secretary post
<b><u>6. Any other Business</u></b>	DW presented with 30 years service award. Malcolm Rigg presented with Wood Beads to signify he's finished all of his Scout leader training. Nigel Edwards presented with his Wood Beads certificate	
<b><u>7. Date of Next Meeting</u></b>	To be decided	

# BEAVERS

## Beaver Scout Report

So, where to start.....

Our Beaver Scouts have been very busy this year. We visited Cusworth in May. This was a very warm day, we tried to find as much shade as we could to play some games and have a picnic.

June saw us visit Melton Woods. We built dens as part of badgework and took a snack. Beaver Scouts tend to be obsessed with having food on trips!

We camped at Hesley Wood in July. We used the Hesley marquee which made things a lot easier on the leaders but it was still a very busy time. The theme we used was Cowboys and Native Americans. We searched for gold, used a lasso to catch a cow, had a water shooting gallery, went down the zipwire and used the grass sledges.

We celebrated Diwali and had a reflection on Queen Elizabeth. The Beavers wrote their memories of the Queen.

In October, we had a circus fun day at our HQ. With the parachute as a 'Big top', with fairy lights, the Beavers played underneath with juggling balls, diablos, stilts, face painting. They visited the outside 'fair' and hooked ducks, aimed at the clown target and tin can alley.

Many other evenings involved showing their collections, Halloween and bonfire activities.

We were all set to have a Christmas sleepover but unfortunately the majority of leaders were ill and we had to call it off.

In February we had a residential at Squirrel Wood lodge. This was a great success. We did many activities which included Skip and Stephen visiting to

show the Beavers the tarpaulins and do a few activities with them around the setting. We made birdfeeders, played on the obstacle course, went weaselling, had a campfire and a 'midnight' walk!

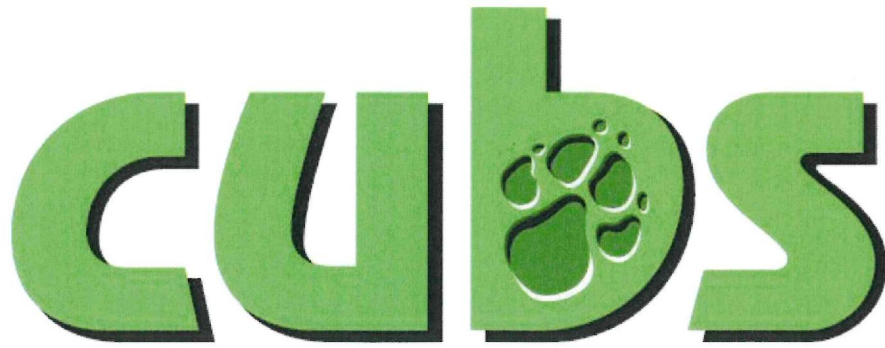
These are just a few of the many activities the Beavers have done this year, it has been so busy!

Many thanks go to the Leadership team and their supporters and a special mention must go to the fantastic young leaders we have at the moment.

Here's to many more great times!

Carol Motson

Beaver Scout Leader



## **9<sup>th</sup> Doncaster Kestrels Cub Pack**

We are running with around 25 Cubs. There are still fewer girls than boys at the minute, and they have come from Beavers. We have had a few come from outside the Scout movement this year.

We started the year with an Italian food taster night to see what the Cubs thought of the different food. Most seem to like the different food.

A pack night a few weeks later the weather came nice and sunny so we had our first Pack Night outside.

The following week we had another food tasting night, which the Cubs enjoyed again. The Cubs did a lot of work and activities at home to gain badges. The Leaders especially enjoyed the Chefs Badge.

We didn't have a Summer Camp this year as the Leaders thought it was too soon after lockdown. We had a tea party for the Queens Platinum Jubilee, where they decorated their own crown.

Just before the start of the summer holidays we had a few weeks of gaining the Athletes Badge.

