



Burton Upon Trent Scout Council

Minutes of the Annual General Meeting

Held on Monday 29th September 2025 commencing at 7.30pm
At 24th Burton Rolleston Scout Headquarters

1. Introduction and welcome

The Chair welcomed all to the Burton District Scout Council Annual General Meeting.

We welcomed our County Lead Volunteer, Richard Williams and Hannah Van Wyk from TSA Safety Team

2. Meeting attendance

We received apologies from 12 people prior to today, and 18 just before the commencement of the meeting. 20 people attended in person of which more than the requirement of the District Scout Council were present. A list of all those tendering their apologies, and a list of attendees is included as an appendix to these minutes.

3. Governance topics

3a. Approve the minutes of the Annual General Meeting held on 9th September 2024

The Chair reported that the minutes of the last AGM were reviewed by the Trustee Board and put forward these minutes were taken as read. This was seconded by Alex Hall and approved by a show of hands.

3b. Adopt the model constitution from Policy, Organisation and Rules (POR)

The District Trustee Board proposed the adoption in the main part, the model constitution from Chapter 5 of Policy, Organisation and Rules. The Burton Constitution has included an introductory note and some detail explaining Trustee Board makeup. This was seconded by Chris Harlow and approved by a show of hands.

3c. Note the District's financial year.

The District Scout Council members were informed that the Trustees agree our charity's financial year continues to be the 1st of April to 31st March.

3d. Approve appointed and community members of the District Scout Council

We confirmed that there were no other appointed or community members nominated to the District Scout Council.

3e. Agree the number of members that may be appointed to the Trustee Board

We see no reason to change the maximum number of members appointed to the Trustee Board so it remains as 10.

3f. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)

The Trustee Board recommended the quorum for future meetings of the District Scout Council, including the next AGM, should be set at 15 people. This was seconded by Margaret Clarke and approved by a show of hands.

4. Review of the previous year

4a. The District Lead Volunteer's review of Scouts in Burton Upon Trent District

The Chair thanked Sue and Chris for their verbal review of the year. A written copy was available at the meeting with additional copies available on request.

4b. 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 has received the report on the accounts from the auditor Haslehursts.

The Treasurer verbally gave a summary of the financial position. Hard copies were available at the meeting.

There were no questions regarding the Trustee Annual Report, and the Annual Accounts.

5. Making appointments

5a. Appoint the District Chair, following recommendations from the open selection process initiated by the District Trustee Board

At last year's AGM the Council agreed to appoint Trustees on a 3-year term. Now is the start of the second year, so Nigel Evans will remain as Chair.

5b. Appoint the District Treasurer, following recommendations from the open selection process initiated by the District Trustee Board

Similar to above, the Chair stated that Katrina Creaser will continue as District Treasurer for the next year.

5c. Appoint members of the District Trustee Board,

The previously appointed members of the Trustee Board remain in post.

We do however need to record the transfer of Michael Hovers from co-opted to a full member of the Board and recorded as a Trustee with the Charities Commission.

Also, it is with great pleasure that the Trustees and Lead Volunteers propose the appointment of Mr Rae Bradshaw as District President in perpetuity. This was seconded by Heather Hardy.

Rae was presented with the appropriate certificate.

The Chair thanked the Trustees for their work during the year.

5d. Appoint Auditor

Katy Creaser has secured the retention of Hazelhurts as our auditors.

5f. Nominate representatives of the District Scout Council to represent the District on the County Scout Council

We have no nominations for representatives to the County Scout Council.

6. Presentations

There were no further presentations.

The Chair concluded the formal and mandatory part of the AGM which completed in a record time of 20 minutes.

7. Guest Speakers

Hannah van Wyk, Senior Safety Officer from The Scout Association gave a short presentation on the role of TSA Safety Team and showed some interesting statistics of safety issues and occurrences. Hannah concluded that TSA Safety Team are here to help all members with their concerns regarding safety and made be contacted via the usual HQ channels. She also passed on the thanks of TSA for our efforts in safety compliance.

She was applauded and thanked by the Chair.

Richard Williams our CLV said a few words. Richard commented on the new adult membership system replacing Compass. This has some good points but needs improvement. Data Explorer gives us the opportunity to extract useful information. Richard also passed on his thanks for our sterling efforts to complete the new Safety training.

8. Closing remarks

The Chair concluded by thanking all for attending and thanked our County Lead and Hannah van Wyk for her interesting and useful presentation.

The Chair also thanked all the adults helping young people in all capacities in Burton Scouts. Adults are our true heroes and the game doesn't get easier to play.

(Meeting closed at: 8:20pm)

Refreshments and networking followed.

Minutes Agreed:

Signed: _____ **Dated:** _____

APPENDIX

District AGM 29th September 2025 Attendee list.

Name	Role	Group	Name	Role	Group
Nigel Evans	Chair	District	John Bowering	GLV	17th
Paula Evans	Guest (minutes)		Joy Selvey		District
Katrina Creaser	Treasurer	District	Pete Steadman	GLV	12 th
Chris Harlow	Support Team Lead	District	Gill Steadman	BSL	12 th
Richard Williams	CLV	County	Sue Duffill	DLV	District
Rob Leadbeater	Trustee	District	Andrew Hardy	SL	12th
Farzana Bi	Trustee	District	Heather Hardy	SL	12th
Margaret Clarke	GLV	13th	Chris Harlow	DLV	District
Alex Hall	14-25 lead	District	Jeremy Tutt	Treasurer	12th
Judy Lawford	Treasurer	4th	Ross Higgs	ASL	12th
			Hannah Van Wyk	Safety	TSA

District AGM Apologies list.

(Those giving prior notice to AGM on 29th September)

Name	Role	Group	Name	Role	Group
Angela Burns	DLV		Gill Killbery	CS T	16 th
Graham Jacks	DLV		Ian Taylor	CS T	17 th
Andy Gadsby	GLV	16 th	James Bagworth	AGLV	17 th
Jason Hollis	STL	13 th	Cllr Bev George	Trustee	District
Amy Hollis	BL	13 th	Alison Farmery	CS T	16 th
Helen Charles	TB Chair	13 th	Huw Smith	CS T	16 th

(Those giving notice to AGM on the evening of 29th September)

Name	Role	Group	Name	Role	Group
Neal Carter	CS T	12 th	Mark Ward		Explorers
Kirstie Downes	S	4 th	Michaela Gladwin		Explorers
Mick Duffill	Support	22 nd	Niall Bradley		Explorers
Simon Duffill	CS T	22 nd	Rachael Whotten		Explorers
Beth Hall	S	4 th	Robyn Botteril		Explorers
Jon Large		Explorers	Simon Irwin		Explorers
Ali Gordon		Explorers	Wendy Roper-Knight		Explorers
Chris Griffin		Explorers	Will Gladwin		Explorers
Ian Ferguson		Explorers	Sophie Gordon		Explorers