

# Do more Share more Be more

#SkillsForLife



**Welcome to a guide to help the Group Scout Leader (GSL) and Group Chair understand and manage the process of the Group Annual General Meeting (AGM). This is an important event in the Group calendar and needs to be planned carefully in order to show people that the Group is in good governance and delivering excellent Scouting.**

By identifying and engaging committee members, both new and established, in the months prior to the

event, it allows you the opportunity to discuss the role in detail and the level of commitment required. People are more likely to say yes if they know what they are agreeing to rather than responding to a general plea of support during the AGM itself.

Technically the AGM is the Group Executive, as Charity Trustees, reporting their activities to the Group Council. The reporting required is laid out by Policy, Organisation and Rules (POR) and does not need to include the activities of the Colony, Pack and Troop. In practise though these are often combined into an Annual Review, including the AGM.

Some Groups hold their meeting as part of another event and include contributions from the Scouts, Cubs and Beavers or have an invited speaker or other activity. You can also use it as an opportunity to celebrate successes, show a video of recent activities or launch a new project.

This document deals primarily with the AGM and consists of; a checklist detailing activity prior, during and after the AGM together with further guidance and reference to legislation.

We hope you find it useful, should you need further support or clarification, or if you have ideas to improve this, please do contact the District Team.

# Checklist for Group AGM's

To be read in conjunction with documents:

- Trustees & Governance – Charities and Meetings - <https://www.gov.uk/government/publications/charities-and-meetings-cc48>
- Members resources – Executive Committees - <https://members.scouts.org.uk/supportresources/search/?cat=55,594>
- POR's rule 3.23 – Constitution of the Scout Group - <https://scouts.org.uk/media/980485/Chapter-3.pdf>
- Scouts factsheet LT103950 – <https://members.scouts.org.uk/supportresources/3265/accounting-and-reporting-requirements?cat=419,55,261,395>

1	Before the AGM	<input checked="" type="checkbox"/>
1.1	The AGM is held once a year and must be within 6 months of the end of the Group's financial year.	<input type="checkbox"/>
1.2	The agenda includes: To receive and consider the audited annual report and accounts. See Scouts Factsheet LT103950	<input type="checkbox"/>
1.3	<p>The annual report must contain the information within the annual report template (LT700001) which is available from <a href="http://www.scouts.org.uk">www.scouts.org.uk</a></p> <p>Other than a report from the Group Chair and Group Treasurer, other reports can also be included from the Group Scout Leader and sub-committees (where appropriate) to evidence how the Group money has been spent, challenges occurred which has resulted in an overspend or failed delivery of the objectives and operational plans for the next financial year.</p> <p>The annual report is from the Group Executive Committee as trustees of the Group and is an official document. Reports from individual sections do not need to be presented in the annual report but instead can be presented in a separate annual Group Review.</p>	<input type="checkbox"/>
1.4	The Annual Report is to be signed by the Group Chair and one other appropriate Executive Committee member once it has been approved by the Group Executive Committee at a separate meeting <b>prior</b> to the AGM	<input type="checkbox"/>
1.5	Ensure understanding of ex-officio, elected, nominated and co-opted members.	<input type="checkbox"/>
1.6	The notice: Should be sent to every member of the Group Scout Council (as listed in <a href="#">Policy, Organisation &amp; Rules</a> ), those with right of attendance, and to other people whom the Executive Committee would like to invite	<input type="checkbox"/>
1.7	<p>The notice must state that it is an AGM – but can be part of a larger event</p> <ul style="list-style-type: none"> <li>• It must set out the date, time, location of the meeting</li> <li>• Must include the listed name of the charity and the charity registration number</li> <li>• Should set out the agenda in a clear manner (see Appendix B for example)</li> <li>• Should include that every member of the Group Scout Council is entitled to attend and to vote</li> </ul>	<input type="checkbox"/>
1.8	The notice and above documents should be sent or posted at least 21 days in advance of the meeting.	<input type="checkbox"/>
1.9	Notice of a resolution i.e. proposing to appoint a new auditor or requests for new nominations must be given at least 21 days in advance of the meeting	<input type="checkbox"/>