As we started the summer holiday season, we had a water night which was very successful. The rest of the holidays we had fun nights where we had water games, team games, a Blindfold chocolate tasting night and more fun. For the first time in a very long time, we had to cancel 2 pack nights as we didn't have enough Cubs to run the pack nights.

The first week after the holidays we had a Mystery Taste Test, which was very funny with all the face pulling and interesting guesses.

Then we had the very sad news of Our Patron of Scouting, HM The Queen. The pack did a lovely tribute to the late HM Queen Elizabeth with her coat of Arms in they own decorative way.

At the beginning of October, we had our first Pack Holiday since Covid. We stayed in the lodge at Squirrel Wood, where there was lots of fun and laughter had. The weather was kind to us as it was a sunny weekend, so we did lots of outdoor activities, such as obstacle course, wood cutting, fire lighting, backwards cooking, weaselling, Arena games and the Cubs went on the Rifle range and Nerf guns. Unfortunately, I didn't attend this Pack Holiday as I had Covid.

A few weeks later, we gave all the Cubs a little pumpkin to create face for our Halloween Party. At the party we played lots of messy party games.

In November the Cubs and some Leaders, enjoyed a different Pack Night at Flipout , where they had lots of fun bouncing around then had food afterwards to finish the night. We attended the Remembrance Service at St Marys Church, Sprotbrough, which is a lovely service where they involve the children. We take our Pack Flag and other Group Flags take part in the service too.

In December we attend the District Frosty's Afternoon and Evening. The Cubs did lots of Christmas activities, Cooked smores and went to see Santa and his elves.

The following few weeks, we carried on the Christmas activities on our Pack nights until we finished for the Christmas Holidays.

In January, we started back with a New Year Party, then the following weeks we did an arctic adventure chocolate game, a back to basic night which involves Scouting from years ago and a knot tying night.

February, we had a pancake night with a variety toppings.

Then in March, the Cubs did a Communication Skills Blindfold Night followed by a food taste night of Chinese and Indian Food.

I would like to say A BIG THANK YOU to all the Leaders, Helpers and Young Leaders who have supported me and who have helped run the pack throughout the year.

**Akela**

*Vicky Vickers*

**Cub Scout Leader**



## SCOUT TROOP REPORT - For the year ended 31st March 2023

The Scout Troop numbers remain high. I personally applaud the Leadership Team for their continued enthusiasm in providing high quality experiences for our children which enables us to keep the numbers in the Troop high and attract Scouts down not just transitioning from Cubs but also from outside the movement.

Along with meetings at the Hut, the Scouts enjoyed evenings down at Squirrel Wood, where we have continued offering backwoods skills and experiences to our children.

In January, the Leadership Team organised a winter camp, indoors in the Lodge at Squirrel Wood. A cold weekend but plenty of activities took place both indoors and outdoors where again, Scouts learned new skills and reinforced skills learned previously. This is an exciting addition to our programme.

We carried out our usual offer of our Springoree Camp in May down at Squirrel Wood, where the usual array of activities were on offer from backwoods cooking to team building activities, Scouts picked up and utilised a variety of skills which would set them up well for Summer Camp.

We also enjoyed sessions of canoeing at Barnby Dun. This is an amazing resource on our door-step and it was great to see our Scouts back on water, hearing their laughter and seeing them do what they do best. A great time was had by all. At Barnby Dun, Scouts also enjoyed two hikes out, doing a round trip along the canal side, around 6 miles in total.

Next on the programme was our annual Summer Camp. This was to be held for a first time at Squirrel Wood, more local than we would have liked but we needed somewhere close by so that it made transportation of equipment easier. Scouts could be dropped off by parents which helped us greatly in the transportation of all the kit that we take. On the offer was a fantastic array of activities – backwoods skills, canoeing, climbing, archery, hiking, swimming, pioneering, orienteering, wide games and a visit to Hornsea beach. Again, it was amazing to see our young people having so much fun. All in all, a great camp was had by all! Thanks to all the Leaders who offered their time away from home to help on this camp, it is greatly appreciated.

