



## THE GOVERNING COUNCIL OF THE CAT FANCY



Minutes of the meeting of the **FINANCE COMMITTEE**  
held on Friday 1 April 2022  
By videoconference  
**PRIVATE AND CONFIDENTIAL**

Present: Sean Farrell (Chairman)  
Maria Chapman-Beer (MCB) Steve Crow (SC)  
Rosemary Fisher (RF) Ketill Game (KG)  
Shelagh Heavens (SH)

In attendance: Carrie Lamb - Office Manager (OM)  
Leanne Penwell - Bookkeeper (LP)  
Jen Lacey - Acting Committee Secretary (JL)

### FC933 MEETING INTRODUCTION & ADMINISTRATIVE UPDATE

#### 1. Apologies received

1.1 The meeting opened shortly at 11.08 after apologies were received from one member for lateness. Peter Collin (Vice Chair) had sent apologies for absence.

INFO

#### 2. Chairman's opening remarks

2.1 SF welcomed the committee members and staff present, and thanked them for giving their time to attend.

INFO

### FC934 MINUTES OF THE PREVIOUS MEETING

#### 1. Minutes of the meeting of 11.2.2022

1.1 These had been circulated following the meeting to allow corrections and amendments to be made. It was acknowledged by the Committee Secretary that the full minutes had been sent to all FC members, but information on the employment terms and conditions of a staff member had been sent immediately after the meeting only to those who had been present to answer a specific question that had been raised at FC929.1.4. She apologised if this caused offence, but none had been intended.

1.2 One member observed that she had sent extensive comment on this section of the minutes to other FC members as she was dissatisfied with them but had received no response.

1.3 The Committee Secretary replied that she had taken note and had listened to the tape again to get closer to the wording used in the meeting. She had supplied a reference of the conclusion to the Chair.

1.4 It was thought that the final sentence of FC929.1.4 had been more accurate in the first version circulated, and on the proposal of SC this was substituted: "Therefore it was agreed to leave the final recommendations to the Board to HR".

1.5 The minutes were agreed with this amendment on the proposal of SC, seconded by RF. There were two abstentions, SH and KG.

#### 2. Matters arising from previous minutes not on the agenda

INFO

2.1 FC929.1.1 LP reported that the changes to NICS threshold in the government's spring statement would advantage the junior employees in their take home pay by approximately £30 per month.

2.2 In the same statement the hold placed on the rates of small businesses would have been advantageous, but for GCCF these had remained static since 2019-20. However, the extra NICS allowance would give a saving of approximately 5% on the total National Insurance bill.

### FC936 DECLARATIONS OF INTEREST

None

INFO

### FC937 FINANCE

#### 1. Profit and loss accounts to February 2022

1.1 LP commented that February had been satisfactory as there had been a profit, although this was relatively small in comparison to other months and less than in February 2021.

1.2 The income for the year to date was also lower than the previous year, although for each month the income had increased slightly. The difference was that there had been increased expenditure in 2022 and several bills had come in during February including payments for the website and for the strategic planning consultants (second payment of three).

1.3 LP queried whether the £600 for website photography should be shown on the marketing and advertising line, and received acknowledgement from the Chair for this.

1.4 It was observed that the month's spend on computer software and programming was higher than budgeted, but ascertained that there had been a one-off payment of almost £800 for a change of site host. It was expected therefore that the spend would level out across the year.

1.5 It was also noted that the computer consultant had not submitted an invoice. If the amount had been included (as was LP's usual practice) the month's gross profit would have been £3,768.75

#### 2. Profit & loss and volume figures for February & March 2022

2.1 It had been commented that a reduction in the number of core business transactions from January to February had resulted in lower income, but this was a normal trend for the time of year. In most areas there was no significant reduction from the previous year, with the exception of prefix applications.

- 2.2 The OM commented that there were some technical problems in producing the graphs as the numbers on Phoenix and those on the charts had not correlated.
- 2.3 The OM reported the March figures and noted these were not as good as those in March the previous year, with FC comment that this was as expected, though good that there was no sharp drop in volume.
- 2.4 It was queried whether imports numbers were greatly reduced as it was known a number of cats were brought in from Eastern Europe and it was possible that travel was now more difficult. However, import numbers had increased, though it was not known where the cats were travelling from.
- 2.5 It was acknowledged that the figures were sufficient graphs did not need to be produced for this month. **INFO**

### 3. **Investments report**

- 3.1 RF had circulated the figures in advance of the meeting..