2 Meeting venue		<input checked="" type="checkbox"/>
2.1	Make sure the venue is booked in plenty of time, allows access to all members taking into consideration access for those with a disability and public transportation links. It is worth visiting the venue beforehand if you are unfamiliar	<input type="checkbox"/>
2.2	Estimate how many will attend the meeting	<input type="checkbox"/>
2.3	Ensure that the venue complies with health and safety regulations and is fit for purpose	<input type="checkbox"/>
2.4	Ensure that you will have access to the room in plenty of time in advance of the meeting to arrange for logistics and setting up of equipment:	<input type="checkbox"/>
2.5	How will the room be laid out?	<input type="checkbox"/>
2.6	Who will sit where? Normally the GSL and the main officers will have a prominent position	<input type="checkbox"/>
2.7	Will sound and vision equipment be required? (Don't forget to test it before the event).	<input type="checkbox"/>
2.8	The person who has had the responsibility of organising the AGM delegated to them should first agree a budget with the Group Executive and then manage the expenditure for the event ensuring that spend remains within budget	<input type="checkbox"/>
2.9	A risk assessment is drawn up for the event (if hiring a venue this may also include a risk assessment already completed by the venue operators)	<input type="checkbox"/>
2.10	An InTouch process needs to be agreed and in place for the duration of the event	<input type="checkbox"/>

3	During the meeting	<input checked="" type="checkbox"/>
3.1	At the commencement of the meeting the Chair should ensure a quorum is present	<input type="checkbox"/>
3.2	Ensure copies of all documents, including the agenda, are available and sent out before the meeting.	<input type="checkbox"/>
3.3	For re-election of Executive Committee members each member should be re-elected separately.	<input type="checkbox"/>
3.4	The Secretary or another appropriate person will take the minutes of the meeting	<input type="checkbox"/>
3.5	It is advised that the Secretary has access to a copy of the Group constitution and Policy, Organisation & Rules.	<input type="checkbox"/>
3.6	All those present should be asked to complete an attendance sheet	<input type="checkbox"/>
3.7	It is suggested that all Executive Committee members and members of Group Leadership team should attend, wearing name badges	<input type="checkbox"/>
3.8	Attendance by any other persons who are not part of the Group Scout Council – auditors, scrutineers, registrar, external auditors, local dignitaries etc - is acceptable but they do not have a vote. Ensure these people are introduced at the start of the meeting.	<input type="checkbox"/>
3.9	Executive Committee's Annual Report and annual statement of accounts along with other supplementary reports are only considered by the Group Scout Council and no vote of acceptance is required. Time should be allowed for any questions from Council members.	<input type="checkbox"/>
3.10	The Secretary and Chair can prepare a script to cover the running order of events for reference by the Chair at the meeting.	<input type="checkbox"/>
3.11	At the point in the agenda when it is the nomination for Group Chair, the Chair should hand over the running of the meeting to the Group Scout Leader who will then ask the Group Scout Council for their approval of their nomination. The newly nominated Chair will then take up the running for the rest of the meeting (or it can be agreed for the out-going Chair to continue running the meeting to avoid delays to the flow of the meeting and situations of people moving chairs.)	<input type="checkbox"/>
3.12	Changes to the Group Constitution – only required if the Group has a separate constitution – this can only be changed at an AGM or EGM	
3.13	If not already specified in the Group Constitution, the Group Scout Council must vote on a resolution to define the meeting quorum for the Group Scout Council, Group Executive Committee and any sub-committee, some Group's have a Group Constitution containing this information. <i>POR 3.23 d iii - this does not need to be done every year but should be reviewed on a regular basis. It can only be changed at an AGM</i>	<input type="checkbox"/>