We continued with badgework on a Thursday as well as mixing in a variety of activities into our programme such as tent pitching, cooking, lightweight cooking, fire lighting and knot work.

The leadership team is very settled and we now have an extensive number of skilled young people coming through the ranks as Young Leaders who are enthusiastic and putting in place many fun activities for our young people. It is great to see a new generation coming through.

FINALLY . . . . .

Thanks also to those often-unsung heroines, our wives/partners/girlfriends and, of course, to our families who all too often have to do without Daddy/Dad/Grandad for long periods of time. I would personally like to thank Kyla for all of her support whilst I pursue this very rewarding, unpaid job. It

does help a little now that both my boys also love Scouting! When you see the experiences that our young people gain and the happiness that they show, this is priceless!

David Stead

Scout Leader

9th Doncaster (York Road) Scout Troop



## Vikings Explorer Scout Unit

2023

The Vikings have had a very successful year. There has been a steady flow of new members throughout the year: from the 9th Scouts and other groups all over the district, along with some who are trying scouting for the first time. We currently have 26 full members.

### Chief Scout & King's Scout Awards

Several Platinum and Diamond Chief Scout Awards have been presented this year, along with various Duke of Edinburgh award badges for those that have participated in the scheme with their school. We have a large number working on Platinum and Diamond awards who have completed everything except the expedition, and planning for those is well underway.

For the first time the Unit leadership have been partnering with leaders from the Scout group in Tickhill in order to provide the Duke of Edinburgh Awards scheme alongside the Scout awards. Explorers in the unit can now sign up for DofE through the Unit and we can supervise and assess these ourselves. A number of the explorers have signed up so far, and when they complete their Chief Scout Awards they will also be presented with the equivalent DofE award.

We have had our first ever King's Scout Award awarded to Sam this year. Several more in the unit are actively working towards the top award, some of whom should complete it in the coming year.

### Young Leaders

We have an extremely enthusiastic group of Young Leaders currently. The majority of the Unit's members are Young Leaders: either at the Beaver, Cub and Scout sections of the 9th, or at other groups throughout the district and even at Guiding groups.

A number of them attended the Young Leader's training camp earlier in the year, to complete most of their training modules, and the Group kindly arranged a first aid course specifically for Young Leaders, which covered off the final module. Several have now also completed their missions and so have recently been presented with their completed awards.

We've had nothing but good feedback from the sections where these Young Leaders help out. I'd like to thank both the leaders of those sections for supporting them, and the young people themselves for working so hard and for setting a fantastic example for the younger beavers, cubs and scouts.

### Activities

The Explorers decide on their own programme, and plan nearly all their activities themselves, with the support of the Leaders. This has been an incredibly busy year, and just a small sample of the activities they've taken part in are listed here: bike rides, backwoods cooking, ice skating, canoeing, tarp shelter building, sleeping in hammocks in freezing temperatures, trampolining, District night hike competition.

The Unit also worked hard at the Group's various fund raising events, providing essential support to make these events successful. Lastly Nigel organised a Christmas meal for the unit, which was very successful.

### Camps

Sam and Matthew were selected for and attended the World Scout Jamboree in South Korea, which was a fantastic experience for them, despite the problems with the Jamboree itself. This involved a huge commitment from them (and their parents) to fundraise, and attend training camps etc. Since their return they've shared their experiences with us with a presentation, which was really great to see.

That's not the only international experience the Unit had, as we joined the Scout section for their summer camp at Walesby for "Forest Fest". There were scouts and explorers there from all over the country and also from other countries - friendships were formed particularly with scouts from Ireland and Denmark, who they are still in touch with. This has sown the seed for more international adventures, and some members of the unit are now interested in other jamborees and international camps, and perhaps attempting an Explorer Belt expedition.

