

## RUGBY DISTRICT SCOUT COUNCIL – ANNUAL GENERAL MEETING

9th Rugby Scout HQ 7:30pm  
17th October 2023

**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 District Scout Council and Guests especially Paul Wakeley (CC)

### 2. Apologies for absence

**Secretary:**

Apologies have been received from – See Attached List

### 3. To approve the Minutes of the Annual General Meeting held on 21 JUNE 2022

**Chair:**

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

Secunder please ...Kevin Perks.... / Show of hands to approve - Approved by majority

### 4. Governance topics

**Chair** notes to the District 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.

Secunder please ...Richard Leader.... / Show of hands to approve - Approved by majority

#### **4b. Note the District's financial year**

**Chair:**

Members of the District 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 District 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 **5** people can be elected. I propose that the District Scout Council approves that recommendation

Secunder please ...Annita Colledge.... / Show of hands to approve – Approved by majority

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

**Chair:**

The District Scout Council must agree at its AGM the quorum – the minimum number of District Scout Council members that must be present at a meeting of the District Scout Council. The recommendation from the outgoing Trustee Board is that the quorum should be set at **9** persons. The District Scout Council is asked to approve that recommendation.

Secunder please ...Philip Hargreaves.... / Show of hands to approve – Approved by majority

**Chair:**

The District 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 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 District Scout Council is asked to approve that recommendation.

Secunder please ...Ruth Palmer.... / Show of hands to approve. – Approved by majority

## 5. Review of the previous year

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

### 5a. District Commissioner's Review of Scouting in the District

**Chair** asks DC to present their Annual Review

**DC** gives their review – Attached.

**Chair** thanks DC for their review

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

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

**Chair** asks the District 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 (Lin Pearson)*

*(NOTE – no vote is required, the District Scout Council only 'receives and considers')*

## 6. Making appointments

**Chair** notes to the District 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 District Scout Council appoints a Trustee Board to ensure good governance for the charity over the next year.

### 6c. To approve the District Commissioner's nomination of the District Chair

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

**DC** nominates **Jane Spencer** as District Chair and asks for a show of hands as approval – Approved by majority.

*Note: If there is to be a new District 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 District Chair should take over immediately. However, it is **strongly** encouraged that the new District Chair starts in role **after** the AGM is complete.*

### 6d. To elect the District Secretary

**Chair:** The 'District Secretary' is an elected appointment and, as required, **Philip Hargreaves** has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve **Philip's** election - Approved

#### **6e. To elect the District Treasurer**

**Chair:** The 'District Treasurer' is an elected appointment and, as required, *Lin Pearson* has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve *Lin's* election - Approved

#### **6f. To elect persons to the District Trustee Board**

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

Volunteering Development Team Lead (David Colledge)  
Support Team Lead (Graham Old)  
Program Team Lead (Alex Osiatynski)  
14-24 Team Lead (Vacant)  
Group Rep (Vicky Ledger)

**Chair** - requests a show of hands to approve their election. – Approved by majority

**Chair** - requests a show of hands to approve Vacant positions can be approved by the Board of Trustee – Approved by majority

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

**Treasurer** to propose *Cottons*

**Chair** - *Cottons* has been proposed and seconded and is qualified for the role. May I have a show of hands to approve *Cotton's* nomination – Approved by majority.

#### **6i. To nominate representatives of the District Scout Council to represent the District on the County Scout Council**

We are required to nominate 1 member as District representatives to the County Scout Council. *Ruth Palmer* has been proposed and seconded. Please can I have a show of hands to approve their nominations – Approved by majority.

### **7. Closing Remarks**

**Chair** gives report and closing remarks. Attached.

**County Commissioner** gives remarks:

- Thank you for everything you have done, are doing and will do.
- Well done for running AGM to new standard.
- Lots to be positive about in District – Squirrels are up and running – age 4 to +++
- Kandersteg and Greece were/will be great events.
- Challenges – Keep scouting growing – Finding new leaders – Changes to the teams should help to grow scouting.
- Thankyou for the invite and please invite me and the County team back to further events!
- Graham Old is presented with Wood badge for District Commissioner Role.

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

**Meeting Closed at 20:12**

# Attendance Register

17<sup>th</sup> Oct 2023 AGM

<b>Name</b>	<b>Group</b>	<b>Role</b>
Mick Pearson	District	DC
Graham Old	District	DC
Lin Pearson	District	Treasurer
Kevin Perks	District	Explorer Rep
Philip Hargreaves	District	Secretary
Jane Spencer	District	Chair
Richard Leader	District	Training
Ruth Palmer	6 <sup>th</sup>	Beaver Leader
Dave Norton	District	Coton
Bradley Sargent	District	Coton
Anita Colledge	District	Appointments Secretary
David Colledge	District	Appointments Chair
Graham Scott	District	Fellowship
Lewis Old	District	ADC Scouts
Rob Cunningham	22 <sup>nd</sup>	GSL
Paul Wakeley	County	County Commissioner

## Apologies

Andy Walker	County	County Chair
Gerald Telfer	1 <sup>st</sup> Dunchurch	GSL
John Bennett	1 <sup>st</sup> Dunchurch	Assistant Scout Leader
Lissay Morgan	District	ADC Beavers
Vicky Ledger	District	GSL Rep
Joseph Hawksley	District	ADC Scouts

## **DCs Report for Year Ended 31<sup>st</sup> March 2023**

First of all, I would like to thank everyone for all they have done over the last year. As without you this simply wouldn't happen.