4	Voting	<input checked="" type="checkbox"/>
4.1	The Chair should explain the method of voting (show of hands or ballot)	<input type="checkbox"/>
4.2	Ensure that sufficient supplies of ballot papers are available if required	<input type="checkbox"/>
4.3	<p>Voting must happen to;</p> <ul style="list-style-type: none"> <li>• Agree with the Group Scout Leader's nomination of Group Chair</li> <li>• Elect an individual to the role of Group Secretary</li> <li>• Elect an individual to the role of Group Treasurer</li> <li>• Elect other individual members of the Group Scout Council to the Executive Committee</li> <li>• Agree with the Group Scout Leader's nominated members to the Executive Committee</li> <li>• Agree a quorum (if required to set annually) for meetings of: <ul style="list-style-type: none"> <li>○ The Group Scout Council</li> <li>○ The Group Executive Committee</li> <li>○ Any Sub-committees formed by the Executive Committee</li> </ul> </li> <li>• Agree the appointment of either an auditor, independent examiner or scrutineer as appropriate</li> <li>• Agree any proposed changes to the Group constitution by the Group Executive Committee.</li> </ul>	<input type="checkbox"/>
4.4	Where there is only one candidate, approval is still required, and this can be achieved by a show of hands	<input type="checkbox"/>
4.5	<p>Section Leaders (not Assistant Leaders or Section Assistants) are entitled to be ex-officio members of the Group Executive Committee and as such, must make a declaration, either orally at the meeting*, or in writing – to indicate that they are willing to serve as a Charity Trustee</p> <p>Such a declaration can be found in Appendix C</p> <p>*It is advisable for the GSL to speak to the section leader in advance of the AGM to ask what their intention is and how they prefer to declare their intent. Some leaders may feel awkward being put on the spot during the AGM itself.</p>	<input type="checkbox"/>

5	After the AGM	<input checked="" type="checkbox"/>
5.1	The Secretary should collect all paperwork and securely destroy any confidential or GDPR related material that is not needed.	<input type="checkbox"/>
5.2	The Secretary should put the minutes into a publishable format and store them securely in a location that future Executive Committees can access e.g. on a Group SharePoint site. It is recommended that a copy of the minutes and the Annual Report and accounts are circulated to all Group Scout Council members for their viewing.	<input type="checkbox"/>
5.3	The Group Executive Committee must send a signed copy of the annual statement of accounts and Annual Report to the District Treasurer within 14 days of the AGM. POR 3.48(h)	<input type="checkbox"/>
5.4	The Group Chair must ensure any new members complete the mandatory training “Essential Information for Executive Committee Members” (Module 1E) and the supplementary GDPR training as part of their induction to the role, within 5 months of taking on the role.	<input type="checkbox"/>
5.5	The Group Chair and/or Secretary (supported by the District Appointments Secretary) <b>must</b> ensure that the records held on Compass are updated for any new members joining the committee. This to include communication preferences. Compass records will also need to be closed for former members leaving the committee.	<input type="checkbox"/>
5.6	New members <b>must</b> then complete a Disclosure check and sign the Trustee Declaration on the Adult Information form within 2 weeks of the AGM.	<input type="checkbox"/>
5.7	Section Leaders and other uniformed adults on the Executive Committee must have their Executive membership role added to their existing Compass record.	<input type="checkbox"/>
5.8	If the Group is a registered charity with the Charity Commission, a copy of the Annual Report and accounts must also be submitted in line with their deadlines and processes. <a href="https://www.gov.uk/guidance/prepare-a-charity-annual-return">https://www.gov.uk/guidance/prepare-a-charity-annual-return</a>	<input type="checkbox"/>
5.9	The Group Secretary or Chair must make sure records held by the Charity Commission for England & Wales are up to date. This will include charity contact details and names and details of trustees (all members of the Group Executive)	<input type="checkbox"/>
5.10	The Group Chair should set and communicate a date for the first meeting of the new Executive Committee.	<input type="checkbox"/>
5.11	District to be made aware of changes to Group Executive so that directory and contact information can be updated.	<input type="checkbox"/>
5.12	Update local information on noticeboards etc.	<input type="checkbox"/>