I'd like to say a massive thank you to the Unit's Leaders, the Group, and all the Sections at the 9th for helping to support our Explorers over the last year.

Malcolm

Explorer Scout Leader



# 9<sup>th</sup> Doncaster (York Road) Scout Group



## Report of the Group Scout Leader

I write this report, having taken on the role of Group Scout Leader toward the end of the 2022-23 year to which it relates.

This is a year in which we lost our former Patron, Queen Elizabeth, to whom we give thanks for her support and patronage. We thank King Charles III for his patronage and support, and for giving his name to the highest award in the Explorer Scout section.

It is a great privilege to write this report, and I would like to thank all of the Leaders, Group Executive Members and supporters of the Group for their hard work and the time they have all given to our Group, for the benefit of its Young Members.

The 2022-23 year saw the group demonstrate its strength and the dedication of all its adult volunteers, as we emerged from the COVID-19 lockdowns with strong sections and exciting programmes retaining our young members.

At a time when many other Groups were unable to offer traditional Scouting activities, all sections returned to face to face meetings and offered camps, including camps for all sections at Squirrel Wood. In contrast, we have seen a neighbouring Scout Group and two local Explorer Scout sections close, making the Scouting offered by the 9<sup>th</sup> Doncaster and Viking Explorer Scout Unit even more important to the local community.

The Executive Committee, Leaders and adult supporters made courageous decisions to hold a Beer Festival, Bonfire Night and Christmas Fayre, following two years of lockdowns, all three events being a great success and enabling the Group to continue to offer Scouting of the highest quality to its young members. Thank you to everyone involved in running the Group, in the planning and delivery of the events and in ensuring that we have a fantastic headquarters for the use of our Young Members and the wider community.

Young Members of all sections have achieved awards at the highest level, including the first King's Scout Awards of the Carolean era in Doncaster. I would like, on behalf of all Young Members of the Group, to thank all Section Leaders in the 9<sup>th</sup> Doncaster Scout Group and Viking Explorer Scout Unit, for all the time and dedication you give to the Young Members, enabling them to undertake Scouting of the highest quality as members of the best Scout Group and Explorer Scout Unit.

As we move into 2024, we look forward to exciting programmes offered by all sections together with an extension to our headquarters, enhancing the Group's offering to our Young Members and our community.

Thank you.  
David 'Menai' Williams  
Group Scout Leader

## 9th Doncaster (York Road)

### Scout Group Accounts

#### Balance Sheet For Year 2022-2023

<b>Opening Balance</b>		<b>£21,368.68</b>	
<b>Income</b>	<b>Expenditure</b>		
Beavers Subscriptions	Gas	£2,648.14	£1,710.83
Cubs Subscriptions	Electric	£2,426.72	£1,156.88
Scouts Subscriptions	Water	£3,745.11	£163.66
Fundraising	Refuse	£12,039.56	£0.00
Beer Fest	Rates	£0.00	£571.84
Oktoberfest	Lease	£8,201.03	£405.00
Bonfire Night	Insurance	£2,000.00	£1,744.51
Christmas Fair	Building Maintenance	£0.00	£8,134.92
Banquet Night	Admin	£0.00	£906.54
Gift Aid	Equipment	£1,168.28	£2,164.15
Donations	Fundraising	£4,922.57	£8,595.25
Hall Hires		£200.00	£0.00
Miscellaneous	Beer Fest		£0.00
	Oktoberfest		£4,622.60
	Bonfire Night		£409.59
	Christmas Fair		£0.00
	Banquet Night		£3,857.00
	Training		£369.60
	Miscellaneous		£795.31
<b>TOTAL INCOME</b>	<b>TOTAL EXPENDITURE</b>	<b>£37,351.41</b>	<b>£35,607.68</b>
	<b>CLOSING BALANCE</b>		<b>£23,112.41</b>
	CASH IN BANK		£22,600.04
	Cheques to Bank 2020-2021		£0.00
	CASH IN HAND		£512.37
	DIFFERENCE		£0.00

