

7th Hillingdon Air Scouts

SCOUT COUNCIL

Annual General Meeting

29th September 2026

Group Headquarters

AGENDA

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on 20th September 2024
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
 - c. Note the Group's financial year
 - d. Approve appointed and community members of the Group Scout Council
 - e. Agree the maximum number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
- 4. Review of the previous year**
 - a. The Group Lead Volunteer's review of Scouts during the past 12 months in the 7th Hillingdon Air Scout Group
 - b. The District Lead Volunteer's remarks
 - c. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
- 5. Making appointments**
 - a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
 - b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
 - c. [Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
 - d. Appoint the Independent Examiner / Auditor
- 6. Closing remarks**

7th Hillingdon Air Scout Group (Charity no. 303721)

Receipts and payments account

Year start date

Year end date

For the year from	01/04/2025	To	31/03/2026
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Receipts and payments

	2025/26	2024/25
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	6,755	4,790
Donations	-	-
Legacies	-	-
Gift Aid	-	-
Other similar income	1,218	2,136
Sub total	7,973	6,926
Grants		
Maintenenance grant	-	-
Other grants	600	-
Sub total	600	-
Fundraising events (gross)		
Camps	4,775	3,489
District Events	3,065	-
Detail 3	-	-
Other fundraising activities	-	-
Sub total	7,840	3,489
Scout hut income		
Hire of building	13,320	12,920
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	13,320	12,920
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	-	-
Total Gross Income	29,733	23,335
Asset and investment sales, etc.	-	-
Total receipts	29,733	23,335

7th Hillingdon Air Scout Group (Charity no. 303721)

Receipts and payments account

Year start date

Year end date

For the year from	01/04/2025	To	31/03/2026
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Receipts and payments

	2025/26	2024/25
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	4,046	3,803
Youth programme and activities	4,483	5,341
Adult support and training	-	-
Ground Rent	210	460
Water and Sewerage	-	-
Electricity and Gas	9,853	8,344
Insurance	1,050	1,092
Repairs and Renewals	-	-
Materials and equipment	-	-
Printing and photocopying	-	-
Contribution to camp costs	7,428	6,446
Uniforms	-	-
AGM and trustee expenses	-	-
Young Leaders Reward and Recognition	-	-
Bank Fees	623	-
District Events	799	-
Sub total	28,491	25,485
Fundraising expenses		
Group Events - Scouts	494	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	494	-
Total Gross Expenditure	28,985	25,485
Asset and investment purchases, etc.	-	-
Total payments	28,985	25,485
Net of receipts/(payments)	747	- 2,150
Cash funds last year end	23,637	25,787
Stripe Opening Balance	62	
Cash funds this year end	24,446	23,637

7th Hillingdon Air Scout Group (Charity no. 303721)

Receipts and payments account

Year start date

Year end date

For the year from	01/04/2025	To	31/03/2026
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Statement of assets and liabilities at the end of the year

	2024/25 Unrestricted funds £	2024/25 Unrestricted funds £
Cash funds		
Bank current account	24,446	23,637
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	24,446	23,637
(agree balances with receipts and payments account)	ok	ok
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	343	343
Shop stock	-	-
Other stock	410	410
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	1,393	1,393
Other	180	180
Sub total	2,326	2,326
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	26,773	25,963

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 8th September 2024 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Chair
Treasurer

7th Hillingdon Air Scout Group Scout Council

Annual General Meeting

20th September 2024

Introduction and Welcome

The 2024 AGM was held via TEAMS and was attended by
John Ide
Rebecca Arnold
John Greenaway
Ray Pearce
Gillian Pearce
Sarah Owen
Andrew Pearce
Steve Mellows

Governance Topics

The minutes of the AGM held on 24th September 2023 were approved.
The model constitution for a Group contained in the Scout Association Policy Organisation and Rules was adopted, unchanged, as the Groups constitution.
The Groups financial year runs from 1st April to the 31st March.
No community members were appointed to the scout council at this meeting.
The maximum number of trustees that may be appointed to the Trustee Board was agreed to be 12 persons.
Future Group Scout Council meetings will be quorate with 10 members present.

