Chelmsford District Scout Council

Annual General Meeting on 5th October 2025 at 2pm.
Skreens Park Activity Centre

Meeting Minutes

Present – Malcolm Taylor (in the chair), Leanne Oscroft and Suzanne Ball (Co-Lead Volunteers), Roger Cole, (District Vice President), Councillor Smita Rajesh (Deputy Mayor of the City of Chelmsford), Adam Woodhouse (County Volunteer Development Team Lead), plus some 52 members and friends of the District Scout Council representing the following Groups/Units – 2nd Chelmsford, 5/9th Chelmsford, 6th Chelmsford, 8th Chelmsford, 11th Chelmsford, 14th Chelmsford, 15th Chelmsford, 24th Chelmsford, 1st Broomfield, Chelmer Village, 1st Danbury, 1st Galleywood, 1st Great Baddow, 1st North Springfield, 2nd Woodham Ferrers , 1st Writtle, Network, ASU, Evolve ESU, Tsunami ESU, Relentless ESU, Quo Vadis ESU and members of the District Team.

1. **Introduction & welcome**

   Malcolm welcomed the Members of the District Scout Council and Deputy Mayor of Chelmsford City Council, Cllr Smita Rajesh and Adam Woodhouse from Essex County Scouts. He then read out a quote from a publication BP wrote many years ago which could generally relate to the transformation process we have been and are still going through within Scouting.

2. **Apologies for absence**

   Apologies were received from 4 members.

3. **Governance topics**

   Malcolm noted 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.

   3a. To approve the Minutes of the Annual General Meeting held on 15th September 2024

   The minutes had been previously reviewed by the District Executive Committee at their meeting on 15th October 2024 and he proposed that these minutes be taken as read and ask the District Scout Council to agree that they are a true record of that meeting.

   Seconded by Kris Reynolds, approved by a show of hands.

3b. To adopt the model constitution from Policy, Organisation and Rules

In line with the recommendation from Scout Headquarters, it was proposed that we adopt the model constitution from Chapter 5 of Policy, Organisation and Rules. This was accepted by the Trustee Board at their meeting on 14th January 2025. A copy of this is available for review and inspection on the District Website.

Seconded by Bruce Knight, approved by a show of hands.

3c. Note the District's financial year

Members of the District Scout Council are asked to note that our charity's financial year is 1st April to 31st March.

3d. Agree the quorum for each of the District Scout Council (including this AGM), meetings of the District Trustee Board, meetings of any sub-committees

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 Trustee Board is that the quorum should be set at 15 persons. The District Scout Council is asked to approve that recommendation.

Seconded by Cathy Butler, approved by a show of hands.

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 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.

Seconded by Annarella Prime, approved by a show of hands.

4. Review of the previous year

Malcolm noted to the members present that this part of the meeting was an opportunity to reflect on the activities of the past year. We started with a short video of Scouting nationally.

4a. District Commissioner's Review of Scouting in the District

Leanne presented a review and update of the District over the past year. With Scouting in Chelmsford continuing to thrive, with an increase in the number of Squirrel Dreys (now 6). Also new Groups opening. Our Network is also growing. Camps and Trips have been attended by the young people. Many of these young people were recognised yesterday at award ceremonies across all Sections with 160 top awards presented. We have also had 33 Service awards presented to our adults, with 3 presented for 60 years' service. She

thanked all those working within the teams as Leaders no matter what they do with 600 adults supporting 2000 young people in the District.

4b. To receive and consider the Annual Report of the District Trustee Board including the annual Statement of Accounts

The District Trustee Board has approved the Annual Report and Statement of Accounts and Accounts, and the report on the accounts has been received from Community 360. The District Treasurer, explained the Statement of Accounts. Malcolm thanked the Treasurer for his explanation and advised that this would be David's last year as Treasurer, and whilst in line with good practice the post would be advertised, volunteers would be welcome.

5. Making appointments

Malcolm noted 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.

5a. To appoint Trustees to the District Trustee Board

Malcolm confirmed that Danyel Horner and Andrew Missen are appointed to the board for a further 3 years.

Approved by a show of hands***.***

5b. To re-appoint District President and Vice-Presidents

Malcolm confirmed that Richard Oscroft is President and Roger Cole as Vice-President.

Approved by a show of hands***.***

5c. To appoint the Scrutineer / Independent Examiner / Auditor

The District Treasurer has proposed Community 360 carry on as our Independent Examiner.

Approved by a show of hands***.***

5d. To nominate representatives of the District Scout Council to represent the District on the County Scout Council

We nominated two members as District representatives to the County Scout Council. Kris Reynolds and Roger Cole were proposed and seconded.

Approved by a show of hands***.***

6. Presentation of Awards

Our District Lead Volunteers awarded the following awards:

5 Year Long Service Award • Charlotte Oscroft • Charlotte Laurence • Joanne Deeming • Vern Simpson • Thomas Norton • Sally Dickson 10 Year Long Service Award • Andrew Missen 25 Year Long Service Award • Neil Burrows 30 Year Long Service Award • Robert McPhee 40 Year Long Service Award • Catherine Butler 60 Year Long Service Award • Jean Hamblin	Chief Scout's Commendation for Good Service • Paddy Passfield • Phile Read • Rebecca Masters • Rebecca Puvanendran • Richard Spencer Award For Merit • Alison Pegrum • Cheryl Patten • Dave Burton • Sarah England Coronation Medal • Kat Andrews Wood Badge • Deborah Chambers • Greg Mond • Alice Loates • Andrew Missen • Amy England • Paul Walker

7. Guest presentations

Adam Woodhouse from Essex County Scouts said it was a great privilege to be here with us and to see such a great turn out to an AGM, to see lots of young people and many adults receiving service awards, to which all should be very proud of. He said he was here to primarily to express the thanks from the County Team for all we do and to also say thanks on behalf of all those young people whose lives we are changing, and to remember that Chelmsford District Scouting is the largest provider of youth services in the area outside of full-time education.

Cllr Smita Rajesh thanked us for inviting her to our AGM, and would take this opportunity to say on behalf of Chelmsford City Council that we appreciate everything that each one of us does for our City and our community, not just helping young people to build confidence and other qualities that they will need to progress through life and helping to build the backbone of our country as our children are our future.

8. Closing Remarks

Malcolm closed the meeting and reminded everybody to partake in the refreshments provided.