We have started to build our numbers back up after covid and a lot of groups are full to new intakes. This is something we need to address in the next 12 months.

We have had to close the 2<sup>nd</sup> Dunchurch group this year as they couldn't comply with Scouting rules which is a shame, but 1<sup>st</sup> Dunchurch has opened more sections.

The district is continuing to offer great programmes to the young people. Most have had the opportunity to camp and have international opportunities as well.

Coton campsite is still being used and being looked after thanks to the great work of the wardens with special thanks to Dave Norton who without his devotion the site wouldn't look so great. We do need to look at how best we can utilise this great asset and streamline the booking process, as such we are looking at moving the booking to OSM for the new season next year.

Rugby District HQ is now in desperate need of major works and as such we have been getting quotes in to see what we can do with the building.

We now turn our attention to the new world; the old exec will be replaced by a new trustee board, and we are starting to adopt the new style of team lead from now. I (Mick) will continue as the new District Lead Volunteer and Graham is taking on the Event Team Lead role. David Colledge will be the Development Team Lead and Alex Osiatynski is the new Programme Team Lead.

While these changes will take a bit of getting used to for all of us with gradual changes between now and summer 2024 with hopefully a system to replace Compass. Along with a new appointment process and training plan.

Please keep doing what you are doing, and we are here to help.

Mick Pearson

District Commissioner

## Rugby District Scout Council

### Treasurers Report for Year Ended 31<sup>st</sup> March 2023

1. The Membership Subscriptions (Capitation) receipts which is higher than normal includes 2022 Capitation that was sent to Groups late due to County and a percentage of 2023. The Capitation fees Paid is for 2023. 2022 was in last year's accounts.
2. The Badge shop was closed, and all discontinued badges were written off. The current Badges were sold to groups. There was a small stock of County and District Badges at the end of the year.
3. The Uniform shop was also closed and again all old uniforms were written off. Current Uniform was sold to groups. There was a stock take of all current uniforms as off end of Year.
4. Coton Camp Site has had more expenses this year due to professional services for reinstating fencing between camp site and farmers track and tree work. We have allocated £1 per head capitation subsidy towards Coton. We will be analysing all income and expenses to allow the running of the campsite to be manageable. We are also looking to use OSM for bookings and Invoicing. We also need to look at assets at Coton & review Insurance cover.
5. All District events including Camps are now submitting accounts. Budgets now need to be set before events and we are utilising old bank accounts for events and camps.
6. The Bank account at the end of the year was higher than normal. This was due to £27,071 balance from Kandersteg funds that still were to be paid.
7. HQ expenses were higher than last year. This was due to EON meter readings and then EON over invoicing. We are currently in credit with EON.
8. Accountancy fees a small increase from last year £730.80.

9. We need to carry out a stock take of Assets at District and review our Insurance Policy.
10. We paid for District Film Licence. This covers all District Scout Groups to show films. Maybe some groups are not aware of this.
11. I Propose to use Cottons Accountants for Year ending 2024 Accounts.

Lin Pearson

District Treasurer

Rugby District Scout Council

## Chair Report 2023

What a great team to be part of! Together we really have made a huge amount of progress.

Lin took over as Treasurer; we finally got access to the bank accounts, and we moved everything online. Lin and I have become very efficient at managing the finances!

Lin spent a huge amount of time not only managing the day-to-day finances for District, but also for the Kandersteg international trip. Having produced our Annual Accounts for the first time, I know she also spent a great deal of time digging into everything that occurred previously, so we have a clearer picture going forward. Thank you, Lin,

David stepped down in July as our County Rep after 15 years! Wow, what a run. We can't thank you enough David and for always providing clear feedback from the meetings.

Bradley agreed to be our new Campsite Warden, and with support from David and Phil, we've got a great team supporting Coton.

We did receive some sad news earlier in the year, with Marilyn sadly passing away. Her funeral was very well attended by the Scouting Community, and we subsequently applied for and won a grant to rejuvenate an area of Woodland at Coton to honor our long-term Scouters.

There have been lots of lively discussions over the course of the year, not least of which were around the future of Rugby DHQ. But throughout we've retained our sense of humor, listened to each other's opinions, and made great progress.

All members of the committee have shown great commitment, and I'm very proud to be part of the team.

Going forward, the make-up of the Exec committee is changing, with a much smaller District Trustee Board. I will miss people! But I'm sure you'll all be a great asset to your new Team Leaders.

Thank you everyone, and well done.

Jane