**9th Doncaster (York Road)**

**Beaver Colony Accounts**

**Balance Sheet For Year 2022-2023**

Opening Bank Balance	£1,096.36
Opening Cash in Hand Balance	£401.81
Cash in Camp bank balance	£285.00
Opening Balance	£1,783.17

<b>Income</b>	
Subscriptions	£3,761.00
Camps	£1,550.00
Activities	£500.00
Donations	£0.00
Fundraising	£0.00
Misc	£109.00
<b>TOTAL INCOME</b>	<b>£5,920.00</b>

<b>Expenditure</b>	
Subscriptions to group	£2,350.63
Camps	£1,715.06
Scout Shop	£398.40
Activities	£1,013.11
Equipment	£689.00
Admin	£43.48
Refreshments	£261.20
Misc	£37.37
<b>TOTAL EXPENDITURE</b>	<b>£6,508.25</b>

**CLOSING BALANCE**      **£1,194.93**

CASH IN BANK	£1,026.32
CASH IN HAND	£149.57
Cash in Camp bank balance	£19.04
DIFFERENCE	£0.00

**9th Doncaster (York Road)**  
**Kestrel Cub Pack Accounts**  
**Balance Sheet For Year 2022-2023**

Opening Bank Balance	£1,236.20
Opening Cash in Hand Balance	£0.01
Cash in Camp bank balance	£0.00
<b>Opening Balance</b>	<b>£1,236.21</b>

<b>Income</b>	
Subscriptions	£3,799.00
Camps	£1,000.00
Activities	£370.00
Donations	£2.52
Fundraising	£0.00
Misc	£12.00

<b>Expenditure</b>	
Subscriptions to group	£2,374.38
Camps	£793.14
Scout Shop	£274.66
Activities	£1,171.31
Equipment	£67.98
Admin	£105.35
Refreshments	£128.37
Misc	£8.50

**TOTAL INCOME** £5,183.52

**TOTAL EXPENDITURE** £4,923.69

<b>CLOSING BALANCE</b>	<b>£1,496.05</b>	✓ JH
CASH IN BANK	£1,496.05	✓ JH
CASH IN HAND	£0.00	
Cash in Camp bank balance	£0.00	
DIFFERENCE	£0.00	

<b>List of Balances as at 31st March 2023</b>	
Balance as at 1st April 2022	£1,236.21
<i>Excess of Income over Expenditure (Profit)</i>	+ £259.83
<i>Difference to balance</i>	+ 0.01
<b>Pack Fund Balance at 31st March 2023</b>	<b>£1,496.05</b>
<i>J Hagyard 24/05/2023</i>	✓ JH

<b>Reconciliation of Bank Accounts</b>	
Balance at Bank as at 31st March 2023	£1,921.06
Add Cash banked not on statement	£0.00
	<u>£1,921.06</u>
Less Unpresented Cheques 000316	£425.01
	<u>£425.01</u>
<b>Cash Book Balance</b>	<b>£1,496.05</b>
<i>J Hagyard 24/05/2023</i>	✓ JH

**9th Doncaster (York Road)**

**Scout Troop Accounts**

**Balance Sheet For Year 2022-23**

Opening Bank Balance	£1,654.18
Opening Cash in Hand Balance	£230.69
Cash in Camp bank balance	£365.17
<b>Opening Balance</b>	<b>£2,250.04</b>

<b>Income</b>	
Subscriptions	£4,300.50
Camps	£8,006.00
Activities	£0.00
Donations	£34.93
Fundraising	£0.00
Misc	£144.14

**TOTAL INCOME** £12,485.57

<b>Expenditure</b>	
Subscriptions to group	£2,752.00
Camps	£6,760.76
Scout Shop	£571.10
Activities	£1,068.79
Equipment	£2,424.68
Admin	£68.35
Refreshments	£16.00
Misc	£249.11

