

Pets in Need (Lancs)
Registered Charity No. 1020244
Minutes of AGM
Mon 23 Aug 2021 @ 7:30 - 8pm

AGM started at 7:30pm with a warm welcome from the Chairman.
 Welcome to Fi Slater and Bev Sale who attended the meeting.

No.	Notes
	<p>Present: Chairman – Andrew White Treasurer – Emily Freeman Secretary – Samantha White (minute taker)</p> <p>Trustees: Marian Owen, Harry Grundy, Margaret Parker.</p> <p>Attendees: Fi Slater, Beverley Sale.</p> <p>Apologies: Georgina Ahern</p> <p>Resignations from the Committee: Gary Wild</p>
	<p>Conflict of Interest Declaration: As at previous meetings, Andrew declared that because he is Chair and Samantha is Secretary that there would be no occasions where they solely made decisions regarding PIN. There would always be a third committee member involved. The committee acknowledged and agreed with this declaration.</p>
1.	<p>Minutes from last AGM meeting (July 2021) Minutes were agreed to be a true and accurate record of the meeting – proposed by Emily Freeman and seconded by Andrew White.</p> <p>Matters arising: The PIN constitution amendment is on the agenda for this AGM, the proposed action was delayed due to the Covid pandemic.</p>
2.	<p>Reports and accounts</p> <p>Chair Report: Andrew presented his report as Chair. The full report can be found in Appendix 1. Andrew formally thanked the committee and volunteers for all their efforts in the last year, a very difficult year for a number of reasons due to Covid, and personally for many people.</p> <p>Treasurer’s Report: Emily presented the Treasurer report. The full report can be found in Appendix 2. Andrew formally thanked Emily for the work on the finance for the Charity in the last year and recognised the time that is dedicated to this.</p> <p>Accounts: The accounts prepared by Emily Freeman for the year ending Dec 2020 have been audited by Sean Moriarty. These were received and discussed as part of the Treasurers report, presented by Emily Freeman. The full report can be found in Appendix 2.</p>
3.	<p>Appointment of Charity Officers Only one nomination was received prior to the meeting from Marian Owen nominating Emily Freeman as Treasurer. Andrew White and Samantha White had previously tendered their resignations from the committee, but in the absence of anyone willing to take on the roles of Chair and Secretary, Andrew and Samantha both agreed that they would continue as officers. The committee</p>

	<p>discussed this, and nominations from the committee members were then put forward for the roles of Chair and Secretary.</p> <p>Chair – Andrew White. Proposed by Emily Freeman, seconded by Margaret Parker Treasurer – Emily Freeman. Proposed by Marian Owen, seconded by Beverley Sale Secretary –Samantha White. Proposed by Margaret Parker, seconded by Marian Owen</p>
4.	<p>Election of new trustees to the Committee Andrew explained the need for new committee members.</p> <p>Fi Slater has indicated that she would be happy to join the committee – her appointment as a trustee was proposed by Andrew White and seconded by Beverley Sale. Voted on unanimously by the rest of the committee.</p> <p>Georgina Ahern has indicated that she will be happy to join the committee and as yard lead. Proposed Emily Freeman, seconded by Margaret Parker.</p> <p>Action: Sam White to send trustee declaration forms for completion to Fi Slater and Georgina Ahern.</p> <p>Gary Wild has resigned from the committee. Andrew formally thanked Gary for his work on the committee and as Yard Lead at the sanctuary.</p> <p>Andrew confirmed that all other committee members are happy to remain as trustees on the committee.</p>
5.	<p>Alteration to the Constitution Andrew spoke to David Porter who wrote the PIN constitution in May 2020. The Charity is on Reynard’s Bank land currently and has been there for 30 years. Covid was increasing at this point, and Mr Porter was shielding so was not prepared to do the site visit, which he wanted to undertake prior to updating the Constitution.</p> <p>Harry queried if the Charity had rights to remain on the land indefinitely since we have been there 30 years. Andrew says there is nothing in the Constitution to say this. Discussion around Charity’s tenure on the land at the animal sanctuary.</p> <p>Online banking has been introduced in 2020 – this can be added as an addendum to the Constitution, to formally include the use of online banking. Committee agreement - no other changes to the constitution at this time.</p> <p>Action – Andrew to send the finance related paragraph and other things for updating to the committee for comment, and then Andrew to approach David Porter or a colleague at the solicitors to add an Addendum.</p>
6.	<p>Any other business None.</p>
7.	<p>The meeting closed at 8:15pm</p>

Appendix 1:

Pets in Need Chairman's report 2020

It has been a very disrupted year at Pets in Need.

