



RSPCA Gwent Branch
Registered Charity No. 225476

**Annual General Meeting
The Branch Office
Newport**

**Monday 11th October 2021
at 7pm**





RSPCA Gwent Branch
Registered Charity No. 225476

Agenda
Monday 11th October 2021

1. Welcome and opening remarks
2. Apologies for absence
3. Adoption of minutes from the last AGM
4. Matters arising
5. Report of the Committee
6. Presentation of the Accounts and adoption of Branch Report and Accounts
7. Election of Auditor
8. Election of Committee
9. Inspectors Report
10. Animal Centre Report
11. Shop Report
12. Result of Election to the Committee
13. Any other business relative to this meeting



RSPCA Gwent Branch
Registered Charity No. 225476

Reference and Administration

RSPCA Gwent Branch - Charity Number: 225476

Principal Office
RSPCA
Uskside Business Park
Usk Way
Newport
NP20 2TX

Gwent Branch Trustees
Mr D Liles Chairperson
Mr P Baxter Treasurer
Mrs T Barnes Secretary
Mrs G Hawkesley
Mrs C Gunter
Mrs B Francis
Dr C Lawson
Mr H West

Accountants/Auditors
Philip Murphy & Partners
10-12 Corporation Road, Newport, NP19 0AR

Bankers
Co-op Bank
27-29 Commercial Street, Newport, NP20 1HJ



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Registered Charity No. 225476

Public Benefit

The RSPCA Gwent branch is an unincorporated charitable association and is separately registered branch of the Royal Society for the Prevention of Cruelty to Animals, carrying out its direct animal welfare work in the area of the old county of Gwent.

Aims and Objectives

The Gwent Branch supports the work and objectives of the National Society, and aims to promote animal welfare, kindness and to prevent or suppress cruelty to animals by all lawful means.

Benefits

The branch trustees work in the Gwent area, and aim to help people in need with the care of their animals. We do this by our activities and we focus on animals, their owners and trying to prevent cruelty and give help to the public whenever possible.

CHARITABLE ACTIVITIES

The main activity we undertake is fundraising because we need to maximise our incomes, so we can pay towards veterinary treatment, re homing an animal, foster care, micro-chipping and neutering. We do this by using the voucher scheme. Some of the work we do helps to control the dog//cat population through neutering and benefits the public by giving them financial help which in turn promotes reasonable pet ownership.

INSPECTORS

We support the society's inspectorate and the difficult work they do. They dispense vouchers if an animal is in need and they also provide education, information and advice. The work they do is key to the prevention of cruelty which is part of the objectives of the RSPCA and of course the Gwent branch, which is a moral benefit to the public.

WELFARE

We pay for the above by doing bucket collections, being part of the token scheme in supermarkets.

In the past we have helped to fund the animal centre in Merthyr Tydfil, we support the animal centre in Newport and have opened a shop in Chepstow. We are a welfare branch for the Gwent animals and their owners.

VOLUNTEERING

We need our volunteers to help us in our efforts to continue the work of the branch. The volunteers can be trustees, fundraisers, or fosterers. This benefits local people by the branch which is compassionate and rewarding.

REVIEW

The trustees on an annual basis review their achievements and objectives, to ensure they remain focused on their charitable aims and continue to deliver benefits to the public. We complied with the duty under the Charities Act 2006 to have due regard to public benefit guidance published by the commission.



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Annual Report for 2020

Welcome to the RSPCA Gwent (Brecknock) annual report. At the time of writing this report, the world has become a very different place for all of us and the animals we share the planet with.

It is with sadness I report the sad loss of one of our trustees and a past trustee. Kay Clair was a committee member for over twenty-five years and was our chair for ten years. Christine Jones was a committee member for over twenty years and continued to fund raise for the branch after stepping down from the committee. Both Kay and Christine passed away during the last twelve months and they are missed by the trustees of the branch.

Owing to the corona virus our Chepstow shop closed for a significant period of time but has now reopened. We are reliant on the generosity of our supporters, for the shop to operate successfully. Financial support is only one way of helping, our shop will need stock of donated items and customers to rebuild its income as we come out of lock down. Adam, the shop manager and his team of volunteers have worked hard to ensure the shop is ready to trade again.

Despite COVID, thanks to technology the branch committee continued to meet regularly and continued working towards its objectives of developing the branch to increase its support in assisting animals in need.

An Events and Volunteer Officer took up post this year. This role has enabled the branch to increase the number of volunteers as well as developing our funding streams. Our branch office is now staffed throughout the week and Chris and his team are available to take calls from members of the public.

