



Cats Action Trust (N&W Wiltshire)
Minutes of CAT Annual General Meeting
Held on Zoom on 21 October 2020 at 7.30pm

Present	Tracy Waldron, Lilian & Chris Wordley, Catherine Jelves, Judy Spanswick, Karine Chevalier-Watts, Maria Eels, Kath Davis, Helen Plummer	Action by:
Apologies	Jackie Attewell, Ann Frost	
Absents	Sue Fletcher	
Announcements	NA	
Minutes of last AGM	These were unanimously agreed.	
Matters arising	None.	
Chairman's Report	<p>Given by Tracy:</p> <ul style="list-style-type: none"> • Thank you to Sylvia Hardy & Karine for getting the shop ready for reopening on 15th June 2020 after the national lockdown • New fosterers: Jane Rowland & Sue Fletcher as well as Tracey Weston due to start in January 2021 • Thanks to Philippa Moores for raising funds via the Market Place Facebook page and driveway sales • Encouragements extended to all for keeping well and continuing as best we can 	ALL
Treasurer's Report	<p>AF had given KCW the documents to pass on to the Charity Commission and Karine shared on her screen the Receipts and Payment Accounts to the attendees up to 31st March 2020 which LW commented.</p> <ul style="list-style-type: none"> • Donations were up by £1,629 • Legacies were up by £11,539 • Membership steady • Fundraising events up by £1,537 • Shop income down by £892 • Collection tins down by £208 • Rehoming fees down by £50 • Receipts: £53,100 (last year: £39,503) • Expenses: £35,348 (last year: £36,313) • Net receipts: £17,753 (last year: £3,190) 	Karine
Investment Update	<ul style="list-style-type: none"> • No investments have been made due to the Coronavirus situation • No possibility of opening a bank business account as banks are not opening new business accounts at the moment 	

<p>Election of Officers</p>	<p>The election of Officers was undertaken as follows:</p> <table border="1" data-bbox="386 283 1230 596"> <thead> <tr> <th>Officer</th> <th>Nominees</th> <th>Proposed</th> <th>Seconded</th> <th>Voted</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Tracy Waldron</td> <td>Lilian</td> <td>Karine</td> <td>All in favour</td> </tr> <tr> <td>Vice Chair</td> <td>Maria Eels</td> <td>Judy</td> <td>Tracy</td> <td>All in favour</td> </tr> <tr> <td>Treasurer</td> <td>Ann Frost</td> <td>Karine</td> <td>Everyone</td> <td>All in favour</td> </tr> <tr> <td>Administrator</td> <td>Karine Chevalier-Watts</td> <td>Tracy</td> <td>Chris</td> <td>All in favour</td> </tr> </tbody> </table> <p>The Committee Members were elected “en bloc” as follows (listed alphabetically):</p> <ul style="list-style-type: none"> • Ann Frost • Catherine Jelves • Chris Wordley • Helen Plummer • Jackie Attewell • Judy Spanswick • Lilian Wordley • Maria Eels • Tracy Waldron <p>KCW to update the Committee directory and email to all members.</p> <p>Total Committee Members: 9 with the possibility of co-opting further members at a later date through an ordinary Committee meeting.</p> <p>It was suggested to change the date of memberships from October to August so that we know exactly who current members are and therefore able to vote by the time of the AGM. Tracy to implement the change of date next year.</p>	Officer	Nominees	Proposed	Seconded	Voted	Chair	Tracy Waldron	Lilian	Karine	All in favour	Vice Chair	Maria Eels	Judy	Tracy	All in favour	Treasurer	Ann Frost	Karine	Everyone	All in favour	Administrator	Karine Chevalier-Watts	Tracy	Chris	All in favour	<p>Tracy</p>
Officer	Nominees	Proposed	Seconded	Voted																							
Chair	Tracy Waldron	Lilian	Karine	All in favour																							
Vice Chair	Maria Eels	Judy	Tracy	All in favour																							
Treasurer	Ann Frost	Karine	Everyone	All in favour																							
Administrator	Karine Chevalier-Watts	Tracy	Chris	All in favour																							
<p>Reappointment of Auditors</p>	<p>Mander Duffil were reappointed as auditors.</p>																										
<p>Shop update</p>	<p>Taking advantage of the presence of Kath Davis who is both a CAT member and a shop helper, Karine gave the following updates about the shop:</p> <ul style="list-style-type: none"> • Summer sale: went well and generated £3,000. • Shop intake: £8,076 were raised over a trading period of 6 months due to the national lockdown and shop closure of 3 weeks due to leak from the flat above. • Sales of books/dvds: Martin Jelves has sent the proceeds of these directly to AF. LW to give books of her own to MJ to resell. 																										