The Aldermore: £77,436.82 with a fixed interest of 1.2%, until March 2023

Cambridge & Counties: £92,122.76 a 95 day notice account with .99% interest.

Redwood Bank: £83,777.61 a 95 day notice account with 1.04% interest

Monmouthshire Building Society: £84,227.84, an easy access account with 0.5% interest

Shawbrook Bank: £80,000, 2 years fixed notice account with 0.85% interest.

*Signatories: LP, RF and SF.*

- 3.2 The Lloyds accounts were:

Lloyds Bank current account: £359,723.73

Lloyds Bank Supreme Account: £863.27

Lloyds Euro account: €23,892.64 = £19,995.85

*Signatories: SF, LP, RF, SH and SC.*

- 3.3 RF reported that the Aldermore account had been rolled over in March and the expected interest rate of 1% had increased to 1.2% at that time.

- 3.4 The Hanley Economic Building Society had withdrawn the product reported to the Board and FC. Virgin Money was an alternative unlimited easy access account giving 0.5% interest.

- 3.5 Paperwork was awaited from the HampshireTrust and then the account would be opened. It was proposed that RF should open both with SF and LP as additional signatories and £80,000 would be transferred to each from the current account. This was unanimously agreed.

**Action: accounts to be opened with Hampshire Trust and Virgin Money**

**RF**

### 4. **First draft of the 2021 accounts from Albert Goodman**

- 4.1 LP had circulated a first draft of the accounts with the paperwork, and a second draft electronically. This had given more detail in profit and loss from the shows held, as requested.

- 4.2 It was explained that there were no discrepancies found in the core figures. The gross profit on the internal end of year P&L had been greater, but the reduction was accounted for by stock adjustment (shown with stationery and medals), small differences in depreciation and adjustment for credit vouchers. A detailed breakdown of these amendments to the final end of year total was supplied with the accounts (page 29). After tax this was £206,305.06, an increase of £10,359 on the 2020 profit.

- 4.3 It was confirmed that there was no sharp rise in costs associated with printing and stationery that needed to be passed on to customers, as the significant increase (£48,109 from £33,941) shown was due to this accounting practice for stock held.

- 4.4 It was noted that SF should be shown as 'Chair' rather than 'Director' throughout the accounts' documents.

- 4.5 There were queries on the use of the term 'Supreme Show' to cover the Anniversary Show and Virtual Show as well as in other listings. LP explained that the accountants would not have been able to distinguish between the show from the Quickbooks headings and it would be necessary to work through these with them for accuracy. FC members stressed this would be necessary for Board and Council presentation.

- 4.6 The detailed breakdowns of the shows, with the deficit for each, were shown in draft 2 as presented in the internal P&L and there was agreement with these, but observation that the figures for 2020 would need reallocation as there were no comparable shows in the previous year. The Supreme Show account had acquired a small amount of interest and bank charges in both years, and there were also some administrative costs, but not the sums shown. It was thought that if the banking and administrative costs were kept with the core figures there would be no need for the term 'Supreme' to be used anywhere.

**Action: discussion on amendments in presentation with AG**

**LP**

### 5. **Insurance Schedule for 2022**

- 5.1 The insurance was due for renewal on 1 May 2022, and RF confirmed that this year she would be successful in obtaining comparative quotes. HIGOS (Devizes) and NFU (Bridgwater) had both received the schedule and NFU was now circulating it to underwriters.

- 5.2 She reported that HIGOS had noted that GCCF had cover for £585,000 for equipment away from the Office and there seemed no reason for it. It would be queried with the current broker.

- 5.3 It was agreed that when the quotes were received they would be circulated by email. If there was unanimous agreement on the most suitable then it would be accepted. If this was disputed, or there was any other reason an FC member wished for a discussion, then a short meeting would be called. A vote was taken and this course of action was unanimously agreed.

**Action: circulation of quotations for the 2022-2023 insurance schedule**

**RF**

### 6. **GCCF mileage rate review**

- 6.1 It was stated that the review was requested as recommended mileage rates had not been made for a number of years. They remained at 30p per mile for judges' expenses although the price of fuel had increased considerably, and there had just been a further price rise. The HMRC business rate was 45p and had been for some time.

- 6.2 Opinion was given that if the rate was set at the HMRC level it would indicate 'business use' of the car as it covered more than fuel expenses. It could necessitate tax declaration and business use insurance cover.

