



Date: Tuesday, 12th September 2023

Time: 7:30pm – 9:00pm

Venue: 1st Carleton Scout Hut, Poulton Road, Carleton, FY6 7LZ

Annual General Meeting Minutes

1 Introduction and Welcome

Colin Sills, the District Chair thanked 1st Carleton Scout Hut committee for the use of their facilities and welcomed attendees to the meeting including Wyre Borough Council Mayor, Julie Robinson and her husband Richard, and West Lancs County Commissioner (Craig Dewar-Willox).

The District Chaplain, George Ayoma provided a short reflection around the subject of mental health, especially suicide and its impact on everyone.

The Mayor, Councillor Julie Robinson, welcomed everyone and congratulated Wyre Scouts on the significant impact that they have in developing young people across Wyre.

2 Apologies for Absence

Colin Sills asked Margaret Forrest, District Secretary to report on any apologies for absence. Margaret informed the meeting that a full list will be made separately available with the minutes.

3 To approve the minutes of the Annual General Meeting held on 24th September 2022

Colin Sills informed the meeting that the minutes had been previously reviewed and agreed by the District Trustee Board at their first meeting after the previous AGM and so he proposed the minutes were taken as read and asked the District Scout Council (attendees of this meeting) to agree that they were a true record of that meeting. A show of hands approved the minutes of the meeting.

4 Governance topics

4a Adopt the model constitution from Policy, Organisation and Rules

Colin Sills informed the meeting that in line with the recommendation from Scout Headquarters. He proposed that the District adopt the model constitution from [Chapter 5](#) of Policy, Organisation and Rules. A hard copy of this was available for review and inspection with the agenda and report. Colin asked for someone to propose and second this. Carla Addison, District Events Coordinator Proposed this and Jan Townley Seconded this. The meeting then agreed to this further by a show of hands.

4b Note the District's Financial Year

Colin Sills asked the meeting to note that our charity's financial year continues to be from 1st April to 31st March. The members of the meeting agreed this by a show of hands.

4c Agree the number of members that may be elected to the Trustee Board

Colin Sills asked the meeting to agree the number of people that could be elected to the Trustee Board. He said the recommendation from the outgoing Trustee Board was 4 people to be elected. Colin proposed that the District Scout Council approved that recommendation, Jan Townley Seconded it and a show of hands agreed to this recommendation.

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

Colin Sills informed the meeting that it must agree the minimum number of District Scout Council members that must be present at a meeting of the District Scout Council. He informed the meeting recommendation from the outgoing Trustee Board is that the quorum should be set at 15 persons. The meeting was asked to approve that recommendation. The meeting agreed to this with a show of hands.

Colin Sills also informed the meeting that the quorum for Trustee Board meetings, and any sub-committee meetings must also be agreed. 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 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 meeting was asked to approve that recommendation. With a show of hands this was agreed.

5 Review of the previous year

5a The District Commissioner's review of Scouting in Wyre District

Jon Minshull, District Commissioner presented the report (a copy was available to the attendees and will also be made available on the [District website](#)). He highlighted all the positive work that had taken place during the last year. He was very pleased to note membership had grown including the addition of 'Squirrels'. He highlighted an area of concern around waiting lists, confirming anyone on a waiting list cannot be a member. He informed the meeting that scouting is currently going through a period of change, which should provide positive support to grow the adult membership who can in turn support young people.

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

Colin Sills informed the meeting that unfortunately, the District Trustee Board had not been able to be approved the Statement of Accounts. The report on the accounts had been received from the Scrutineer. The provisional accounts received from the scrutineer were made available with the report. These accounts will be issued at the next District Board of Trustees meeting for formal approval. On the presumption that these accounts would be approved by the District Board of Trustees, he asked the meeting to approve the accounts in principle.

6 Making appointments

6a To note any other supporters who may be admitted to membership of the District Scout Council, by the District Commissioner, the District Trustee Board or the District Scout Council.

Colin Sills informed the meeting that the charity needs to be well-led until the next AGM, particularly, the District Trustee Board. As a result certain decisions needs to be adopted to ensure good governance for the charity over the next year.

6b To approve the District Commissioner's nomination of the District Chair

Colin Sills handed the Chairmanship of the meeting over to Jon Minshull, District Commissioner for this part of the agenda. Jon Minshull then nominated Colin Sills as District Chair and asked for a show of hands for approval. The meeting provided a show of hands as approval.

6c Election of the District Secretary

Colin Sills informed the meeting the District Secretary is an elected appointment. Unfortunately, it was with great sadness, Margaret Forrest, the current District Secretary, has decided to stand down. He thanked Margaret for all her hard work, providing her with a bouquet of flowers. Jon Minshull also thanked Margaret and presented her with her 20 year long service award. He informed the meeting that she has agreed to continue to assist the district in some administration functions, but cannot continue as District Secretary. Unfortunately, this role had not received any nominations. He asked the meeting to consider putting names forward for the role of District Secretary or complete the role of meeting secretary (District Administrator) prior to the next AGM.

6d Election of the District Treasurer

Colin Sills informed the meeting the 'District Treasurer' is an elected appointment. Craig Gilfoyle although could not attend this AGM, had agreed to continue this role, with no further nominations received. Since there were no other nominations by the closing date, he requested a show of hands to approve Craig Gilfoyle election. The meeting agreed to this with a show of hands.

6e Elections of members to the District Trustee Board

Colin Sills informed the meeting that prior to this meeting, election nomination had been requested for District Trustee membership. As a result, David Fallows, District SASU member had been nominated, proposed and seconded in writing. As no further nomination had been received, his name was put forward to be agreed by this meeting by a show of hands. The meeting agreed to this.

6f To approve the District Commissioner's nominations to the District Trustee Board

Colin Sills informed the meeting that the "Nominations" to the District Trustee Board is a District Commissioner role. Jon had nominated Rosemary Dyson and Neil Ralph. Alex Campbell had been holding the current 'Nomination', but his appointment was coming to an end. He had therefore had stand down as a member of the District Trustee Board. Jon thanked Alex for all his hard work and was sorry that he could no longer be a "Nomination" for the next year.

6g To appoint the Scrutineer

Colin Sills informed the meeting that Jane Melling had been appointed as a qualified Independent Examiner for the District and had agreed to continue this role if appointed for a further year. He proposed this is continued and a show of hands approved this by the meeting.

7 Jamboree Presentation

The meeting was provided with a very entertaining presentation from the Explorer Scouts and Leader who attended this year's World Jamboree in Korea. Afterwards, Colin thanked them for presentation.

8 Bangladesh Presentation

The meeting was also provided with a presentation from Jan Townley who went Bangladesh with scouts from West Lancashire Scouts and John Minshull. Afterwards, Colin thanked her for her very informative presentation.

9 Close followed by a BBQ

Colin thanked everyone for attending the AGM, and invited everyone for something to eat.