**TOTAL EXPENDITURE** £13,910.79

**CLOSING BALANCE** **£824.82**

CASH IN BANK	£116.87
CASH IN HAND	£47.26
Cash in Camp bank balance	£660.69
DIFFERENCE	£0.00



CHARITY COMMISSION  
FOR ENGLAND AND WALES

9th Doncaster Danum Scout Group

509507

## Receipts and payments accounts

CC16a

For the period from	01/04/2022	To	31/03/2023
---------------------	------------	----	------------

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Subscriptions	11,860	-	-	11,860	8,657
Fundraising	22,241	-	-	22,241	1,255
Donations	1,206	-	-	1,206	1,272
Hall Hire	4,923	-	-	4,923	4,134
Camps & Activities	11,426	-	-	11,426	4,379
Gift Aid	-	-	-	-	-
Other Income	465	-	-	465	8,277
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>52,121</b>	<b>-</b>	<b>-</b>	<b>52,121</b>	<b>27,974</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>52,121</b>	<b>-</b>	<b>-</b>	<b>52,121</b>	<b>27,974</b>
<b>A3 Payments</b>					
Gas/Electric	2,868	-	-	2,868	1,532
Water, Rates & Refuse	736	-	-	736	611
Lease	405	-	-	405	149
Insurance	1,745	-	-	1,745	1,971
Building Maintenance	8,135	-	-	8,135	25,479
Equipment costs	5,346	-	-	5,346	3,721
Fundraising	13,627	-	-	13,627	1,136
Capitation	3,857	-	-	3,857	3,625
Adult Support & Training	370	-	-	370	-
Camp & Activities	12,522	-	-	12,522	5,512
Scout Shop	1,244	-	-	1,244	1,218
Refreshments	406	-	-	406	143
Administration Expenses	1,124	-	-	1,124	862
Miscellaneous	1,090	-	-	1,090	502
	-	-	-	-	-
<b>Sub total</b>	<b>53,475</b>	<b>-</b>	<b>-</b>	<b>53,475</b>	<b>46,461</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>53,475</b>	<b>-</b>	<b>-</b>	<b>53,475</b>	<b>46,461</b>
<b>Net of receipts/(payments)</b>	<b>- 1,354</b>	<b>-</b>	<b>-</b>	<b>- 1,354</b>	<b>- 18,487</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,570	-	-	28,570	47,057
<b>Cash funds this year end</b>	<b>27,216</b>	<b>-</b>	<b>-</b>	<b>27,216</b>	<b>28,570</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Current Account	25,919	-	-
	Cash in Hand	1,297	-	-
		-	-	-
	<b>Total cash funds</b>	<b>27,216</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK                      OK                      OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



# 9<sup>th</sup> Doncaster Scout Group

Registered Charity No. 509507



## Constitution

### 1. Preamble

This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board. In the interest of openness, especially for new members of the Group Scout Council, the Group Scout Council should re-adopt their constitution at each Annual General Meeting.

### 2. Charitable objects

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

The Group Scout Council has a governance role for the charity and, in particular, makes Group Trustee Board appointments other than ex officio and co-opted appointments (see Rule 5.4.5.2.c).

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. The Group Scout Council has no Trustee responsibilities.

### 4. The Group Scout Council - membership

Membership of the Group Scout Council does not provide any membership status of the Scouts.

There are three categories of membership of the Group Scout Council:

- a) Ex officio members, who are people who are members by virtue of their role in The Scouts.

- b) Appointed members, are other supporters of the Group. They are appointed by the Group Scout Council.
- c) Community members may be appointed by the Group Scout Council because of their role in the local community, for example local headteachers or local councillors.
- d) The total number of appointed and community members of a Group Scout Council must not exceed the number of Ex Officio members.
- e) Appointed members of a Group Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.
- f) Community members of a Group Scout Council are initially appointed for a term of one year, though they may be renewed annually at the Annual General Meeting.
- g) 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 Annual General Meeting). 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.

