ANNUAL GENERAL MEETING

**Guide Lines / Aide-mémoire for the 20XX AGM**

**Secretary -** Health & Safety and domestic announcements**.**

1. **Introduction & welcome**

**Chair:**

Opening remarks.

Thanks to the venue for the use of their facilities.

Welcome to Members of the Group Scout Council and Guests especially [if not included here, have a separate list available on the day.]

1. **Apologies for absence**

**Secretary:**

Apologies have been received from [have a separate list available on the day].

*OR*

Apologies have been received from NN persons and their names will be included in the minutes of this meeting.

1. **To approve the Minutes of the Annual General Meeting held on DD MMM 20XX**

**Chair:**

The minutes have been previously reviewed by the Group Executive Committee at their first meeting after the previous AGM and so I propose that the minutes are taken as read and ask the Group Scout Council to agree that they are a true record of that meeting.

Seconder please…………………………. / Show of hands to approve***.***

1. **Governance topics**

**Chair** notes to the Group Scout Council members present that this part of the meeting is a necessary part to make sure that the charity’s foundations are in good order.

**4a. To adopt the model constitution from Policy, Organisation and Rules**

**Chair:**

In line with the recommendation from Scout Headquarters. I propose that we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. A copy of this was available for review and inspection prior to this meeting, and copies are also available at the meeting.

Seconder please ……………………. / Show of hands to approve.

**4b. Note the Group’s financial year**

**Chair:**

Members of the Group Scout Council are asked to note that our charity’s financial year is 1st April to 31st March.

**4c. Agree the number of members that may be elected to the Trustee Board**

**Chair:**

The Group Scout Council must agree at its AGM the number of people that can be elected to the Trustee Board. The recommendation from the outgoing Trustee Board is that 4 people can be elected. I propose that the Group Scout Council approves that recommendation.

Seconder please ……………………. / Show of hands to approve.

**4d. Agree the quorum for each of the Group Scout Council (including this AGM), meetings of the Group Trustee Board, meetings of any sub-committees**

**Chair:**

The Group Scout Council must agree at its AGM the quorum – the minimum number of Group Scout Council members that must be present at a meeting of the Group Scout Council. The recommendation from the outgoing Trustee Board is that the quorum should be set at 15 persons. The Group Scout Council is asked to approve that recommendation.

Seconder please ……………………. / Show of hands to approve.

**Chair:**

The Group Scout Council must agree at its AGM the quorum for Trustee Board meetings, and any sub-committee meetings. The Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of Trustee Board members plus one and that the that the sub-committee quorum should be set at one third of Trustee Board members plus one. The recommendation from the outgoing Trustee Board is that the quorum should be set the Charity Commission good practice statement. The Group Scout Council is asked to approve that recommendation.

Seconder please ……………………. / Show of hands to approve.

1. **Review of the previous year**

**Chair** notes to the Group Scout Council members present that this part of the meeting is the opportunity to reflect on the activities of the past year.

**5a. Group Scout Leader’s Review of Scouting in the Group**

**Chair** asks GSLto present their Annual Review.

**GSL** gives their review.

**Chair** thanks GSL for their review.

**5b. To receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts**

**Chair:** The Group Trustee Board has approved the Annual Report and Statement of Accounts and Accounts, and the report on the accounts has been received from the Scrutineer/Independent Examiner.

**Chair** asks the Group Treasurer, to give their explanation of the Statement of Accounts.

**Treasurer** to explain the Statement of Accounts.

**Chair** invites questions from the floor regarding the Trustee Annual Report, and the Annual Accounts.

Thanks to *Treasurer (name)*

***(NOTE – no vote is required, the Group Scout Council only ‘receives and considers’)***

1. **Making appointments**

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

**6a.** [If required] **To (re-)appoint Group President and/or Vice-Presidents**

**Chair** notes that appointments as Group President and/or Vice President are made by the Group Scout Council.

Chair advises that name(s) is proposed as President and/or Vice-President. Show of hands to (re-)approve.

**6b.** [If required] **To note any other supporters who may be admitted to membership of the Group Scout Council, including former Scouts and parents, by the Group Scout Leader, the Group Trustee Board or the Group Scout Council.**

**Chair** notes that the Group Scout Council can admit other persons to membership. Chair advises that name(s) are nominated as members of the Group Scout Council. Show of hands to approve. These are persons who are to be admitted as members of the Group Scout Council in addition to the ex officio list in POR Rule 5.4.2.5.

***(Note: these nominations are to the Group Scout Council (the persons attending this AGM). They are not members of the Group Trustee Board. Note also that these nominations can be by name or by role.)***

**6c. To approve the Group Scout Leader’s nomination of the Group Chair**

**Chair:** I now hand the chairmanship of this meeting over to the GSL.

**GSL** nominates *name* as Group Chair and asks for a show of hands as approval.

*Note: If there is to be a new Group Chair then there must be an agreement* ***PRIOR*** *to the meeting as to whether the outgoing Chair continues to chair this meeting, or whether the new Group Chair should take over immediately. However, it is* ***strongly*** *encouraged that the new Group Chair starts in role* ***after*** *the AGM is complete.*

**6d. To elect the Group Secretary**

**Chair:** The ‘Group Secretary’ is an elected appointment and, as required, name has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve name’s election.

**6e. To elect the Group Treasurer**

**Chair:** The ‘Group Treasurer’ is an elected appointment and, as required, *name* has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve *name’s* election.

**6f. To elect persons to the Group Trustee Board**

**Secretary -** the following have been formally proposed and seconded in writing by the due date:-

Xxx1

Xxx2

Xxx3

Xxx4

**Chair** - requests a show of hands to approve their election.

***NOTE that there must not be more names elected than were approved at agenda item 4c. There can be fewer than agreed at 4c, but not more.***

***NOTE that it is very important to arrange the nominations for election BEFORE the meeting. It is very poor to be heard to be pleading for new members from the Group Scout Council members present at the meeting.***

**6g. To approve the Group Scout Leader’s nominations to the Group Trustee Board.**

**GSL** – my nominations to the Group Trustee Board are:

Yyy1

Yyy2

Yyy3

Yyy4

***NOTE: no more can be nominated than were actually elected at 6f above.***

**Chair** thanks the Trustees for their work during the year and in particular those members who are standing down – AAAAA and BBBBB.

NOTE: Co-opted members (if any) of the Group Trustee Board are appointed by the Group Trustee Board themselves at one of their meetings, and not at the AGM. There can ne no more co-opted members of the Group Trustee Board than the numbers actually elected at 6f above.

**6h. To appoint the Scrutineer / Independent Examiner / Auditor**

**Treasurer** topropose KKKKK

**Chair** - KKKKK has been proposed and seconded and is qualified for the role. May I have a show of hands to approve KKKKK’s nomination.

**NOTE: The requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor will be found at** <https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-group-districts-countiesareas-scottish-regions/>

**The template for a Scrutineer or an Independent Examiner to use to report back to the Trustee Board will be found** at <https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/>

1. **Closing Remarks**

**Chair** to close the AGM, thank all for attending and outline any arrangements for the rest of the event.