Review of the previous year

Lead Volunteers Review

The Groups Lead Volunteer, Rebecca Arnold, presented their review of the previous year. The group currently runs three sections, Beavers, Cubs, and Scouts all of which currently have a waiting list. All sections have been participating in District activities along with delivery of the Youth Programme and group organised summer and weekend camps.
John Greenaway and Rebecca Arnold both received awards for Merit

Group Trustees Annual Report and Statement of Accounts

The accounts for the financial year 2023-24 were presented.
Income for the year was £19,521 up from the previous year through increased income from subscriptions.
Expenditure was £25,582 through higher costs associated with increased membership, higher utility costs and spending on the Youth Programme and activities.
The resulting loss of £6,479 means the Group enters the 24/25 financial year with £25,787 in

cash funds.

Making Appointments

The Group Trustees are
John Ide
Rebecca Arnold (Ex Officio)
Gillian Pearce.

John Ide is the Group Chair and was reappointed as the Chair for the following year.

The Group Treasurer position is currently unfilled and is carried out by the Group Chair

Steve Mellows and Sarah Owen have been co-opted onto the Trustee Board pending formal appointment.

Closing remarks

Financially, the Group is in a strong position and is very much a going concern. The Trustee Board is working on improving the Groups governance and compliance with the Scout Association Policy, Organisation and Rules.

TRUSTEES' ANNUAL REPORT

For the period:

From		To	
	1st April 2025		31st March 2026

Charity Name	7th Hillingdon Air Scout Group
Charity Registration Number (if registered - leave blank if excepted charity)	303721
HQ Registration Number	

Objectives and activities

Summary of the purpose and objects of the charity as set out in its governing document	The objectives of the charity are as a part of The Scout Association. The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. The Values of Scouting As Scouts we are guided by these values Integrity – We act with integrity; we are honest, trustworthy and loyal Respect – We have self-respect and respect for others Care – We support others and take care of the world in which we live Belief - We explore our faiths, beliefs and attitudes Co-operation – We make a positive difference; we co-operate with others and make friends The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of scouting and: • enjoy what they are doing and have fun • take part in activities indoors and outdoors • learn by doing • share in spiritual reflection
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	• take responsibility and make choices • undertake new and challenging activities • - make and live by their promise
Summary of the main activities in relation to the purpose and objects	The main activities of the group has been the delivery of the Scout Association Youth Programme, supplemented by participation in District activities and Scout Camps.
Statement confirming the trustees have had regard to the guidance issued by the Charity Commission on public benefit	The Trustees confirm that the charity meets the Charity Commission's Public Benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Achievements and performance

Summary of the main achievements of the charity during the year identifying the difference and impact the charity's work has made, including on sustainability	
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You may choose to include further statements, where relevant, about: Achievements against objectives Fundraising activities Contribution made by volunteers	
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Financial review

Review of the financial position	Receipt and Payment accounts for the period have been produced based on templates provided for guidance by the Scout Association to ensure conformance to Charity Commission regulations. The groups income for this financial period was £29, 733
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	This was around £6000 more than the previous year with the group seeing increases in membership subscriptions, Hall hire income and contributions to both district and group events. Expenditure for the period was £28,985. Principle expenditure remains with utility costs at £9853 for the year. A surplus of £747 leaves the Group with Cash funds of £24,446
Policy on Reserves, why they are held, and the amount of reserves	The policy on reserves is to hold sufficient resources to continue the charitable activities of the charity should income and fundraising activities fall short. The Trustee Board considers that the charity should hold a sum equivalent to 12 months running costs, circa £20,000. The charity held reserves of approximately £24,000 against this at year end. This is above the level/below required for operating expenses. Excess reserves will be available for developing the Groups premises
Policy on Investments and investment performance	The charity's reserves are small and consequently does not have sufficient funds to invest in longer-term investments such as stocks and shares. The charity has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.
A description of the principal risks	

