

HORSHAM DISTRICT SCOUT COUNCIL  
Minutes of the Annual General Meeting

20<sup>th</sup> June 2025

7pm, at Gummy's, Beacon Hill Campsite

**1. Introduction and welcome**

Heather Greenwood, District Chair, Horsham Scouts welcomed the members of the District Scout Council and the County representatives, Matt Pike and Lily Graham.

**2. Apologies for absence**

Heather noted that apologies had been received from Mary Hamilton, Teresa and Sebastian Cutter, Chris Sillett, Tim Taylor, Peter Busby, Geoff Spooner, Simon Brew, Linda Barker, Sandra Leppard, Geraldine Hayllar, Richard Grover, Henry Lewis and Caroline McCurrach.

**3. Governance topics**

Heather explained that this part of the meeting was to make sure the charity's foundations are in good order

**3a. Approve the minutes of the Annual General Meeting held on 5<sup>th</sup> June 2024**

Heather explained that the District Trustee Board had reviewed the minutes of last year's AGM at their meeting held on 5<sup>th</sup> June 2024 and that they had been made available to the Council for review and inspection prior to in the AGM. The Trustee Board proposed that these minutes be taken as read and asked the Group Scout Council to agree that they were a true record of that meeting.

Approved on a show of hands. [Rowe abstained.]

**3b. Adopt the model constitution from Policy, Organisation and Rules (POR)**

Heather explained that in line with the recommendation from The Scout Association, the District Trustee Board proposed that the model constitution for a Scout District from Chapter 5c of Policy, Organisation and Rules be adopted. A copy of this had been made available to the Council for review and inspection prior to the AGM.

Approved on a show of hands. [Fris abstained.]

**3c. Note the District's financial year**

Heather asked the District Scout Council members to note that the charity's financial year is 1 January to 31 December.

### **3d. Agree the number of members that may be appointed to the Trustee Board**

Heather explained that 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. She also explained that the District Scout Council must agree the number of people to be appointed to the Trustee Board, and that the Trustee Board had recommended that 12 people be appointed.

Heather proposed that the District Scout Council approve that recommendation, seconded Anthony Smith.

Approved on a show of hands.

### **3e. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)**

**Heather** explained that the District Scout Council must agree its quorum – the minimum number of District Scout Council members that must be present at District Scout Council meetings. The outgoing Trustee Board recommended the quorum should be set at 12 people for future meetings of the District Scout Council (the quorum for this AGM was agreed at last year's AGM).

**Heather** proposed that the District Scout Council approve that recommendation, seconded by Brian Barker.

Approved on a show of hands.

## **4. Review of the previous year**

**Heather explained that** this part of the meeting provided an opportunity to reflect on the activities of the past year.

### **4a. The District Lead Volunteer's review of Scouts in the Horsham District**

The joint District Lead Volunteers, Dave and Jo, presented their Annual Review. A copy of the Annual Review had been made available to the Council for review and inspection prior to the AGM.

### **4b. County Representative's Remarks**

Matt thanked Dave and Jo for looking after the District so well during their 2 years as Joint District Lead Volunteers. Matt welcomed Oliver Smith as the District's new Lead Volunteer and hoped that Horsham District would continue to grow and thrive under Oliver's leadership.

### **4c. Receive and consider the Annual Report of the District Trustee Board including the annual Statement of Accounts**

**Heather** explained that the District Trustee Board had prepared the Annual Report and Statement of Accounts and had received and considered the report on the accounts from the Scrutineer.

The District Treasurer, Joe Triccas, provided an overview of the Statement of Accounts. A copy of the Annual Report, Statement of Accounts, Financial Review and Scrutineer's Report had been made available to the Council for review and inspection prior to the AGM

**Heather** noted that no questions had been received prior to the AGM and invited questions from the floor regarding the Trustees' Annual Report, and the Annual Accounts. There were no questions from the floor.

**Heather** thanked Joe for completing the Accounts and for all his hard work during the year.

Please note: No vote is required, the District Scout Council only 'receives and considers' the report. It is the Trustees' report to the members of the Scout Council.