- 6.3 It was also commented that a sudden 50% rise in mileage costs for judges would impact significantly on show expenses at a time of other increasing expenses for shows. However, this had to be balanced against what was fair and reasonable for judges or it could deter some from taking engagements.
- 6.4 The current GCCF Expenses Policy allowed staff to claim 30p per mile. It was queried if this should be raised to 45p. The bookkeeper had just received expenses claims for travel to a show. It was thought that this should be in line with HMRC allowance, but noted that if staff travelled on GCCF business anywhere other than the Office that they should have business travel included in their insurance policies.
- 6.5 It was a business requirement for the OM to attend a number of shows a year, and determined that if she was without business travel insurance she should get a quote so that GCCF could consider compensating her for any additional cost to her insurance policy. Except for the Supreme it was not so important for staff, and as several were under 25 any additional insurance could prove costly, particularly if taken during the course of a policy rather than at renewal. Car share would be an alternative possibility, as would funded car/minibus hire for events that several staff members were attending.

**Action: discussions with the staff to ascertain knowledge of individual policies held** OM/LP

- 6.6 It was proposed that the recommended mileage rate should be 40p for judges and volunteers and this should be brought to delegates' attention at the next Council meeting for input. This was unanimously agreed.

**Action: raise in the recommended rate of the 'Expenses Policy' with referral to the Board & Council** JL/LP

**NB** *The OM missed part of this discussion due to technical failure. On her return she confirmed she had insurance cover for business use on her current policy.*

## FC938 CLUB & BAC MATTERS

### 1. Any further update on the 2020 returns

1.1 SH reported that there was nothing further from the Abyssinian CA. She would make contact again to give a reminder that both the 2020 and 2021 accounts would be necessary for sign off. That was standard for all clubs.

1.2 The 2020 accounts could be constructed from bank statements that would be available from the previous treasurer or a local branch of the banks.

**Action: contact with the ACA**

SH

2. 2.1 There had been Office liaison to establish procedure to deal with returns. The IT process did not seem to have correlation between money paid and amounts recorded, which allowed for inaccuracies. It was suggested that LP should check.

2.2 18 clubs and 3 BACs had paid, plus one BAC had a query. That left a large majority outstanding, and a reminder of 30 days remaining was due to be circulated to club officers.

2.3 Eastern Counties CS had wound up, but wanted their accounts on file. They had sent a £5 administrative fee. This would be donated to the CWT.

**Action: check on the possible disparity between actual payments and the Phoenix record**

LP

## FC939 STAFF & OFFICE

### 1. Staff report - future requirements

1.1 The OM reported that she could not make an accurate assessment of this until the staff member taking maternity leave had returned and taken up her previous roles. This would probably be about the end of June.

1.2 Two members of staff were currently receiving training for minute taking (LP) and leadership skills (RM). **INFO**

### 2. Update on Office and equipment

2.1 Walker Fire would install the monitoring for the fire alarm system on 12 April, for £700..

2.2 Computer equipment had been purchased for a volunteer and staff member working from home. The cost of the hardware provided was queried with the response that the estimates supplied also included software and installation, and the total amount had not been spent. The equipment remained the property of GCCF and would need to be returned if those concerned no longer held their current roles.

2.3 In discussion on the purchase of a guillotine it was thought that the OM's spending limits required further clarity as the amount per purchase was not specified, nor was it clear whether there was a maximum per year or part of the year.

**Action: OM spending limited to be on the June FC agenda**

LP/JL

## FC940 EVENTS, PROJECTS & FORWARD PLANNING FOR 2022

### 1. Supreme Show

a) account transfer

1.1 LP said the usual amount to enable the Supreme to pay initial expenses was £60,000 and currently there was just under £1,000 in the account.

1.2 However, the hall had already been paid for from the general account so she was proposing a transfer of £42,000. This was unanimously agreed.

b) plan for Office staff attendance

1.3 The OM proposed that all Office staff who wished to should have the opportunity to attend the Supreme Show. It would provide an opportunity to network, support and promote GCCF as well as being a learning opportunity. They would travel on the Friday and take part on a rota basis on the Saturday.

1.4 The Chair commented that they should not work beyond 6pm on the Friday evening and it was also thought that the figures stated were approximate and would need fine tuning.

- 1.5 It was explained that £100 x 8 related to a 'bonus' for each for attendance at the Supreme as stipulated in the Staff Handbook. There would also be two days' time off in lieu (toil). It was thought by some that this was generous, but it was observed that the expectation was that they would work hard at GCCF promotion.
- 1.6 There was discussion on where the staff expenses should be shown within the accounts. It was concluded as the staff were operating promotionally for the benefit of GCCF rather than delivering the show. There was consensus that the costs should be within the marketing budget.
- 1.7 The proposal (with approximate costs) and budgetary allocation were unanimously agreed.