Structure, governance and management

Type of governing document	The charity's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy Organisation and Rules (POR) of The Scout Association.
How the charity is constituted	The charity is a trust established under its rules which are common to all Scouts. It is constituted as an educational charity.
Trustee selection methods	The Trustees are appointed in accordance with the Policy Organisation and Rules of The Scout Association.
Policies and procedures for the induction and training of trustees	All Trustees complete The Scout Association trustee and mandatory learning within the first six months of joining the

	Trustee Board, they also complete other Scout Association mandatory learning periodically as required.
Additional governance arrangements	The charity is managed by the Trustee Board, the members of which are the "Charity Trustees". As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate. The Trustee Board consists of the Chair, and 4 Trustees (including 1 Ex-Officio Trustee, and 2 co-opted Trustees) and meets 4 times a year. The Trustee Board is not currently supported by a Board Administrator. The Trustee Board exists to support the Leadership Teams in meeting the responsibilities of their appointments and in supporting them to run high-quality and safe programs that give young people skills for life. The Trustee Board maintain appropriate governance policies and oversight. The Trustee Board is responsible for carrying out its purposes for the public benefit, complying with the charity's governing document and the law, and managing the charity's resources responsibly. The Trustee Board is responsible for ensuring the charity is well managed, risks are assessed and mitigated, buildings and equipment are in good order, and everyone follows legal requirements and Scout Association Policy, Organisation & Rules. This includes responsibility for: Promoting a positive image of Scouting in the community, as well as its development; Developing, maintaining and regularly a risk register, including putting in place appropriate mitigations; Ensuring that the finances are properly managed, and there are sufficient resources (and reserves) to deliver high-quality Scouting; Ensuring a system of internal controls is in place that is designed to provide reasonable assurance against material mismanagement or loss; Ensuring that property is appropriately managed; Maintaining appropriate insurance of persons, property and equipment;

	Assisting in the recruitment of leaders and other adult support; Having an open and transparent selection process for the recruitment of Trustees; Appointing Advisors as required; Ensuring effective administration is in place to support the Trustee Board; Ensuring compliance with applicable governance and charity regulations, including in respect to safety and safeguarding; Ensuring incidents are appropriately reported in line with regulation and policy; Ensuring applicable policies and regulations are regularly reviewed and changes implemented as appropriate; Ensuring transparency of operations, including in the preparation of accounts and holding and AGM; Ensuring compliance with Data Protection legislation; Acting as a responsible employer for any employees, who are effectively managed.
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Plans for future periods

Plans for future Periods	The Trustees Board have the following plans for future periods. Reduction in utility costs through replacement of the existing storage heating with air source heat pumps. Supplementing the electricity supply with solar panels. Remodelling the accommodation at the end of the hall to better support the Group and Licenced Users
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Reference and administration details

Principal Address	Group Headquarters Pole Hill Park Petworth Gardens Uxbridge Middlesex UB10 9GH
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	Names of the charity trustees who manage the charity	Office (if any)	Dates acted if not for whole year
1	John Ide	Chair	
2	Rebecca Arnold	Lead Volunteer	
3		Treasurer	
4	Gillian Pearce	Trustee	
5	Steve Mellows	Trustee	
6	Sarah Owen	Trustee	
7			
8			
9			
10			
11			
12			

Name and address of advisors

Type of advisor	Name	Address
Independent Examiner / Auditor		
Detail others		

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees by:

Signature		
Full name		
Position held		
Date		

Introduction to the Constitution for a Group (except Scotland)

This introduction is not part of the model constitution for a Group, but includes important points of context.