#### **Group Scout Council membership**

- a) The ex officio members of the Group Scout Council are:
  - all adult members of the Group – see Group teams and roles listed in the Chapter 16 Teams Table of The Scout Association's Policy, Organisation and Rules
  - all Patrol Leaders of the Troop(s) in the Group
  - all parents or carers of Squirrels, Beavers, Cubs and Scouts
  - all Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
  - all parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
  - the Sponsoring Authority, where there is one, or its nominee

- the District Lead Volunteer
  - the District Chair
- b) The appointed members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Lead Volunteer and the Group Trustee Board. The number of appointed members must not exceed the number of ex officio members.
- c) The County Lead Volunteer has the right of attendance at each Group Scout Council meeting in the County.
- d) Membership of the Scout Council ends when the:
- member resigns
  - member no longer qualifies as a member of the Group Scout Council
  - Group Scout Council is dissolved
  - Group Scout Council membership is terminated by UK Headquarters following a recommendation by the Group Trustee Board.

## **5. Group Scout Council - Annual General Meeting**

Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year.

The Annual General Meeting must:

- a) Undertake governance oversight
- approve the minutes of the previous Group AGM
  - adopt (or re-adopt) the constitution of the Scout Group charity (see Rule 5.3) of The Scout Association Policy, Organisation and Rules.
  - note the dates of charity's financial year
  - approve appointed and community members of the Group Scout Council

- agree the maximum total number of members of the Group Trustee Board
- agree the quorum for future meetings of the Group Scout Council

b) Review the previous year

- receive from the Group Lead Volunteer an overview of the past 12 months of Scouting activity in the Group
- receive and consider the Group Trustees' Annual Report and the annual statement of accounts approved by the Group Trustee Board.

Prior to the AGM, the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer.

This must include the formal report prepared by the auditor, independent examiner, or scrutineer.

c) Make appointments

- appoint a Chair of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
- appoint a Treasurer of the Group Trustee Board, following recommendations 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

Following each Annual General Meeting, the Group Trustee Board administration must ensure that:

- 1) all appointed Trustees are recorded on the membership system, as required by Rule 16.2.2. of The Scout Association Policy, Organisation and Rules
- 2) the Group Trustees' Annual Report and Accounts, including the formal report prepared by the auditor, independent examiner, or scrutineer are filed as described in Rule 5.7 of The Scout Association Policy, Organisation and Rules

It is good practice for the Group Trustee Board to verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting, even though the minutes cannot be formally approved until the charity's next Annual General Meeting.

Governance roles must be distinct to help manage conflicts of interest. This means that the roles of Group's Chair and Treasurer must be kept separate and be done by two different people.

## **6. Group Trustee Board – purpose**

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.

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 Scout Group, and in the best interests of the charity's members.

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 of The Scout Association Policy, Organisation and Rules.
  - 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 high quality programme and resource requirements of the training programme (Rule 4.2.2 of The Scout Association Policy, Organisation and Rules)

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
- 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 subteams, including appointing a Chair to lead the sub-team. 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 Annual General Meeting
  - 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's Annual General Meeting (AGM)
  - following the Group AGM, ensure that a copy of the Group Trustees' Annual Report and Accounts is sent to the District Trustee Board administration and, if the Group is a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i) take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- j) individually and collectively maintain confidentiality regarding appropriate Trustee Board business
- k) put in place annually a selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board.
- l) where staff are employed:
- act as a responsible employer in accordance with Scouting's 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

A Group Trustee Board may create sub-teams it deems necessary 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 Sub-team members are not Trustees unless they are already members of the appointing Group Trustee Board. All sub-team members must be recorded on the membership system.

## 7. **Group Trustee Board - membership**

Subject to the conflict of interest rules (see Chapter 16 and the definition of 'conflict of interest in the Definitions chapter), a Trustee may be a member of more than one Trustee Board.