## 2. IT projects

- 2.1 SC reported that as far as he was aware the business continuity project, as undertaken by Ghyston, was now complete. However, he had not been able to confirm with the IT consultant that all was finished in a satisfactory manner, so that what was required had been delivered. The Chair commented that it would be necessary to maintain the completed documentation to mitigate business risk in future  
**Action: a check to be made with IM on future proofing** **SC**
- 2.2 The website had also been completed and positive comments had been received. A support contract had been put in place.
- 2.3 IM was working on the technological review planned so that hardware and software were detailed with possible replacement dates and existing service contracts. There had not been a recent report on progress.
- 2.4 Two videos were completed on the website. Discussion had commenced on further possibilities.
- 2.5 The registration policy review was also nearly complete so that Phoenix was delivering the requirements of each BAC. The British Shorthair was the major complex policy still outstanding.
- 2.6 The STAR manual was now interactive and would be available for SMs with the next update of Phoenix.
- 2.7 There was a query on when the pricing policy for STAR would be in place, with the response that this had been put to one side by the Board late in 2021 to wait until all procedures were as good as they could possibly be. This was when the task & finish group had been set up, which was meeting regularly and taking feedback from users of the system (show management and exhibitors).
- 2.8 Also, until there was a return to work by the staff member on SMA, and an opportunity for her roles to be assessed, it was difficult to know whether sufficient administrative support was in place or whether more would be needed. Discussions with the OM on the quality of office support were ongoing. It was possible that additional staff hours would be required, but until the number of clubs interested in using the system was known, along with the commitment of the returning staff member, this was difficult to calculate.
- 2.9 SC remarked that there was a case to be made to offering STAR free of charge to all clubs, but it was observed that the capacity for delivery to all had to be available. The Chair noted that GCCF would not always have the large reserves it held currently as there was a commitment to spend on other projects and to donate to Ukrainian relief. SH wished it to be a record that she felt let down when other FC members were satisfied with proposed costings at FC, but did not give the same support in Board meetings.
- 2.10 The Chair queried whether the STAR system was open for entries before a schedule was published. SC replied that he believed this had happened due to administrative error. It was something that was noted for correction. He acknowledged the Chair's concern that there could be a GDPR breach if SMs made contact with exhibitors who were making checks on classes offered and then chose not to enter. There had to be clarity on SM responsibility with regard to the schedule and there was now a contract that defined SM and office responsibility.

**Action: a check on the access of SMs to information on potential exhibitors** **SC**

## 3. Contract with Purina

- 3.1 The Chair confirmed there had been agreement on the planned project with Purina. It would be for a six months' trial period with payment in return for website advertising.
- 3.2 Subsequently, it was known that Purina's parent Nestle' was a company that had not entirely withdrawn from selling in Russia. There would be limited local production of baby and animal foodstuffs.
- 3.3 It was thought it would be useful for the Office staff to have a summary of the company's statement on this so they could give out the information to answer any emails or phone calls.

**Action: supply of company information document** **JL**

## 4. Breeder Scheme Review

- 4.1 The OM reported that the Office had frequent requests for information on when the Breeder Scheme would be open to new members again.
- 4.2 There was an extensive discussion on the background of the Scheme and if it could continue in its present format, which was relatively cheap to deliver and contributed an income stream to GCCF, or whether it needed a form of inspection included as set out with the financial projections supplied. This would require funding initially while there were a number of inspections to deliver, and hoped return to profit over a three-year period. However, it would require additional administrative input from the office.
- 4.3 It was described how a similar position had been reached with a previous review when UCAS accreditation had been considered for a scheme similar to that of the Kennel Club's. It had been rejected because of the financial outlay necessary and the difficulty in finding suitable inspectors who would be accepted.
- 4.4 There was also some discussion on the change in breeding over the past five years. Since the introduction of local authority licensing there was more commercial breeding. The original Scheme had been based on hobby breeders with a passion for breeding and showing.
- 4.5 The Chair considered that although the aim for inspection was laudable there needed to be an appropriate annual fee to make the Scheme viable, especially as those who were members stood to gain considerably from GCCF's reputation and marketing. FC members concurred with this viewpoint. It was unanimous that the proposal should not be accepted in the form it was presented.

**Action: report back to Professor Jarvis** **JL**

**NEXT MEETING:** Friday, 10 June 2022.

End of Agenda, with business completed where possible, at 2.20pm