6	First Group Executive meeting after the AGM	<input checked="" type="checkbox"/>
6.1	The minutes of the AGM should be examined and confirmed as a true record of the meeting	<input type="checkbox"/>
6.2	Composition of any sub-committees should be confirmed and recorded	<input type="checkbox"/>
6.3	Changes to bank signatories should be confirmed and recorded	<input type="checkbox"/>
6.4	Consider the Group Reserves Policy and amend if required.	<input type="checkbox"/>
6.5	Ensure that every member of the new committee has a personal copy of the safety card "Staying Safe – a safety checklist for Executive Committees". Available from District Scout Shop	<input type="checkbox"/>
6.6	Ensure that every member of the new committee is aware of the support material available on the National website <a href="https://members.scouts.org.uk/supportresources/search/?cat=55,594">https://members.scouts.org.uk/supportresources/search/?cat=55,594</a>	<input type="checkbox"/>

## Appendix A – Suggested Checklist for AGM's

Notes about corresponding entries above

1.1 The agenda must include:

- Group Scout Council members
  - receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts (that have been externally examined to the appropriate level as set out in Factsheet LT103950,
  - approve the Group Scout Leader's nomination of the Group Chair and nominated members,
  - elect a Group Secretary (unless an employee of the Group Executive Committee),
  - elect a Group Treasurer,
  - elect other members to the Executive Committee,
  - appoint an auditor or independent examiner or scrutineer as appropriately required

1.6 It's not suggested Any Other Business takes place at an AGM. There may be award presentations, or a presentation from young people which could also be added, but this is not the core purpose of the AGM.

1.8 Twenty one days notice is not a requirement of Policy, Organisation & Rules (though recommended by the Charity Commission for England & Wales) notice should be set out in any local documentation as a recommendation.

4.3 If the Group Scout Council disagree with the Group Scout Leader's nomination, then the Group Scout Leader needs to propose an alternative nomination. This might have to happen at a later point in time possibly at an EGM.

4.3 This is suggested by the Charity Commission for England & Wales as 1/3 of the total that can vote +1. But can be set by the Group Scout Council as appropriate.

4.6 Any changes to the constitution must not remove any rule that is in Policy, Organisation & Rules.

5.5 New members would also need to be told where they can find copies of the Constitution, Policy, Organisation & Rules and any other important documentation they may need.

## Appendix B – Example Agenda for AGM

**Annual Review**  
**including Annual General Meeting**  
**of 99<sup>th</sup> Mersey Weaver Scout Group**  
Registered Charity 1234567

32<sup>nd</sup> June 2066 at 19h30  
Group Headquarters, Baden-Powell Lane, Norton

### **AGENDA**

1. Welcome and Introductions
2. Safety Notices
3. Apologies for absence
4. Presentation of Annual Report and Accounts
5. Approval of Group Scout Leader's nomination for Group Chair
6. Election of Group Secretary
7. Election of Group Treasurer
8. Election of Group Executive Committee members
9. Approval of Group Scout Leader's nominations to the Group Executive Committee
10. Appointment of Independent Examiner / Scrutineer
11. Close of formal business

Presentation from Colony, Pack, Troop  
Awards and celebration

Appendix C – Declaration to act as a charity trustee

To be completed by Section Leaders serving as Group Executive Members, if not declared orally at the AGM

**DECLARATION OF INTENT TO ACT AS A MEMBER OF THE GROUP EXECUTIVE COMMITTEE AND CHARITY TRUSTEE OF: .....[insert name of the Scout Group]**

In 2011, Rule 3.23(b)(iii) of the Policy, Organisation and Rules (POR) of the Scout Association was amended to remove the mandatory requirement for all Section Leaders to also act as members of their Group Executive Committees by virtue of their Section Leader role. In order to allow for a more flexible approach, Section Leaders were given the option to decide whether they wish to act as a member of the Group Executive Committee and, if so, to declare this expressly in writing or verbally at the Group Annual General Meeting (AGM). This form can be used to formally declare your intent to act as a member of the Group Executive Committee and present it to the AGM.