A Group Trustee Board should comprise a maximum of 12 Trustees (the total of all Trustee categories), with a minimum of 5 Trustees. The maximum number of Trustees should be agreed by the Group Scout Council at its AGM.

Each ex officio, appointed and co-opted member of the Group Trustee Board is a charity Trustee of the Group.

People invited to attend meetings of the Group Trustee Board, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

Certain people are disqualified from being charity trustees by virtue of the Charities Acts

Some Groups may also need to register as a charity (See Rule 13.1.2 of The Scout Association Policy, Organisation and Rules ).

If registered, the Group registration number must be recorded on the membership system.

Groups must not use any other charity number than their own.

All Trustees must complete learning as specified in Rule 16.2.1 of The Scout Association Policy, Organisation and Rules and the Chapter 16 Teams Table. of The Scout Association Policy, Organisation and Rules.

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

Where there are multiple role holders for a role that has ex officio Trustee status, each role holder must be eligible to be a Trustee (as specified in Chapter 16), even though only one will be appointed as a Trustee.

Each Group Trustee Board requires effective administration. This administration is part of the responsibility of the Group Leadership Team. The administration can be provided by one or more persons as appropriate to the Group.

The selection processes leading to appointment of Group Trustees must include a rigorous and transparent selection process, which includes advertising vacancies widely.

The members of the Group Trustee Board are:

- a) The Group Lead Volunteer is an ex officio member of the Group Trustee Board.

There is only one ex officio Trustee role for a Group Lead Volunteer, so where there are joint role holders for Group Lead Volunteer, the role holders must decide, in discussion the Group Chair, which of them will be the ex officio Trustee. However, each Group Lead Volunteer role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

- b) The Group Trustee Board must initiate a selection process to propose a Group Chair to the Group Scout Council for appointment at their AGM.
- c) The Group Trustee Board must initiate a selection process to propose a Group Treasurer to the Group Scout Council for appointment at their AGM.
- d) The appointed members of a Group Trustee Board are persons appointed by the Group Scout Council at the Group's AGM. This will follow a selection process initiated and overseen by the Group Trustee Board.
- e) The co-opted members of a Group Trustee Board are persons co-opted annually by the Group Trustee Board. The number of co-opted members must not exceed the actual number of appointed Trustees (excluding Chair and Treasurer).
- f) The District Lead Volunteer, the District Chair and the County Lead Volunteer each

have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County.

- g) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board. If a Trustee Board Chair or Treasurer resigns, then Rule 16.9.2 of The Scout Association Policy, Organisation and Rules must be followed.

## **8 Group Scout Council - Conduct of meetings**

The Group Scout Council meets at their Annual General Meeting (see Rule 5.4.5). It would be unusual for there to be additional meetings of the Group Scout Council.

A Group Scout Council meeting should normally be convened with at least twenty eight calendar days' 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.

Group Scout Council meetings are chaired by the Group Chair . If the Chair is unable to be present, the 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.

Only Group Scout Council members, as defined in Rule 5.4.4, may vote in Scout Council meetings.

The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their Annual General Meeting. 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 appropriate date.

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.

In order 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 and face-to-face, there must be an online poll or other electronic method of counting votes.

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

**9 Group Trustee Board - Conduct of meetings**

Meetings of the Group Trustee Board should be convened on at least fourteen calendar days' 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.

Group Trustee Board meetings are chaired by the Group Chair. If the Group Chair is unable to be present, they may appoint a delegate to chair a 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.

Only members of a Trustee Board as defined in Rule 5.4.7 may vote in meetings of the Trustee Board.

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.

If there is no quorum present at a meeting of the Group Trustee Board, the meeting must be closed and reconvened at the earliest available appropriate date.

Approved by the Annual General Meeting of the 9<sup>th</sup> Doncaster Scout Group's Group Scout Council.

Date .....

Signed.....

Name .....

Position.....