**[Edit NAME] SCOUT COUNCIL**

**Trustee Board Meeting**

[**Edit Date]**

**[Edit Venue]**

**[Edit Start Time to Finish Time]**

**AGENDA**

[Delete, arrange, and / or tailor agenda items as applicable to your charity]

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **PURPOSE** | **OWNER** | **TIMING** |
| **[**Edit for items as applicable] |
| 1 | Welcome and Introductions | Information | Chair | [x] mins |
| 2 | Apologies | Information | Administrator | [x] mins |
| 3 | Minutes of the Previous Meeting | Decision | Chair | [x] mins |
| 4 | Update on Actions | Discussion / Decision | All | [x] mins |
| 5 | Declaration of Conflicts of Interest (if any) | Information | All | [x] mins |
| 6 | Lead Volunteer’s Operational and Support Team Update | Information / Discussion / Decision | Lead Volunteer | [x] mins |
| 7 | Safety & Safeguarding (including training compliance) | Information / Discussion / Decision | [xxx] | [x] mins |
| 8 | Property & Premises Update | Information / Discussion / Decision | [xxx] | [x] mins |
| 9 | Finance | Information / Discussion / Decision | Treasurer | [x] mins |
| 10 | Policy Updates (if any) | Information / Discussion / Decision | Chair | [x] mins |
| 10 | Risk Updates (if any) | Information / Discussion / Decision | [xxx] | [x] mins |
| 11 | AOB by Exception | Information / Discussion / Decision | Chair | [x] mins |
| 12 | Date and Time of Next Meeting | Information | Administrator | [x] mins |

See Trustee Board Agenda Prompts for further information

The following are potential items for periodic discussion as applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **PURPOSE** | **OWNER** | **TIMING** |
| **[**Edit for items as applicable] |
| [xxx] | Risk Register Review & Update | Discussion / Decision | Chair | [x] mins |
| [xxx] | Review & Approve Budget | Information / Discussion / Decision | Treasurer | [x] mins |
| [xxx] | Succession Planning  | Discussion / Decision | Chair | [x] mins |
| [xxx] | Growth & Inclusion | Information / Discussion / Decision | Lead Volunteer |  |
| [xxx] | AGM Planning & Approvals | Discussion / Decision | Chair | [x] mins |
| [xxx] | Review Premises Audit | Information / Discussion / Decision | [xxx] | [x] mins |
| [xxx] | Review Insurance | Information / Discussion / Decision | Treasurer | [x] mins |

See Trustee Board Agenda Prompts for further information