It is important to note that as a member of the Group Executive Committee you will be responsible for ensuring the effective management and administration of the Scout Group and, by law, will also be acting as a Charity Trustee. Thus, as a member of the Group Executive Committee you will be assuming certain legal and financial responsibilities both individually as well as jointly with the other members.

Some people may be disqualified from becoming a Charity Trustee and details of these restrictions can be found in POR Rule 13.1(f) or on the Charity Commission website at [www.gov.uk/guidance/charity-trustee-disqualification](http://www.gov.uk/guidance/charity-trustee-disqualification). For more information about the role of Charity Trustees within the Scout Association, please visit [www.scouts.org.uk/supportresources](http://www.scouts.org.uk/supportresources).

**DECLARATION:**

I, ..... [Print name] confirm that I have read the duties and responsibilities above and declare that I wish to act as member of the Executive Committee of ..... [insert name of Scout Group]. I understand that as a member of the Group Executive Committee I will be acting as a Charity Trustee and confirm that I am not disqualified from doing so.

Signed: .....

Role: .....

Date: .....

## GLOSSARY

<b>Annual Report</b>	The formal presentation of the activities of the Group Executive Committee, this will include the approved accounts. There is a set format for this report available from the national Scouts website.
<b>Auditor / Examiner/ Scrutineer</b>	A person who reviews the accounts. The qualifications and monetary limits are set out by the Charity Commission. The defined work and statement can be found on the National Scout website. Factsheet 103950
<b>Charity Commission</b>	Regulatory body established to support charities in England
<b>Compass</b>	National Scout membership system
<b>EGM</b>	Extraordinary General Meeting of the Group Scout Council
<b>Elected members</b>	Persons on the executive committee that have been elected at the AGM
<b>Ex-officio members</b>	Persons on the executive committee by virtue of their role in Scouting.
<b>GDPR</b>	General Data Protection Regulations
<b>Group Chair</b>	Person nominated by the GSL and approved by the Group Council at the AGM
<b>Group Constitution</b>	The Group may choose to establish its own constitution to supplement the guidance available in POR, the usual reason for this is to clarify membership of the various committees and sub-committees in the Group and to set quorate levels.
<b>Group Executive Committee</b>	Adults who manage the administration of the Scout Group on behalf of the Group Scout Council POR 3.b
<b>Group Scout Council</b>	Adult members of the Group, parents of Group members POR 3.a.1
<b>Group Scout Leader (GSL)</b>	Person appointed by the District Commissioner to manage the Group
<b>In Touch process</b>	InTouch is the system used to manage communications at all Scout activities and events. It is flexible to allow those organising events to implement a system best suited to their particular circumstances. See HQ factsheet for more information.
<b>Module 1e</b>	Mandatory training for members of the executive committee, covering the basics of Scouting and good governance. All members must complete this within 5 months of the AGM.
<b>Nominated members</b>	Members of the committee who are nominated by the GSL and approved by the Group Scout Council at the AGM
<b>Policy, Organisation and Rules (POR)</b>	A set of rules and guidance that define the operation of The Scouts in the UK
<b>Quorum</b>	A minimum number of people, defined by a resolution at the AGM, or the constitution of the Group, that are necessary for a meeting to be able to make decisions.
<b>Reserves Policy</b>	A statement required by the Charity Commission, that sets out the policy surrounding any reserves held by the Group
<b>Risk assessment</b>	A formal process for identifying hazards and minimising risks for participants.
<b>Section Leader</b>	The adult in charge of either the Colony, Pack or Troop.

Further details of items in this glossary can be found by searching the relevant term on the National Scouts website [www.scouts.org.uk](http://www.scouts.org.uk)