



3rd Chalkwell Bay Sea Scout Group

The Annual General Meeting of the Group Scout Council

MINUTES

Wednesday 10 January 2024 at 20:15hrs

1. Welcome and Introduction

The chair welcomed everyone and opened the meeting.

2. Apologies for Absence

Apologies for absence were received from Kevin Cruiks, Ed Kemp and Stuart Clay.

3. Approval of Minutes

The minutes of the last Annual General Meeting held on 21 September 2022 were approved with no questions raised.

4. Undertake governance oversight

4.1. Adopt the constitution of the charity

Daniel Parsons provided an overview of the changes to the structure of the Group including the changes to the proposed new constitution in line with POR. These were duly approved by the meeting. The presentation and constitution are appended to these minutes.

There are circa 30 role titles being reduced to 10 which now all operate in a team. Official role titles to be used when communicating externally. The Trustee Board from this AGM will be Chair, Treasurer, Secretary, ex-officio Trustees and those that are elected, but moving forward, from the next AGM there will be a Chair, a treasurer, one ex-officio trustee and the rest will be appointed trustees. There will be a maximum of 12 trustees which is smaller than we have now. Dan Parsons is keen to retain parent representatives, leader representatives and an 18 – 25 representative on the Trustee Board.

New role titles and their outgoing comparisons were discussed and explained. The concept of Team Leaders was introduced and their roles within the group explained.

Trustee Board, Group Leadership Team, Section teams and other Teams will now make up the Group and all roles sit in one of these teams.

Holding Trustees will sit under the Trustee Board as a Sub-Team and the additional teams were discussed to be created to mimic the current set up of 3rd CB as closely as possible.

Purpose of each team and who is a part of each team were explained and discussed. Team descriptions to be reviewed, tasks to be allocated to teams and then individuals within the teams, get approval for the team descriptions needed.

Trustee Board will operate under current rules and selection process for the new format members needs to be agreed.

The new constitution was approved
Proposed by Dan Parsons
Seconded by Karen Cruiks

4.2. Confirm the dates of charity's financial year remain unchanged

The dates of the financial year were approved as 1 April to 31 March.

4.3. Agree the number of members may be elected to the Trustee Board

It was agreed that 5 members would be elected to the Trustee Board in addition to the other Board members.

Proposed by Dan Parsons
Seconded by Tim Brown

4.4. Agree the quorum for each of the meetings of the:

4.4.1. Group Scout Council

The following quorum was agreed, requiring the presence of:

- Group Chair, Group Secretary or Group Treasurer
- Group Scout Leader or Deputy Group Scout Leader
- Two additional Trustees
- Two Section Leaders
- Ten other members.

Proposed by Dan Parsons
Seconded by Karen Cruiks

4.4.2. Trustee Board

The following quorum was agreed, requiring the presence of:

- Group Chair, Group Secretary or Group Treasurer
- Group Scout Leader or Deputy Group Scout Leader
- Two other ex-officio members
- Three elected or nominated members.

Proposed by Dan Parsons
Seconded by Chantal Snarey

4.4.3. Sub-Committees

It was agreed that A quorum will require 75% of any sub-committee's membership.

Proposed by Dan Parsons

Seconded by Jon Whiteley

4.4.4. Group Leadership Team

The following quorum was agreed, requiring the presence of:

- Group Scout Leader or Deputy Group Scout Leader
- Three Section Team or Programme Sub Team Leaders

5. Review the previous year

The Trustees' Annual Report and the annual statement of accounts prepared by the Trustee Board, were received and considered by the meeting.

Proposed by Colin Fraser

Seconded by Peter Jacob

6. Make appointments to the Trustee Board

6.1. The ex-officio members of the Trustee Board.

6.1.1. The Group Scout Leader and Deputy Group Scout Leader are members.

Daniel Parsons

Matt Ayling

6.1.2. The Section Team Leaders are members and they declared their willingness to undertake the responsibilities of a Trustee.

Ruth Ingrosso

Chantal Snarey

Jon Whiteley

Karen Cruiks

Matt Ayling

6.2. Approve the Group Scout Leader's nomination of the Chair of the Trustee Board.

The Group Scout Leader's nomination for Chair of the Trustee Board was approved:

Timothy Browne

Proposed by Dan Parsons

Seconded by Karen Cruiks

6.3. Elect a Secretary to the Trustee Board

The following was elected as Secretary to the Trustee Board:

Jessica Hope-Dean

Proposed by Tim Brown

Seconded by Karen Cruiks

6.4. Elect a Treasurer to the Trustee Board

The following was elected as Treasurer to the Trustee Board:

Brenda Ayling

Proposed by Tim Brown

Seconded by Karen Cruiks

6.5. Elect Trustees to the Trustee Board

The following were elected as members of the Trustee Board:

Jane Jones

Proposed by Karen Cruiks

Seconded by Peter Jacob

Sally Osborne

Proposed by Peter Jacob

Seconded by Ruth Ingrosso

Louise Baxter

Proposed by Karen Cruiks

Seconded by Peter Jacob

Roger Pickford

Proposed by Ruth Ingrosso

Seconded by Peter Jacob

Paul Cottrell

Proposed by Karen Cruiks

Seconded by Peter Jacob

6.6. Approve the Group Scout Leader's nomination of members of the Trustee Board

The following nominations were approved as members of the Trustee Board:

Edward Kemp

Sydney Nash

Chris Daly

Peter Jacob

Proposed by Group Scout Leader

Seconded by Karen Cruiks

Kevin Cruiks

Proposed by Group Scout Leader

Seconded by Peter Jacob

7. Appointment of Group Presidents

7.1. Approve the re-appointment of Group President

Benjamin Davies re-appointment was approved.

Proposed by Matt Ayling

Seconded by Brenda Ayling

7.2. Approve the re-appointment of Vice Presidents

The re-appointment of the following was approved:

Mike Regan

Proposed by John Whitely

Seconded by Peter Jacob

Angela Cruiks

Proposed by Karen Cruiks

Seconded by Tricia Smith

Carol Tissington

Proposed by Val Faulkes

Seconded by Marcus Dean

Colin Sedgewick MBE

Proposed by Karen Cruiks

Seconded by Marcus Dean

John Lamb

Proposed by Matt Ayling

Seconded by Karen Cruiks

8. Appointment of Independent Examiner

Pocknells LLP - Chartered Accountants were reappointed as independent examiner.

9. Meeting Close

The Chair extended thanks to all the volunteers for their time and energy, facilitating the work of the Group and make it all possible. Thank you for your time and energy.

We would also like to show thanks to Colin Fraser for his time and effort Group Chair. A token of the Group's appreciation was presented to him.