## **5. Making appointments**

**Heather explained that** this part of the meeting would be used to organise the set up of the charity until the next AGM. A Trustee Board needed to be appointed to oversee good governance for the charity over the next year, including appointing new Trustees where terms have ended or trustees are stepping from the Board.

Please note: The Trustee Board must agree its process for appointments in good time prior to the AGM, based on its agreed open selection process.

It's very important to arrange the open selection process and its recommendations. Recruitment needs to be seen to be open, organised and in advance, so that it's a thoughtful process. It mustn't take place at the last minute or during the AGM.

The appointments are recommendations from the outgoing Trustee Board to the Scout Council and so do not require seconding at the AGM. The Scout Council are asked only to approve or reject the proposals.

### **5a. Appoint the District Chair, following recommendations from the open selection process initiated by the District Trustee Board**

**Heather** explained that she was standing down as District Chair and that the recommendation of the Trustee Board to the District Scout Council was that Debbie Ladds should be appointed as District Chair for a 3-year term from midnight following this AGM.

Approved on a show of hands.

Please note: If appointing a new Chair, the Trustee Board should agree **prior** to the AGM (as part of the AGM planning) whether the outgoing Chair will continue to chair this meeting, or whether the new Chair should take over immediately during the meeting.

Because the outgoing Chair will have been instrumental in the meeting planning, for continuity of the meeting it is strongly encouraged that the new Group Chair takes over after the AGM is finished – perhaps formally taking over from midnight following the AGM.

### **5b. Appoint members of the District Trustee Board, following recommendations from the open selection process initiated by the District Trustee Board**

**Heather** explained that Mary Hamilton was stepping down from the Trustee Board, and that Brian Barker and Anthony Smith's one-year terms had expired. As vacancies had arisen interviews had been conducted in line with the Board's open selection process, and recommendations had been made by the Trustee Board. The recommendation to the District Scout Council was that the following should be appointed as members of the District Trustee Board for the specified terms:

Brian Barker – 3 years

Anthony Smith – 3 years

Phil North – 1 year

Approved on a show of hands.

Please note: There can't be more names appointed than were approved at agenda item 3e. There can be fewer than agreed at 3e, but not more. Remember, agenda item 3e is the total number of agreed ex officio, appointed and co-opted members.

**Heather** noted that the District Lead Volunteer (Oliver Smith) and Youth Lead (Christopher Styles) are ex-officio members of the Board, and that that co-opted members (if any) of the District Trustee Board are appointed by the District Trustee Board themselves at one of their meetings, and not the AGM.

**Heather** thanked the Trustees for all their hard work during the year.

### **5c. Appoint the Scrutineer**

**Joe** proposed Arthur Long, seconded by Don Newport.

**Heather** confirmed that Arthur Long had been proposed, seconded and was qualified for the role and willing to undertake it.

Approved on a show of hands.

Please note:

- Please find the requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor in POR 5a.1.7.
- Please find the template for a Scrutineer or an Independent Examiner to use to report back to the Scout Council on: [Accounting and Reporting](#)

### **5d. Nominate representatives of the District Scout Council to represent the District on the County Scout Council**

**Heather explained that** two people were needed as District representatives to the County Scout Council in addition to the District Lead Volunteer, District Chair, District Treasurer and District Youth Lead and asked for nominations. None were received and it was agreed that the matter be taken forward to the next District Trustee Board meeting.

Please see POR 5b 3.2.6 for the membership of the County Scout Council and the District representatives on that Council.

## 6. Presentations

The Joint District Lead Volunteer, Dave and Jo, made the following presentations:

Dave presented Dan Bowden, Group Lead Volunteer at 1<sup>st</sup> Rudgwick with a Commissioners Commendation for all his excellent work in starting up a second Cub Pack and a Squirrel Drey.

Dave then made a presentation of flowers to Heather Greenwood as this was her last AGM as District Chair.

Dave then made a presentation of some engraved wine glasses to Jo Sands as she was standing down as Joint District Lead Volunteer.

Jo then made a presentation to Dave of some engraved tumblers as he was standing down as Joint Lead Volunteer.

Heather then made a presentation of a bottle of wine each to Dave and Jo for all their hard work and support over the past couple of years.

## 7. Closing remarks

**Heather** thanked everyone for attending and closed the AGM at 7.45 pm.