We also employed Animal Welfare Officer; this role has been successful from the start. Steph our Animal Welfare Officer came to the role with a lot of experience working with animals and her skills and knowledge are being used daily assisting with animal welfare issues.

For both posts to be successful the branch purchased two vans, this has been an investment to increase our ability to assist animals in need, we are now able to travel around the Gwent area and beyond, not only assisting animals but also fund raising and raising awareness of the work of the RSPCA and animal welfare issues.

The trustees have spent a lot of time planning how to develop the branch, which enables it not only to support animals in need but also support the public.

We provide local pet owners, living in our branch area on low income and qualifying benefits, with financial support through our welfare assistance scheme by subsidising the cost of veterinary treatment for sick animals.

The total number of animals supported by the branch during the year are

Dogs 218

Cats 196

Rabbits and Small Furrries 14

The branch is continuing to the plan for the future and the trustees are currently discussing opening other shops in the branch area, with Cwmbran being one of the preferred sites.

The branch has a history of supporting the society's animal centre in Newport, both financially and by providing volunteers at their fundraising events. The branch is keen to continue with this support once COVID restrictions allow.

I would like to thank all the staff and volunteers of the branch for the work they do and to the members of the public who support the branch.

David Liles

Branch Chair.



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Report & Presentation of Accounts 2020

Total Income for the year amounted to £279,502 including £90,021 of funds from Brecknock Branch merger. Expenditure in the year amounted to £169,322 This resulted in a surplus for the year of £109,624

The income split was Donations and Subscriptions £3,416 Door to Door £39,247 (*which is a national campaign where the collection is split between the national society and the branches*) Chepstow Shop £40,703 (additionally we received £29,687 in covid grants) we also received two legacies with a total of £77,969

The main expenditure split was Salaries £38,314, Rental for Chepstow Shop and Newport Office £30,284, veterinary voucher scheme £10,611 payments to Wales Board Projects/Boarding Fees £6,347, Newport Animal Centre £14,247 and Covid 19 Branch Emergency Fund £25,000.

Reserves Policy

The branches reserves policy is unchanged from last year and is set at the amount of £100,000 this is equivalent to 18 months running costs, this is reviewed every six months.

Currently the branch does not hold restricted or unrestricted funds.

Investment Policy

The branch does not currently hold any investments.

Future Plans

In 2021 we are looking to open another two retail shop to further support our fundraising Cwmbran should open Autumn 2021 and Newport in December 2021 This proposal will be costed to ensure it gives maximum benefit to both the public and the animal welfare work.

We continue to support where needed on a case by case basis the Newport Animal Centre and Cat Rehoming Centre based at Pets at Home in Newport, both are managed and operated by the RSPCA National Society.

In 2021 we are looking in partnership with other neighbouring branches to work in closer partnership to ensure we have the maximum efficiency in animal welfare. This proposal will be costed to ensure it gives maximum benefit to both the public and the animal welfare work.

It is our intention to continue to provide a voucher scheme to provide assistance to members of the public on low income and those animals with no known owner. Along with those animals that request from our inspectorate is sought for our assistance.

Paul Baxter
Gwent Branch Treasurer

RSPCA GWENT BRANCH
ACCOUNTS
31 DECEMBER 2020

RSPCA GWENT BRANCH
ACCOUNTS
YEAR ENDED 31 DECEMBER 2020

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RSPCA GWENT BRANCH
ACCOUNTANTS' REPORT TO THE PROPRIETOR
YEAR ENDED 31 DECEMBER 2020

Respective responsibilities of branch committee and examiner

The branch committee is responsible for the preparation of the accounts. The branch committee considers that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed:

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking of explanations from you as the branch committee 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 matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect, the requirements
 - * to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Philip Murphy + Partners