- a) The Group constitution must always be used in the context of the rules in POR Chapter 5b. Chapter 5b contains rules, which must not be amended.
- b) In accordance with POR 5b.3.1.5 and 5b.3.1.6, any amendments or differences to the model constitution at POR 5c.1 below must be agreed at the AGM and fully recorded in the minutes of the AGM.
- c) In the interest of openness, especially for new members of the Group, Scout Council, the Group, Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5c.1 Constitution for a Group (except in Scotland)

5c.1.1.1 Preamble

This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

5c.1.1.2 Charitable objects

[POR 1.1]

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5c.1.2 The Group Scout Council

5c.1.2.1

The Group, Scout Council has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted Trustee appointments.

5c.1.2.2

The Group, Scout Council has no Trustee responsibilities.

5c.1.2.3

The members of the Group Scout Council are

- a) The ex officio members of the Group, Scout Council are detailed in POR 5b.3.2.4.
- b) The Group, Scout Council may **appoint** some members as detailed in POR 5b.3.2.8.
- c) The Group, Scout Council may appoint some **community** members. See POR 5b.3.2.9.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

- d) The maximum number of appointed and community members of a Group Scout Council is defined in POR 5b.3.2.10.

5c.1.2.4

Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Group Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system.

5c.1.3 The Group Trustee Board

5c.1.3.1

The Group Trustee Board is responsible for the governance of the Group, whether or not it is a charity in law. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

5c.1.3.2

Group Trustee Board membership

- a) The ex officio Group Trustees, as defined in POR 5b.3.3.5(a).
- b) Appointed Group Trustees (including Chair and Treasurer) are persons appointed by the Group Scout Council as described in POR 5b.3.3.5(b).
The selection process for appointed Group Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.
- c) Co-opted Trustees are persons co-opted by the Group Trustee Board as described in POR 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though re-appointment is permitted).
The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Group Scout Council resolution at the AGM.
The selection process for Co-opted Trustees must follow POR 5b.3.3.5(c) and POR 5b.3.3.6.
- d) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

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5c.1.4 Group Scout Council – Annual General Meeting

5c.1.4.1

To support the planning and delivery of a Group AGM there is a downloadable ‘script’ (including agenda and script templates and a suggested planning timetable).

5c.1.4.2

Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group’s financial year. The Group should give a minimum of four weeks’ notice of the date of the AGM.

5c.1.4.3

The AGM must:

- a) Undertake governance oversight by
 - a. approving the minutes of the previous Group AGM
 - b. adopting (or re-adopting) the constitution of the Group (POR 5c.1)
 - c. noting the dates of Group’s financial year
 - d. approving appointed and community members of the Group Scout Council
 - e. agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
 - f. agreeing the quorum for future meetings of the Group Scout Council
- b) Review the previous financial year by
 - a. receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group.
 - b. receiving and considering the Group Trustees’ Annual Report and the annual statement of accounts which have been approved by the Group Trustee Board.
- c) Make appointments
 - a. appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - b. appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
 - c. appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
 - d. approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)

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- e. appoint (or re-appoint) an auditor or independent examiner (see POR 5e.3)

5c.1.5 Group Trustee Board - purpose

5c.1.5.1

The Group Trustee Board is a team of volunteers who work together, as Trustees of the charity, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the Group is meeting The Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.1.5.2

Members of the Group Trustee Board must act collectively as charity Trustees of their Group (whether or not it is a charity in law), and in the best interests of the Group and its members.

5c.1.5.3

The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a) the Group is:
 - a. well managed
 - b. carrying out its purposes for the public benefit
 - c. complying with the Group's governing document and the law
 - d. managing the Group's resources responsibly
- b) the Group is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2a.
- c) young people are meaningfully involved in decision making at all levels
- d) the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme (POR 4b.7)

5c.1.5.4

The Group Trustee Board members must themselves collectively:

- a) develop and maintain a risk register, including putting in place appropriate mitigations
- b) ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group.

