

# HORSHAM DISTRICT SCOUT COUNCIL

## Minutes of Annual General Meeting

Friday 30<sup>th</sup> June at 7.30pm

Gummy's, Beacon Hill Campsite

### 1. Introduction and welcome

- Heather welcomed everyone and introduced herself as Chair, along with the top table – Sal, Dave, Jo, Sue and Joe.
- Heather also welcomed County Representatives – Robert Sawyer and Matt Pike; and 4 Explorers – Chris, Seb, Ned and Tom - who were going to be presented with their Explorer Belts.

### 2. Apologies for absence

- Sue Apps confirmed the following apologies: Rob Marshall, Dave King, Chris Apps, Helen Palmer, Richard Cooper, Graham Whymark, Ellen Cork, Dave Lawton, Rhoda Hatton, Linda Barker, Jo Middleton and Catrina Flook.
- Robert Sawyer also passed on Rachel Hammond, County Chair's apologies.

### 3. Approval of the Minutes of the Annual General Meeting held on 15<sup>th</sup> September 2022

- Heather explained that the minutes have been reviewed by the District Executive Committee, and have been made available to everyone on the website in advance of the meeting.
- Heather proposed that the minutes be taken as read and asked the Council/everyone present to agree that they are a true record of that meeting.
- Secunder = Brian Barker, followed by a show of hands to approve.

### 4. Governance topics

#### a. Adopt the model constitution from Policy, Organisation and Rules

- Heather proposed that, in line with the recommendation from Scout HQ, we adopt the model constitution from chapter 5 of POR. A copy of this has been made available to everyone on the website in advance of the meeting.
- Secunder = Anothony Smith, followed by a show of hands to approve.

#### b. Note the District's financial year

- Heather asked the Council/everyone present to note that our charity's financial year is 1<sup>st</sup> January to 31<sup>st</sup> December.

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

- Heather explained that the Council must agree at its AGM the number of people that can be elected to the Trustee Board. The recommendation is that a maximum of 6 people can be elected. This is in accordance with POR [5.4.5.8(b)].
- Heather proposed that the Council approves that recommendation.
- Secunder = Nigel "Fris" Friswell, followed by a show of hands to approve

**d. Agree the quorum for each of the District Scout Council, meetings of the District Trustee Board, meetings of any sub-committees**

- Heather explained that the Council must agree at its AGM the quorum for a meeting of the Council. The recommendation is that the quorum should be set at 12 people.
  - Heather proposed that the Council approves that recommendation.
  - Secunder = Don Newport, followed by a show of hands to approve.
  
- Heather explained that the Council must also agree the quorum for Trustee Board meetings. The Charity Commission statement of good practice is that the Trustee Board quorum should be set at one third of the Trustee Board members plus one. The recommendation is that the quorum should be set in accordance with the Charity Commission good practice statement.
  - Heather proposed that the Council approves the recommendation, and the quorum should be set at 7 people. (It was noted that Fris had concerns that this number might be too high.)
  - Secunder = Chris Sturdy, followed by a show of hands to approve.
  
- Heather explained that the Council must also agree the quorum for any sub-committee meetings. The recommendation is that the quorum should be set at 4 people.
  - Heather proposed that the Council approves the recommendation.
  - Secunder = Anthony Smith, followed by a show of hands to approve.

**5. Review of the previous year**

**a. The District Commissioner's review of Scouting in Horsham District**

- Sal Dartnell gave an overview of her District Report, a copy of which had been made available to everyone on the website in advance of the meeting.
- Heather thanked DC Sal, DYC Chris, DESC Dave, DNC Andy, Alison and Don for their reports and all the hard work that they, their deputies and committees do on behalf of the District.

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

- Heather explained that Joe has prepared the draft 2022 Accounts, they have been considered and approved by the District Executive Committee, and also by the independent scrutineer, Eve Fegredo.
- Heather asked the Council/everyone present to note two points:
  - An observation had been received in advance of the AGM that Eve was not suitable as independent scrutineer. Heather, Joe and Tim had reviewed POR and Charity Commission Guidance and were satisfied that she was suitable.

- Mr Ian Turrell had been District Treasurer until February 2022 and that this was reflected in the Reference and Administration section of the Annual Report.
- Joe presented the Accounts. The Accounts, Scrutiny Report and Financial Review had been made available to everyone on the website in advance of the meeting. There were no questions from the floor.

## 6. **Appointments**

### a. **To approve the District Commissioner's nomination of the District Chair**

- Sal as outgoing DC handed over the meeting to Dave and Jo, who are the District's Acting DCs until the 2023 AGM/appointment of a new DC whichever is the sooner.
- Dave and Jo nominated Heather as District Chair, followed by a show of hands as approval.
- Dave and Jo handed chairmanship of the meeting to Heather

### b. **Election of the District Secretary**

- Heather explained that District Secretary is an elected appointment, and that Katie Weston, our outgoing DSec, is stepping down from the date of this meeting. Sue Apps has kindly agreed to be our DSec until the 2023 AGM.
- Sue Apps was proposed by Jo and seconded by Dave, followed by a show of hands as approval.

### c. **Election of the District Treasurer**

- Heather explained that District Treasurer is also an elected role and that our DTreasurer, Joe Triccas, is prepared to stand again
- Joe was proposed by Anthony Smith and seconded by Brian Barker, followed by a show of hands as approval.

### d. **Elections of members to the District Trustee Board**

- Sue explained that all elected members of the outgoing District Executive Committee have agreed to stand again for the District Trustee Board, these are: Graham Whymark, Alison Styles, Geoff Spooner, Julian Peters and Nigel "Fris" Friswell. Along with Abi Davis who is standing for the first time.
- Heather proposed and Joe seconded, followed by a show of hands as approval.

### e. **Approve the District Commissioners nominations to the District Trustee Board**

- Dave and Jo explained that all nominated members of the outgoing District Executive Committee have agreed to stand again for the District Trustee Board, these are: Anthony Smith, Brian Barker, Tim Taylor, Ellen Corke and Alison Laker.
- As requested by Dave and Jo there was a show of hands as approval.
- Heather thanked all the Trustees for their work during the year and in particular Katie Weston for all her help and support in the role of District Secretary.

**f. Appoint the Scrutineer**

- Heather thanked Eve for acting as our independent scrutineer this year. It is still to be confirmed whether Eve is prepared to continue in the role.

**g. Nominate representatives of the District Scout Council to represent the District on the County Scout Council**

- Heather explained that we are required to nominate one person as District representative to the County Scout Council, and that this will be agreed at the first Trustee Board meeting.

**7. Presentations**

- 4 Explorer Belt presentations were made to Chris, Seb, Ned and Tom by Matt Pike.
- Long Service Award to Fris for 50+ years of Scouting
- Wood badge to Kevin Murdoch
- Commissioner's Awards to Gareth Witt and Dan Winter
- Commissioner's Commendation to Heather, for all her support to Sal
- Presentation of crystal vase engraved with the Scout Fleur de Lys, Cotswolds Outdoor gift token and flowers to Sal as a huge thank you for all her hard work as our DC over the last 4 years.

**8. Comments from County Representatives**

- From Robert – thank you to the Trustee Board for all their hard work behind the scenes, thank you to Sal for all her hard works as DC, and for taking young people to Jamboree.
- Presentation to Sal by Robert of Commissioner's Award.

**9. Meeting closed @ 8.23 pm**