*XXXX* COUNTY SCOUT COUNCIL

Annual General Meeting

*Date & time*

*Venue*

# AGENDA

1. Introduction and welcome
2. Apologies for absence
3. To approve the minutes of the Annual General Meeting held on DD MMM 20XX
4. **Governance topics**
5. Adopt the model constitution from Policy, Organisation and Rules
6. Note the County’s financial year
7. Agree the number of members that may be elected to the Trustee Board
8. Agree the quorum for each of the County Scout Council (including this AGM), meetings of the County Trustee Board, meetings of any sub-committees
9. **Review of the previous year**
10. The County Commissioner’s review of Scouting in XXXX District
11. To receive and consider the Annual Report of the County Trustee Board including the annual Statement of the Accounts
12. **Making appointments**
13. [If required] To (re-)appoint County President and/or Vice-Presidents
14. To note any other supporters who may be admitted to membership of the County Scout Council, by the County Commissioner, the County Trustee Board or the County Scout Council.
15. To approve the County Commissioner’s nomination of the County Chair
16. Election of the County Secretary
17. Election of the County Treasurer
18. Elections of members to the County Trustee Board
19. To approve the County Commissioner’s nominations to the County Trustee Board
20. To appoint the Scrutineer / Independent Examiner / Auditor [*delete as appropriate]*
21. To elect representatives of the County Scout Council to represent the County on the Council of The Scout Association
22. Close

**AGM Planning Considerations and Timeline**

**NOTES**

* Although not an actual part of the AGM, the County AGM can be used to present Good Service and other Awards.
* Although the AGM will normally take “only” 20 minutes or so, it is an opportunity to have a County social event, or a County camp, or to incorporate the actual AGM as part of that evening, day or weekend.

Alternatively, the AGM can be held online (for example using Zoom or Teams).

* It is appropriate to invite the Regional Commissioner/Chief Commissioner or their representative to say a few words to the meeting.

**TIMELINE**

|  |  |
| --- | --- |
| During the final quarter of the financial year | The County Trustee Board agrees the date of the District AGM, and makes the date known widely around the District, plus Regional Commissioner/Chief Commissioner.  Note that the AGM must be scheduled to occur no later than 6 months after the end of the financial year.  Note also that sufficient time must be allowed for the County Treasurer to complete the annual statement of accounts and for that to have been reported on by the Scrutineer/Independent Examiner. |
| 3 or 4 months prior to the AGM | CC, County Chair and County Secretary meet to review the County Trustee Board membership. How many (if any) vacancies are there?  [Charity Governance Code 5.6.1: The Trustee Board has, and regularly considers, the skills, knowledge and experience it needs to govern, lead and deliver the charity’s purposes effectively. It reflects this mix in its trustee appointments, balancing the need for continuity with the need to refresh the board.] |
| 2 months before the AGM | County Secretary invites all members of the County Scout Council to make nominations for membership of the Trustee Board, with a clear closing date for nominations.  CC and County Chair consider names for nomination as Trustees. Including Chair, Secretary and Treasurer.  [Charity Governance Code 5.7.1: There is a formal, rigorous and transparent procedure to appoint new trustees to the Trustee Board, which includes advertising vacancies widely.]  [Charity Governance Code 5.7.2: The search for new trustees is carried out, and appointments or nominations for election are made, on merit, against objective criteria and considering the benefits of diversity. The Trustee Board regularly looks at what skills it has and needs, and this affects how new trustees are found.] |
| 1 month before the AGM | County Secretary co-ordinates an election process. This can often be most easily achieved using a tool such as Google Forms.  County Secretary emails the ‘formal’ invitation to all members of the County Scout Council, together with the agenda, the minutes of the previous AGM, a link to the POR model constitution, and a copy of the Trustee Annual Report and Accounts. |

XXXX COUNTY SCOUT COUNCIL – ANNUAL GENERAL MEETING

**Guide Lines / Aide-mémoire for the 20XX AGM**

**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 County Scout Council and Guests especially [if not included here, have a separate list available on the day.]

1. **Apologies for absence**

**Secretary:**

Apologies have been received from [have a separate list available on the day].

*OR*

Apologies have been received from NN persons and their names will be included in the minutes of this meeting.

1. **To approve the Minutes of the Annual General Meeting held on DD MMM 20XX**

**Chair:**

The minutes have been previously reviewed by the County 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.

Seconder please…………………………. / Show of hands to approve***.***

1. **Governance topics**

**Chair** notes to the County 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.

Seconder please ……………………. / Show of hands to approve.