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- c) ensure that where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow this guidance.
- d) maintain and manage:
 - a. a reserves policy for the Group. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the Group, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
 - b. an investment policy for the Group.
 - c. a public benefit statement for the Group.
- e) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained
- f) ensure the appointment and management and operation of any sub-team(s) created in line with POR 5c.1.5.5, including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).
- g) ensure that effective administration is in place to support the work of the Group Trustee Board
- h) appoint any co-opted members of the Group Trustee Board
- i) ensure transparency of operation, including:
 - a. prepare and approve the Annual Accounts and arrange their examination by an auditor or independent examiner (as appropriate) and as appointed by the Group Scout Council at their AGM
 - b. prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor or independent examiner)
 - c. present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council at the Group AGM
 - d. following the Group AGM, ensure that the Group Trustee Board administration:
 - files a copy of the Group Trustees' Annual Report and Accounts as described in POR 5e.2.1.2 and POR 5e.2.1.3.
 - records all Group Trustees on the membership system, and ensures that the necessary eligibility checks are promptly concluded (should be by no later than 30 days following the AGM)
 - if the Group is registered with their regulator, updates the Group's registration details to list all Group Trustees

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- j) take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1.
- k) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business
- l) put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).
- m) where staff are employed:
 - a. act as a responsible employer in accordance with Scouts' values and relevant legislation
 - b. ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - c. ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

5c.1.5.5

- a) A Group Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5c.1.5.4(f)). The Group Trustee Board must ensure that for any sub-team it appoints:
 - a. its purpose is governance-focused and not operational
 - b. its members are agreed and approved by the Group Trustee Board
 - c. the Group Chair has right of attendance
 - d. the Group Lead Volunteer has right of attendance
- b) Sub-team members are not Trustees of the Group unless they are already members of the appointing Group Trustee Board.
- c) All sub-team members must be recorded on the membership system.
- d) If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the *Being a Trustee in Scouts* learning.

5c.1.6 Group Scout Council – Conduct of meetings

5c.1.6.1

The Group Scout Council meets at their AGM (POR 5c.1.4).

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5c.1.6.2

It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, POR 16.9.2 must be followed, thus rendering an additional meeting of the Group Scout Council unnecessary.

5c.1.6.3

A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5c.1.6.4

Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

5c.1.6.5

Only Group Scout Council members, as defined in POR 5c.1.2.3, may vote in Group Scout Council meetings.

5c.1.6.6

The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (POR 5c.1.4.3(a)).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

5c.1.6.7

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5c.1.6.8

To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

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5c.1.6.9

All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5c.1.7 Group Trustee Board - Conduct of meetings

5c.1.7.1

Meetings of the Group Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5c.1.7.3 to agree the date of the additional meeting.

5c.1.7.2

Group Trustee Board meetings are chaired by the Group Chair.

If the Group Chair is unable to be present at a meeting, the Group Trustee Board may choose a member to act as Chair for the duration of the meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.1.7.3

Only members of a Group Trustee Board as defined in POR 5b.3.3 may vote in meetings of the Group Trustee Board.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

5c.1.7.4

The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) [round down if necessary] plus one. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the Group Trustee Board, the quorum for each sub- team must be set by the Group Trustee Board, based on the size of the sub- team and the complexity of its task(s).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

If there is no quorum present at a meeting of the Group Trustee Board, or a meeting of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

5c.1.7.5

To fulfil their responsibilities, the Group Trustee Board may meet by video conference or in person, as determined by the Group Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

Whether hybrid or in person, it is important that all persons present at a meeting are able to:

- a) be seen
- b) ask questions
- c) join in the debate
- d) see, share and display documents such as resolutions

5c.1.7.6

Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the Group Chair deems it appropriate.

Digital applications other than email are not normally appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the Group Chair.

For such decisions taken between meetings, a minimum of 75% [round down if necessary] of the total number of Trustees must approve the matter. The results of the vote must be reported to, and recorded in the minutes of, the next Group Trustee Board meeting.

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The notation ^[NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.