

AGM – 22nd June 2026

Present:

Group Trustee Board

Vacant (Chair)

David Clark (Vice Chair)

Andy Lowles (Group Lead Volunteer)

Jenny Lowles (Cub Team Lead)

Tara Novelle (Group Treasurer)

Laura Binstead (Child Protection)

Scott Adams (Parent Rep)

Phil Harding (Parent Rep)

Ben Ewins (Parent Rep)

Invited Guests

Approximately 18 parents of the Group's Scout Council.

Minutes taken by Laura Binstead

1. Welcome

Andy Lowles (Group Lead Volunteer) as currently we have no Chair_welcomed members of the Group Scout Council and Guests.

2. Apologies for absence

Pam Pearce – District Volunteer Team Lead.

Keith Goodall (District Chair)

Simon Cope (Owlsmoor School Head Teacher)

3. Governance topics

a. Approve the minutes of the last Annual General Meeting

Minutes from 2nd June 2025 AGM were published on website and shared with the Group Trustee Board.

Andy informed the Group Scout Council that the Group Trustee Board had reviewed the minutes and proposed that these minutes are taken as read and asked the Group Scout Council to agree that they're a true record of that meeting.

The minutes were accepted by those present by a show of hands.

b. Adopt the model constitution from Policy, Organisation and Rules (POR)

In line with the recommendation from The Scout Association, the Group Trustee Board proposed the group adopt the model constitution from Chapter 5c of Policy, Organisation and Rules.

A copy of this was available for review and inspection prior to the meeting on the website.

The constitution was proposed by the Andy and accepted by those present by a show of hands.

c. Note the Group's financial year

The GLV informed the Group Scout Council members that the charity's financial year is 1 April to 31 March.

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

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

As the Group currently have 8 Trustees, Group Lead Volunteer proposed the Group Trustee Board consist of 8 members.

This was accepted by those present by a show of hands.

e. Agree the quorum for future meetings of the Group Scout Council

The GLV proposed the quorum continue to be set at 10 people. This was accepted by those present by a show of hands.

4. Review of the Previous Year

a. Group Lead Volunteer's Review

The Group Lead Volunteer read his review of 2025/26 and provided a general overview of all 3 sections. Key highlights included camp activities & increased diversity (more girls in the Group).

He also thanked all parents who help as well as the section volunteers, but reiterated the need for more support / volunteers to ensure the group can continue to offer the great range of activities without placing further burden on existing volunteers.

A copy of the review will be made available on the website as part of the slides presented at the AGM.

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

The GLV confirmed that the Group Trustee Board had approved the Annual Report and Statement of Accounts and had received the report on the accounts from Dan Cooper (Scrutineer). These were made available on the website prior to the AGM.

The Group Lead Volunteer gave a short explanation of the Statement of Accounts on behalf of the Group Treasurer.

Balance at 28 th March 2025	£30,406.33
Balance at 31st March 2026:	£33,120.64

The Group Scout Council were informed at the previous AGM that Hut maintenance was required & planned for 2025-26. This has subsequently been carried out, which is evident in the expenditure on Hut and Equipment Maintenance during the year. The group has already paid professional services a £540 admin fee for the lease and there will be an additional cost once this is finalised.

The Group Scout Council received and considered the Group Statement of Accounts.

5. Making appointments

a. Appoint the Group Chair

The role of as Group Chair is still currently vacant, and the Group Trustee Board are looking for replacement. The Group Scout Council were asked for their support in finding someone / considering volunteering. In the interim, the Group Chair tasks will be picked up by members of the Group Trustee Board.

Question from the room regarding whether a Group Chair could take on the role mid-year. This was confirmed as the Group Trustee Board could co-opt a new Group Chair at any time and then formally appoint at the next AGM.

b. Appoint the Group Treasurer

Tara Novelle confirmed that she is happy to continue in position as Group Treasurer.

This was approved by the Group Scout Council by show of hands.

c. Appoint members of the Group Trustee Board

Below current members who were appointed for a period of 3 years at the previous AGM have confirmed they were willing to continue in their roles.

- Vice Chair - David Clark
- Child Protection Officer - Laura Binstead
- Phil Harding - Parent Rep
- Scot Adams - Parent Rep
- Jenny Lowles – Cub Section Leader
- Ben Ewins (Parent Rep)

This was approved by the Group Scout Council by show of hands.

The GLV thanked the Trustees for their work during the year.

d. Appoint the Scrutineer

The Group Treasurer proposed Dan Cooper as Scrutineer, who is qualified for the role & willing to undertake it. He has signed off this year's accounts.

This was approved by the Group Scout Council by show of hands.

6. Closing remarks

The Group Lead Volunteer thanked everyone for attending and closed the meeting.

The meeting closed at 19.49hrs.