**4b. Note the County’s financial year**

**Chair:**

Members of the County 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 County 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 4 people can be elected. I propose that the County Scout Council approves that recommendation.

Seconder please ……………………. / Show of hands to approve.

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

**Chair:**

The County Scout Council must agree at its AGM the quorum – the minimum number of County Scout Council members that must be present at a meeting of the County Scout Council. The recommendation from the outgoing Trustee Board is that the quorum should be set at 15 persons. The County Scout Council is asked to approve that recommendation.

Seconder please ……………………. / Show of hands to approve.

**Chair:**

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

Seconder please ……………………. / Show of hands to approve.

1. **Review of the previous year**

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

**5a. County Commissioner’s Review of Scouting in the County**

**Chair** asks CCto present their Annual Review.

**CC** gives their review.

**Chair** thanks CC for their review.

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

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

**Chair** asks the County 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 (name)*

***(NOTE – no vote is required, the County Scout Council only ‘receives and considers’)***

1. **Making appointments**

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

**6a.** [If required] **To (re-)appoint County President and/or Vice-Presidents**

**Chair** notes that (re-)appointments as County President and/or Vice President are made by the County Scout Council.

Chair advises that name(s) is proposed as President and/or Vice-President. Show of hands to (re-)approve.

**6b.** [If required] **To note any other supporters who may be admitted to membership of the County Scout Council, including former Scouts, by the County Commissioner, the County Trustee Board or the County Scout Council.**

**Chair** notes that the County Scout Council can admit other persons to membership. Chair advises that name(s) are nominated as members of the County Scout Council. Show of hands to approve. These are persons who are to be admitted as members of the District Scout Council in addition to the ex officio list in POR Rule 5.4.2.5.

***(Note: these nominations are to the District Scout Council (the persons attending this AGM). They are not members of the District Trustee Board. Note also that these nominations can be by name or by role.)***

**6c. To approve the County Commissioner’s nomination of the County Chair**

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

**CC** nominates *name* as County Chair and asks for a show of hands as approval.

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

**6d. To elect the County Secretary**

**Chair:** The ‘County Secretary’ is an elected appointment and, as required, name has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve name’s election.

**6e. To elect the County Treasurer**

**Chair:** The ‘County Treasurer’ is an elected appointment and, as required, *name* has been formally proposed and seconded. Since there were no other nominations by the closing date a show of hands is required to approve *name’s* election.

**6f. To elect persons to the County Trustee Board**

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

Xxx1

Xxx2

Xxx3

Xxx4

**Chair** - requests a show of hands to approve their election.

***NOTE that there must not be more names elected than were approved at agenda item 4c. There can be fewer than agreed at 4c, but not more.***

***NOTE that it is very important to arrange the nominations for election BEFORE the meeting. It is very poor to be heard to be pleading for new members from the District Scout Council members present at the meeting.***

**6g. To approve the County Commissioner’s nominations to the County Trustee Board.**

**DC** – my nominations to the County Trustee Board are:

Yyy1

Yyy2

Yyy3

Yyy4

***NOTE: no more can be nominated than were actually elected at 6f above.***

**Chair** thanks the Trustees for their work during the year and in particular those members who are standing down – AAAAA and BBBBB.

NOTE: Co-opted members (if any) of the County Trustee Board are appointed by the County Trustee Board themselves at one of their meetings, and not at the AGM. There can be no more co-opted members of the County Trustee Board than the numbers actually elected at 6f above.

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

**Treasurer** topropose KKKKK

**Chair** - KKKKK has been proposed and seconded and is qualified for the role. May I have a show of hands to approve KKKKK’s nomination.

**NOTE: The requirements for whether to appoint a Scrutineer, Independent Examiner or Auditor will be found at** [https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-District-districts-countiesareas-scottish-regions/](https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-group-districts-countiesareas-scottish-regions/)

**The template for a Scrutineer or an Independent Examiner to use to report back to the Trustee Board will be found** at <https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/>

**6i. To elect representatives of the County Scout Council to represent the County on the Council of The Scout Association**

Under rule 6.5 of Policy, Organisation and Rules we are required to elect representatives of the County to the Council of The Scout Association.

We are required to elect X (number) as members of the Council of The Scout Association, and X (number) as 18-24 members of the Council of The Scout Association. LLLLL and MMMM have been nominated and seconded respectively. Please can I have a show of hands for their election.

NOTE: Check beforehand how many are required. If unsure, please contact UKHQ.

1. **Closing Remarks**

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