Committee

I have now had a full year as chair of the charity. I have been very grateful for the support and encouragement of the committee.

I would like to thank Gary Wild for joining the Committee and taking on substantial responsibilities as yard lead.

We have implemented the recommendations of the independent auditor last year to ensure we meet current accounting standards and financial good governance. Emily Freeman and I have brought the finances of the charity into the modern age with online banking and new bank accounts, which reflects the constitution, so the officers control the assets of the charity.

Operations

Due to the Covid-19 pandemic, we have had a dramatic impact on both the ability to operate the charity and the fundraising.

We had to close the sanctuary to public access for the year from mid-March 2020. I am very grateful for the volunteers who have still come to look after the animals through these difficult times. We have put in better communications via the notice boards, and sanitation equipment to keep people safe and used the WhatsApp groups to keep people informed of the arrangements to keep all people and animals safe.

Animal care.

I am very proud of the work that the volunteers do in and around the charity – the dedication and hard work to the welfare of the animals at the sanctuary is clearly evident.

We have many animals seeing out their days happily in our care. Many cats have been rescued and brought back to good health, then rehomed.

The rabbit pen has been refurbished through the generosity and work done by Gary and Kath Wild.

Volunteers

The commitment of our volunteers is what makes this charity and is hugely appreciated, and I give my great thanks to all involved.

Fundraising

We had reduced income from the shop due to the enforced lockdown closure for several months and then limited opening due to looking after the volunteers who staff the shop. We were able to apply for and obtain grants via Bolton Council to allow us to continue to pay the rent and prevent losses to the charity.

The shop has a committed group of volunteers, led by Marian Owen. Thank you all for your support.

All the events were unfortunately cancelled due to Covid, so a charity raffle was organised in place of the open day, which raised much needed funds and was drawn by Dorothy in the garden at the Sanctuary.

Audit

We have appointed an independent Auditor – Sean Moriarty - to review the accounts.

Conclusion

I would like to thank all the volunteers and trustees for your support in developing Pets in Need for the future.

Andrew White

Chair, Pets in Need (Lancashire)

August 2021

Appendix 2:

Pets in Need Treasurer's Report Year End 31.12.20

2020 has been quite a remarkable year for Pets in Need considering the Coronavirus Pandemic and the impact it had on our fundraising for the charity.

As a comparison, our income is up nearly £5k more in 2020 than what it was in 2019 and our sanctuary running costs have continued to decline over the last couple of years which again is nearly £5k less in 2020 than what it was in 2019. We started the year off well with a legacy of £9.5k which can be a one-off income. £10k of our income in 2020 was through the government Covid relief scheme for small business that had to shut during the pandemic. Our charity shop made a loss of £12,523 in 2020 compared to the previous year which was due to various national lockdowns and government guidance - however bumped up with the government grant we received in the May. Donations made to the sanctuary were up by 50% more than 2019. Donations paid monthly into the bank account are down slightly in 2020 by £300 but can be reflected in the physical donations made. Investment income is also up by £1k than in 2019. Cat donations and rehoming is the same as the previous year contrary to belief.

The cost of sanctuary maintenance is down by 50% compared to 2019. We didn't hold any fundraising stalls during 2020 therefore the balance is nil. The cost of ancillary help in 2020 is on par with 2019 give or take a few hundred pounds. Shop expenses for both years are the same however, shut for most of 2020. Vet fees for our large animals are slightly higher in 2020 than 2019 however we have several animals now on long term medication. Cat vet fees have cost us £4.2k more than the previous year. However, we also have included rabbits and other small furrries in those figures that have needed veterinary treatment in the past 12 months. We have spent £2k less on animal feed in 2020 than in 2019 and spent over £1k more on cat food. However, we spent many months with the same cats due to rehoming being suspended hence the reflection in spending more.