<p>AOB</p>	<ul style="list-style-type: none"> • Helpers: we have lost 6 volunteers from last year due to the Coronavirus pandemic as some volunteers are in the vulnerable category and have been advised by their doctors not to go back to the shop as helpers. However, we have gained 2 new volunteers: Andrew and Karen who are doing really well. Delia and Wyn have also come back. A lady called Natasha Mason contacted us on Facebook recently to offer her help at the shop. KD to contact her. • Get Together: a get-together took place on 15th January for the shop helpers which was successful. Unfortunately, due to the closure of the Art House Café and the current governmental guidelines, we won't be able to hold another similar event in January next year. Instead, it was decided that shop helpers should receive boxes of chocolates/biscuits for Christmas. KCW and TW to sort out. • Press Article unfortunately the press article that was supposed to be organised last year did not take place for lack of time. • Stationery: we need to buy one calendar and one notebook for the shop. KCW to purchase. • Shop closure due to leak: a new water heater has been installed and we are waiting for the water damage to be repaired and for the ceiling to be replastered. We are also waiting for an electrician to visit the shop to check the circuit and ensure there's no fault and issue a landlord safety certificate for upstairs and downstairs to be able to reopen the shop. ME to send CW details of an electrician she knows to speed up the process. • CJ mentioned that Waitrose were currently doing a special offer on Feliway products and offered to investigate these and purchase some for the fosterers. <p>End of AGM at 20.30</p>	<p>KD</p> <p>KCW/TW</p> <p>KCW</p> <p>ME/CW</p> <p>CJ</p>
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Signed Tracy Waldron, Chair

Date:



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Cat Action Trust North and West Wiltshire	No (if any) 1048779
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CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	23,064	-	-	23,064	5,010
Gift Aid	1,390	-	-	1,390	2,203
Legacies	-	-	-	-	17,039
Membership	795	-	-	795	703
Fundraising Events	2,122	-	-	2,122	1,827
Shop Income	6,456	-	-	6,456	20,513
Collecting Tins	78	-	-	78	139
Homing Donations	3,880	-	-	3,880	5,100
Sub total (Gross income for AR)	37,785	-	-	37,785	52,533
A2 Asset and investment sales, (see table).					
Deposit Account Interest	173	-	-	173	568
Sub total	173	-	-	173	568
Total receipts	37,958	-	-	37,958	53,101
A3 Payments					
Veterinary	16,017	-	-	16,017	19,706
Food and Litter	2,587	-	-	2,587	3,242
Rent, rates and insurance	4,491	-	-	4,491	4,728
Postage and stationery	185	-	-	185	274
Advertising	270	-	-	270	392
Shop Expenses, repairs and sundry	7,277	-	-	7,277	4,083
Petrol, telephone and electric	732	-	-	732	2,382
Accountancy	540	-	-	540	540
Sub total	32,099	-	-	32,099	35,348
A4 Asset and investment purchases, (see table)					
Sub total	-	-	-	-	-
Total payments	32,099	-	-	32,099	35,348
Net of receipts/(payments)	5,859	-	-	5,859	17,753
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	222,664	-	-	222,664	204,911
Cash funds this year end	228,523	-	-	228,523	222,664



Receipts and payments accounts

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash funds this year end	228,523	-	-
	Petty Cash		-	-
	Total cash funds	228,523	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		KARINE CHEVALIER	16/08/21	
	A.E. Frost (Hon Treas)	A.E. FROST	14-8-21	

Independent examiner's report on the accounts

CC

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Cat Action Trust North and West Wiltshire

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1048779

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]].
Delete [] if not applicable.

