



THE GOVERNING COUNCIL OF THE CAT FANCY



Minutes of the meeting of the **FINANCE COMMITTEE**
held on Friday 11 February 2022
By video-conference
PRIVATE AND CONFIDENTIAL

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

In attendance: Leanne Penwell - Acting Office Manager and bookkeeper
Jen Lacey - Acting Committee Secretary (JL)

FC925 MEETING INTRODUCTION & ADMINISTRATIVE UPDATE

1. Apologies received

1.1 The meeting opened shortly after 11.00am. The Chair passed on the information that Mrs Dean had resigned from the committee. The reserve, Mr K Game, had been invited, but had a prior engagement. **INFO**

2. Chairman's opening remarks

2.1 SF welcomed the committee members and staff present, and thanked them for attending. It had been hoped that the new Office Manager would be there, but Covid had delayed her planned start with GCCF. **INFO**

FC926 MINUTES OF THE PREVIOUS MEETING

1. Minutes of the meeting of 10.12.2021

1.1 These had been circulated following the meeting to allow corrections and amendments to be made.

1.2 They were agreed unanimously as an accurate record on the proposal of MCB. **INFO**

2. Matters arising from previous minutes not on the agenda **INFO**

2.1 FC922.2.3 MCB queried whether the £8000 in the budget under marketing and advertising for a staff member was a part time position. It was clarified that the Board had transferred £6000 of this to salaries to contribute towards a part time position with this emphasis once other staffing requirements had been met. It was not a specific salary figure.

2.2 FC923.2.3 It was queried why the costs of employing Ghyston should not be allocated to IT as it was professional service for a specific purpose as well as mitigating a business risk.

2.3 It was agreed to make the transfer of £9,000 to 'computer maintenance and 31.2' with a note made on the budget to that effect.

Action: reallocation on the budget sheet **LP**

FC927 **DECLARATIONS OF INTEREST** None **INFO**

FC928 FINANCE

1. Profit and loss accounts to December 2021

1.1 The year had finished with an operating profit of £227,102.77. LP observed that this would be amended slightly by the auditors, but she asked that depreciation was adjusted, so expected the the final outcome would not be very different.

1.2 This was a £20,000 increase on 2020. It had not been anticipated that the year would be so successful which explained why there had been a positive outcome when the budget prediction had been for a deficit. However, it was thought 2022 would show the expected downturn.

1.3 It was noted that in December invoices from Ghyston (£4,500) and for the strategic review (£5,466.67) had arrived and been paid. This was queried as neither company had begun their work, with the response that it was usual practice to pay in tranches with the first due in advance. Both companies had then commenced their work promptly in January. **INFO**

2. Profit & loss and volume figures for January 2022

2.1 LP presented the figures and graphs for January 2022. She noted that there could be some adjustment as the Agria figure was an estimate.

2.2 It had proved to be a very satisfactory start to the year with income slightly higher than in 2021 and expenses much the same. There had been no outgoings spent on planned projects in January, and no IC/DC expenditure, so a good gross profit of almost £25,000 was welcome but would not be standard.

2.3 It was observed that the registration figures showed a slight increase on those for January 2021, reflected in income. Transfers had dropped slightly, but HHP registrations were higher, possibly a result of the return of shows.

2.4 A change of colours for the graphs was requested so that no two years were alike. LP confirmed that this could be done for the next presentation. **INFO**

3. Investments report

3.1 LP had circulated the investment account balances, as correct at 8.2 2022 and RF confirmed that she had checked on the morning of the meeting and there had been no change.

The Aldermore: £77,368.02 with a fixed interest of 0.55%, until March 2022
Cambridge & Counties: £91,974.77 a 95 day notice account with .99% interest.
Redwood Bank: £83,636.27, 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.

3.2 The Lloyds accounts were:

Lloyds Bank current account: £363,964.69
Lloyds Bank Supreme Account: £889.27
Lloyds Euro account: €23,336.99 = £19,669.42

3.3 It was noted that the new OM would not be added as a signatory to any of the accounts until her probationary six months were completed and she was a permanent member of staff. **INFO**

4. **Future investments - a report from Albert Goodman**

4.1 The meeting to discuss investments with Albert Goodman had taken place on 20 December and their presentational pack had been circulated to FC.

4.2 RF reported her conclusions on the meeting outcome were AG could not provide any additional information to what could be obtained from careful research, and they would charge for their services. Others who were present at the meeting did not disagree.

4.3 She had ascertained that the Hanley Economic Building Society and Hampshire Trust were independent of each other and had no links to the other financial institutions that held GCCF investments. Therefore, a maximum investment of £85,000 would be risk free. They had a range of different types of accounts. The HEBS gave the best return for instant access (0.7%) and the HT offered up to 2.2% on an investment bond that was left in place for five years (but could be accessed sooner forfeiting the interest).

4.4 It was agreed that £80,000 (to allow for growth) should be recommended for each.

Action: contact to be established to open accounts, and a report to the Board **RF**

5. **The examination of the 2021 accounts**

5.1 LP reported that everything required by Albert Goodman had been sent and the audit examination would be carried out on 18 February.

5.2 It would be possible to make a report to FC on 1 April, but not certain that the accounts would be prepared in full by then. They would definitely be ready by the Board meeting planned for 13 May.

5.3 This would give FC an opportunity for in-depth discussion in June, if necessary, ahead of circulation in delegate packs for the July Council meeting. **INFO**

FC929 STAFF & OFFICE

1. **Salary requirements for existing staff and recruitment** *(The AOM left the meeting)*

1.1 It was noted the recommendation of 19% for junior staff had been approved by the Board, and thought it should give a starting level that would attract and retain new BSCs. It was well above the 6% set for the minimum wage and inflation. Existing differentials had been maintained.