The only fundraising we were able to carry out was our Summer Raffle which was done online and the winning tickets drawn remotely and in a Covid safe manner. We raised £2943 through our efforts.

This last year has been difficult for us in the sense of we would have truly struggled if we didn't have the option of the Covid Relief Scheme to help pay for the shop costs and sanctuary running costs and all the kind donations we received over the 12-month period.

We have managed to set up a new bank account with NatWest in the November with the option of online banking which will help massively see the outgoings and incomings on a more frequent basis. Most monies in RBS were moved across to NatWest to have more day-to-day access to funds. RBS has been kept open as it still receives regular income from unknown supporters.

2020 was overall successful and our expenditure is starting to decrease which is interesting to see. We hope for a better 2021 overall!

Emily Freeman
Hon. Treasurer
19/08/2021

Pets in Need Balance Sheet

2020

<u>Bank Accounts</u>	31.12.20
NatWest Current	75765.33
RBS Gold Deposit	3292.30
Old Mutual Wealth	56058.62
Barclays	48780.11
Barclays	376.25
Cash	405.58
Total	£184,678.19
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Expenditure	44,323.62
Income	46,560.03
Surplus in the year	2,239.19
Balance	<u>£184,678.19</u>

<u>Bank Accounts</u>	31.12.19
RBS Gold Deposit	78218
RBS Current	2040
Old Mutual	52596
Barclays	48741
Barclays	376
Cash	468
Total	182439
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Expenditure	49163.15
Income	41679.02
Deficit	-7484.13
Balance	<u>182439</u>

**Profit and Loss
Pets in Need
1 January 2020 to 31 December 2020**

Income	31 Dec 20
Donations	5517.85
CAT Donations	2738.00
Donation Boxes	558.46
Stalls/Events	233.75
Open Day	2943.00
Shop	6058.83
Grants	14400.00
Legacies	9516.61
Bankers Orders	655.00
Investment Income	3201.54
Sponsorships	48.00
Misc (Pet Insurance Commissions)	163.99
Total Income	46,560.00

Gross Profit **£46,560.00**

Expenditure	31 Dec 20
Cost of Fundraising	599.93
Stock	-
Maintenance	6705.69
Ancillary Help	4701.16
Insurance	1143.35
Shop	7088.56
Van	1182.20
Vet Fees	3386.50
Cat Fees	10620.43
Animal Feed	3868.51
Cat Food	2057.18
Animal Other	1135.17
Telephone	401.06
Advertising	0
Goods Purchased	161.42
Postage & Stationary	820.46
Professional Fees	382
Subscription	70
Total Operating Expenses	£44,323.62

Net Profit **£2,236.41**

**Profit and Loss
Pets in Need
1 January 2019 to 31 December 2019**

Income	31 Dec 19
Donations	3379.60
CAT Donations	2724.00
Donation Boxes	673.19
Stalls	4067.63
Open Day	4615.31
Shop	19124.57
Sponsors	64.00
Grants	3825.00
Bankers Orders	952.50
Interest Income	2253.22
Total Income	£41,679.02

Gross Profit **£41,679.02**

Stalls	110.00
Stock	890.00
Maintenance	12889.22
Ancillary Help	4448.20
Insurance	1473.88
Shop	6938.53
Van	828.29
Vet Fees	2822.19
Cat Fees	6435.94
Animal Feed	5817.67
Cat Food	1450.48
Telephone	612.82
Advertising	621.84
Goods Purchased	3049.86
Postage	774.00
Total Operating Expenses	£49,163.15

Net Profit **-£7,484.13**



Pets in Need Lancs

Registered Charity No. 1020244

Reynard's Bank
Turton Road
Tottington
Bury
Lancashire BL8
3QE 01204
883846

17th August 2021

The Trustees,

As an independent examiner I have reviewed the accounts and underlying accounting records for Pets in Need (Lancashire) for the year ended 31 December 2020.

I can confirm that.

- proper accounting records have been kept
- the accounts agree with the accounting records
- There are no unusual items of income and expenditure
- There are no material matters of concern to draw to the attention of the Trustees

Yours faithfully

DocuSigned by:
Sean Moriarty
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Sean Moriarty

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