It is my responsibility to:

- ∞ examine the accounts under section 145 of the Charities Act,
- ∞ to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- ∞ to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect,:

- ∞ the accounting records were not kept in accordance with section 130 of the Act; or
- ∞ the accounts did not accord with the accounting records; or
- ∞ the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: Andy Davis Date: 7 SEPTEMBER 2021

Name: Andy Davis

Relevant professional qualification(s) or body (if any): FCA

Address: The Old Post Office, 41-43 Market Place
Chippenham
Wiltshire, SN15 3HR

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

here details of any
 items that the examiner
 wishes to disclose.

Trustees' Annual Report for the period

Period start date			Period end date			
Day	Month	Year	Day	Month	Year	
1	04	2020	To	31	03	2021

Section A: Name, purpose and administrative details

Charity name: CATS ACTION TRUST (N&W WILTS)

Other names charity is known by: CAT

Registered charity number (if any): 1045779

Charity's principal address: ORCHARD LEE
3, WESTBROOK GREEN, WESTBROOK
9, BORMINGHAM, CHILDESSHAM, WILTS
 Postcode: SN17 1EF

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Mr C. I. WOODLEY		WHOLE	
2 Mrs E. G. WOODLEY			
3 Mr T. WALDEN	CHAIR		
4 Mrs M. FELS	VICE-CHAIR		
5 Mrs M. DEXTER-WATTS	SECRETARY		
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19			
20			

Names of the trustees for the charity, if any, (for example, members of a governing body)

Name	Dates acted if not for whole year



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	1	04	2020		31	03	2021

Section A Reference and administration details

Charity name **CATS ACTION TRUST (N&W WILTS)**

Other names charity is known by **CAT**

Registered charity number (if any) **1048779.**

Charity's principal address

ORCHARD LEA
5, WESTBROOK GREEN, WESTBROOK
BROMHAM, CHIPPENHAM, WILTS
Postcode SN15 2EF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	MR C.J. WORLEY		WHOLE	
2	MRS L.G. WORDLEY		"	
3	MS T. WALDRON	CHAIR	"	
4	MRS M. EELS	VICE-CHAIR	"	
5	MRS K CHAMBERLAIN-WATTS	SECRETARY	"	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Summary of the main achievements of the charity during the year

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Because of COVID 19, we have only been able to take in 99 cats/kittens, but all homes have been checked.

We now have 12 unhomeable cats that the trust still cares for, we still supply 2 feral groups of cats with food, also giving vet treatment if needed.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our shop volunteers during COVID 19 have been willing to open up our shop at short notice.

At the same time, foster mums have kept going, when vet visits have not been easy.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to COVID 19 we were unable to open our shop, our main source of income, during lockdowns.

Response from the general public was excellent, donations of money and donations of food.

With help from a government grant the trust is able to carry-on for another year in a healthy state.

Details of any funds materially in deficit

Further financial review details

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section E

Other optional information

Section G

Declaration

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

Signed on behalf of the charity trustees

Signature(s)

M. E. Frost

Full name(s)

MRS ANN FROST

Position (eg Secretary, Chair, etc)

TREASURER

Date

10-3-2021

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold a 4 years Reserve - £50,000
 legacy money is held in Reserve in the
 hope that one day we can buy our
 own Rescue & Rehoming Centre.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Main income comes from our
 local charity shop.

It has given us our main
 income to fulfill the charities
 objectives, to care & rehome.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	A. E. Frost	
Full name(s)	Mrs ANN FROST.	
Position (eg Secretary, Chair, etc)	TREASURER	
Date	10-5-2021.	

Detail statement of the charity's policy on reserves

We hold a 4 year Reserve of £20,000
held in the form of a bank account in the
name of the charity. We can draw on
this at any time.

Details of any funds materially in deficit

Further financial review details (Optional information)

- You may choose to include additional information, where relevant about:
- the charity's principal sources of funds (including any fundraising);
 - how expenditure has supported the key objectives of the charity;
 - investment policy and objectives including any ethical investment policy adopted

Main income comes from our
local charity shop.
It has been our main
income to fulfil the charity
objectives to care & rehabs.

Other optional information

Section F

[Large empty box for other optional information]

Declaration

Section G

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

Signed on behalf of the charity's trustees

Signature(s)	A. E. Frost
Full name(s)	Mrs Ann Frost
Position (eg Secretary, Chair, etc)	Treasurer
Date	10-5-2021