PHILIP MURPHY & PARTNERS
Accountants & Tax Consultants

10 Corporation Road
Newport
South Wales
NP19 0AR

13 August 2021

RSPCA GWENT BRANCH
PROFIT AND LOSS ACCOUNT
YEAR ENDED 31 DECEMBER 2020

| | 2020 | 2019 |
|--|---------|--------|
| | £ | £ |
| TURNOVER | 249,671 | 95,875 |
| COST OF SALES | | |
| Storage hire | 450 | - |
| GROSS PROFIT | 249,221 | 95,875 |
| OTHER INCOME AND INTEREST RECEIVABLE | | |
| COVID 19 grants | 29,687 | - |
| Bank interest receivable | 590 | 373 |
| Other interest receivable | 4 | - |
| | 30,281 | 373 |
| | 279,502 | 96,248 |
| EXPENSES | | |
| Wages and salaries | 38,314 | 22,455 |
| Staff pension costs | 3,382 | 1,680 |
| Pension administration fees | 165 | - |
| Staff welfare | - | 20 |
| Rent | 30,284 | 19,640 |
| Rates and water | 65 | 1,650 |
| Light and heat | 2,251 | 1,108 |
| Insurance | 1,797 | 611 |
| Repairs and renewals | 1,896 | 1,261 |
| Protective clothing | 1,002 | - |
| Cleaning of premises | 769 | 751 |
| Motor expenses | 7,066 | - |
| Travelling expenses | 478 | 439 |
| Telephone | 2,743 | 1,586 |
| Boarding fees | 6,000 | - |
| Vets fees and medicines | 10,611 | 9,204 |
| RSPCA supplies | 6,347 | 3,899 |
| Animal transportation | 550 | - |
| Hire of equipment | 895 | 420 |
| Equipment repairs and renewals | 648 | 914 |
| Stationery and post | 1,287 | 791 |
| RSPCA HQ - emergency funds | 39,247 | - |
| Card machine fees | 756 | 334 |
| Subscriptions and donations | 359 | - |
| Legal and professional fees | 2,994 | 1,145 |
| Clerical assistance | 300 | 293 |
| Accountancy fees | 1,092 | 796 |
| Depreciation of motor vehicles | 8,024 | - |
| Carried forward | 169,322 | 68,997 |

RSP CA GWENT BRANCH
 PROFIT AND LOSS ACCOUNT *(continued)*
 YEAR ENDED 31 DECEMBER 2020

| | 2020 | | 2019 |
|---------------------------|---------|-------------|-------------|
| | £ | £ | £ |
| Brought forward | 169,322 | 279,502 | 68,997 |
| Depreciation of equipment | 556 | | 277 |
| Bank charges | — | | 60 |
| | <hr/> | 169,878 | <hr/> |
| | | 109,624 | 69,334 |
| NET PROFIT FOR THE YEAR | | <hr/> <hr/> | <hr/> <hr/> |

RSPCA GWENT BRANCH

BALANCE SHEET

31 DECEMBER 2020

| | Note | 2020 £ | 2019 £ |
|-------------------------|------|----------------|----------------|
| FIXED ASSETS | | | |
| Tangible assets | 1 | 27,470 | 1,810 |
| CURRENT ASSETS | | | |
| VAT | | 5,680 | 5,500 |
| Bank deposits | | 180,764 | 101,280 |
| Cash at bank | | 7,196 | 2,312 |
| | | <u>193,640</u> | <u>109,092</u> |
| CURRENT LIABILITIES | | | |
| Trade creditors | | 589 | 197 |
| Accrued expenses | | 1,092 | 900 |
| | | <u>1,681</u> | <u>1,097</u> |
| NET CURRENT ASSETS | | <u>191,959</u> | <u>107,995</u> |
| NET ASSETS | | <u>219,429</u> | <u>109,805</u> |
| FINANCED BY: | | | |
| CAPITAL ACCOUNT | | | |
| Balance brought forward | | 109,805 | 82,891 |
| Net profit for the year | | 109,624 | 26,914 |
| Balance carried forward | | <u>219,429</u> | <u>109,805</u> |

RSPCA GWENT BRANCH
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2020

1. TANGIBLE FIXED ASSETS

| | Freehold Property £ | Motor Vehicles £ | Equipment £ | Total £ |
|-----------------------|---------------------------|------------------------|----------------|---------------|
| COST | | | | |
| At 1 January 2020 | 245 | — | 7,630 | 7,875 |
| Additions | — | 32,097 | 2,143 | 34,240 |
| At 31 December 2020 | <u>245</u> | <u>32,097</u> | <u>9,773</u> | <u>42,115</u> |
| DEPRECIATION | | | | |
| At 1 January 2020 | — | — | 6,065 | 6,065 |
| Charge for the year | — | 8,024 | 556 | 8,580 |
| At 31 December 2020 | <u>—</u> | <u>8,024</u> | <u>6,621</u> | <u>14,645</u> |
| NET BOOK VALUE | | | | |
| At 31 December 2020 | <u>245</u> | <u>24,073</u> | <u>3,152</u> | <u>27,470</u> |
| At 31 December 2019 | <u>245</u> | <u>—</u> | <u>1,565</u> | <u>1,810</u> |