1.2 The intention was that annual bonuses should now be removed. There was discussion on maintaining some contingency to allow for payment to reward any action carried out by staff on their own initiative, that was additional to what was expected in normal duties, and of benefit to the company.

1.3 There was agreement that was a possibility, but no decision on implementation. It was also observed that staff would need to be informed of the change, to remove expectation of bonus payments for Christmas.

Action: to be discussed at the next HR and Board meetings and with the new OM **SF/JL**

1.4 There was further discussion on the increase in salaries for the senior staff with the exception of the new OM. However, there was information missing on each to complete recommendations. It was anticipated that the necessary detail would be available by the time of the HR meeting as discussions with two were planned for the next week, and the previous minutes could be checked to confirm the employment terms and conditions of the third. Therefore it was agreed to leave the final recommendations to the Board to HR.

Action: information from minutes to be circulated **JL**

(The AOM returned to the meeting)

1.5 LP confirmed that the salary paid on 23rd of each month was the salary for that month and not for part of any other. Therefore the increased salaries would be first paid on 23 April.

1.6 When the query was raised (AOB) LP responded that the current staff were managing the routine work of the Office well at the current time. If there was extra work, as with a STAR show or because of holidays, then there was pressure. However, a staff member would be returning from maternity leave, though the exact date and conditions of the return were not yet fixed. **INFO**

2. **Update on Office and equipment**

2.1 Wrencon would be in the Office on 24th and 25th February to carry out the replacement of the tiles and framework to the ceilings as agreed. There would be an additional cost of £654 as Walker Fire would be required to disable and reconnect the fire detectors. It had been established that another company could not undertake the work, or it would invalidate the fire inspection that had recently been carried out.

2.2 Coomber (security company) had been contacted to give an alternative quote for monitoring the fire alarms. This had not yet been provided.

2.3 FC agreed that as Walker Fire were fire specialists, and another company's actions could impact on the services they already provided, it seemed sensible to accept their services for fire monitoring. Coomber were unlikely to offer substantially improved terms and did not seem keen to tender for the work.

3. **Office Manager spending limits**

3.1 The Board had approved £5000 as the Office manager's spending limit for a single transaction. FC considered there was a risk as the budget for office spending could be quickly exceeded, and considered that the recommendation to the Board had to be that this had to be the maximum spend without permission from FC and/or the Board. It was also preferred that the limit set by FC of £2,000 was preferable.

3.2 The AOM was of the opinion that there was no problem working within this limit, and it had been the practice of the previous OM to check on any spending not previously discussed.

3.3 She brought a printer to the attention of FC that was almost new and had been scarcely used. It was possible that if an OM had a high spending limit there could be similar purchases, not properly thought through.

3.4. It was agreed these were valid observations and should be put to the Board.

Action: recommendation of the retention of a £2000 limit to be put to the Board

SF/RF

FC930 CLUB & BAC matters

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

1.1 SH reported that the Abyssinian CA had not yet submitted its 2020 returns. She believed the delay was caused as they were waiting for bank statements.

1.2 It was noted that they did not send a delegate to Council, but had retained their 2022 show licence. The show was being planned for March.

Action: contact with the ACA for a further update

SH

2. **Progress with the 2021 returns**

2.1 SH reported that to date she had returns from four clubs and two BACs to check.

2.2 She had not known she would work with a different staff member and would have preferred the person she had liaised with the previous year. She was concerned that information was being added to the system prior to it being checked.

INFO

FC931 BUDGET & GENERAL FORWARD PLANNING FOR 2022

1. **Finalised budget after Board approval**

1.1 This had been circulated to FC. It was noted that the Board had approved all of FC's recommendations, but that spending had been reduced because of payments made in December, and the Supreme Show would not be using the NEC.

1.2 LP reported that she had begun making monthly payment to the Cat Welfare Trust as had been agreed.

1.3 FC had made one reallocation to an alternative spending line (FC926.2.3) which made no difference to the total amounts agreed.

Action: a report on this change to Albert Goodman

LP

2. **Project and events update**

2.1 SC reported that Ghyston work was well underway, although the required reports would not be produced until the assessments were completed. It was hoped it would be finalised around the end of February.

2.2 The Strategic Planning Review was also ongoing. The requested paperwork had been provided for assessment and interviews were planned for 22nd and 24th February. Most committees contacted had provided someone willing to represent them, and most Board members had responded.

2.3 It had not yet been determined whether there was a need for a Board session. It was thought this would take place after the other interviews if required, on a separate day.

Action: circulation of the timetable of interviews with the names of the interviewees

SC

2.4 RF reported that the new website launch was planned for Tuesday, but she would not be making an announcement until Monday 14th, in case it had to be postponed.

INFO

ANY OTHER BUSINESS

1. A check on office staffing (see FC929.1.6)

2. It was confirmed that the date of the next meeting of FC was 1 April, as arranged. JL apologised for not noting this on the agenda.

3. It was agreed that dates of meeting had been set to enable committee members to make plans, but changed circumstances could mean there were adjustments. The change of date to the Board meeting was so that it could follow the HR meeting, and it brought it between the January and April meetings. A show cancellation had made that possible. It had been agreed by Board members at the end of the January meeting and was not intended to exclude anyone.

NEXT MEETING: Friday, 1 April 2022.

End of Agenda, with business completed where possible, at 12.41pm