

Minutes of Ferne Animal Sanctuary Trustee Meeting
Held on Wednesday 15th September 2021
At Ferne Animal Sanctuary

Trustees Present: Bob O'Connor (Chair) : BoC **In Attendance:** Elaine Hayes : EH
David Cook : DC Emma Purnell : EP
Richard Fuller : RF
Verity Stiff : VS **Minutes:** Amanda Wright
Samantha Wilson : SW

Via Zoom Mark Ellis (ME)

		ACTION
1.0	Apologies for Absence : Received from Samantha Hannay and Jayne Souter.	
2.0	Declaration of Interest ~ None noted. EP to check form received from DC.	EP
3.0	Minutes of Previous Meeting – Agreed as a true account.	
3.1	Actions/Matters Arising	
	1. Travel Policy is now agreed.	ALL
	2. EH invited new Trustees to book in for their Inductions.	EH
	3. Ethical Policy – to be carried forward for discussion at a future meeting.	
4.0	Managements Accounts – Distributed in advance of meeting	
	1. July stands at £188.8K deficit & £76.2K worse than year to date budget.	
	2. Although £100K down than previous year, this is 38% improvement compared to pre covid position.	
	3. Income at £270K – down 4% compared to pre covid.	
	4. Rathbones portfolio saw retrospective adjustment to June results giving rise to unrealised gains of £43.2K for July with investments just below £1.2m.	
	5. Legacies to July stands at £5.6K with pipeline at £450K. Confident that several legacies will be settled in the next 3 months.	
	6. Trading income is down 22% against pre covid levels at £77.5K YTD.	
	7. Gift shops sales at £2.2L YTD. A good start to the summer.	
	8. Charity shop revenue behind budget by £20.1K. This is down on pre covid levels, however we are seeing an increase in spend per transaction across our outlets of above £4.50p.	
	9. Café sales of £5.4K. Bad weather saw July have fewer visitors with an average spend per visitor of £5.95p. Revenue down 50% compared to pre covid. New chef now started, working on plan to build customer base and enhance performance.	EP

		ACTION
4.0	<p>Management Accounts (contd)</p> <p>10. Admission at £25.8K YTD. Visitor numbers are down, however YTD revenue is up 4% as a result of the admission price increase.</p> <p>11. Gift Aid sales stands at 20% of the total revenue for April to July. Introduction of EPOS in August. Revenue expected to increase once the system is fully implemented.</p> <p>12. Total Expenditure is 30% lower than pre covid levels. However, we have seen a slight rise of 6% in the month to £114K, bringing YTD spend to £495K.</p> <p>13. The rise in expenditure has been largely due to investment in marketing with visitor campaigns and unforeseen emergency Estates costs.</p> <p>14. SW queried on-line gift shop sales. EH confirmed that we are starting to see an upwards trend with xmas cards starting to sell. No additional overheads are taken up as run by Visitor Services. On-line stock due for a re-refresh soon however there is an issue with procuring stock from wholesalers as a result of Covid/Brexit/Ports etc.</p>	
5.0	<p>CEO Report – As read</p> <p>1. Dog show proved very successful with £5,800 raised. Everyone was pleased with how the day went.</p> <p>2. FRM Team have recently had training on Face2Face recruitment from Ruff Training. 11 extra Friends of Ferne memberships signed up on dog show day. Targets for staff to be introduced and will look to take on more people for this.</p> <p>3. Work on Sculpture Trail is progressing. Corporate Supporters event to be held soon to bring Sponsors on board – looking to recruit 20 Corporates.</p> <p>4. Free transport has been secured to transport sculptures from Scotland.</p> <p>5. Forever Care – recent Marketing push on this which has brought in 15 Legacies so far. Legacy Day being held on 16th which could bring in more Registrations.</p> <p>6. Charity Shops – Now working with new Rag Merchant which will bring in more money and be more regular.</p>	
6.0	<p>Francis Clark Presentation / Accounts Sign Off</p> <p>1. Laurence Bassett presented an overview of the financial results to Trustees and reported a good performance and very clean audit.</p> <p>2. Proposal to Accept FAS 2020/21 Accounts was proposed by RF with all in favour.</p> <p>3. BO’C officially signed off set of Accounts.</p>	

		ACTION
7.0	Health and Safety Committee Update	
	1. BO'C agreed to continue to Chair H&S Committee until a new Chair comes forward.	
	2. A colleague of JS who is an expert in H&S has expressed an interest in being prospective Trustee at some point in the future. He is working full time but has offered free H&S advice to FAS if needed. BO'C to send EH his CV.	BO'C
	3. Last H&S Mtg held on 11/08/21 with new team – Jason Potts has joined as Estates Manager and Leah Edwards is now Staff Representative.	
	4. Accident with FAS van reported. Agreed to fit all round cameras on the van to assist with all round visibility.	
	5. Fire Alarms – Decision to upgrade the system and purchase Carbon Monoxide Detectors for staff accommodation.	
	6. EH to contact Peninsular to establish if Fire Drills need to be carried out for Staff in Live-In accommodation.	EH
8.0	FRM Committee Update	
	1. Next FRM Committee Mtg due in October. Looking at new Fundraising Strategy. EH to update at next Meeting.	
9.0	Animal Care	
	1. Report taken as read – no additional comments or questions.	
	2. High demand for cattery places due to recent closure of local rescue centres. Very busy with kitten season.	
10.0	Estates Report	
	1. Report taken as read – no comments or questions received.	
11.0	HR Report	
	1. Report taken as read – no comments or questions received.	
	2. RF requested updated Organisational Chart to reflect recent changes.	AW
12.0	Major Risks	
	1. Schedule has been updated. EH invited Trustees to put forward any additional risk that should be considered.	
13.0	Indoor Equine School – Brief outline of plans given by NH	
	1. Planning Permission is already in place for an Indoor Equine School at the rear of the yard.	
	2. Current schooling area is not practicable. Area is too small and on a slope.	

		ACTION
13.0	Indoor Equine School (Contd) 3. Majority of horses coming into the Sanctuary have behavioural issues. 4. Current positioning of school leads horses through pedestrian areas where noise from visitors and vehicles can cause upset and disrupt their rehabilitation and training. 5. Looking to raise £200K through grants and an Appeal to launch in Spring 2022. 6. All monies raised will be restricted funds and work will only start once full amount has been raised. 7. Trustees were invited to speak with NH for further information and details on the proposals.	
14.0	Capital Expenditure 1. EP had previously presented Capital Expenditure Requests to F&GP Mtg. 2. BO’C confirmed that all Priority (1) items were agreed for this year. 3. Items subject to approval - £10K for new lawnmower. Jason explained the need for this item and now to look at different options. Obtain firm quotation and put to Trustees. 4. Proposal to accept the Capital Expenditure Budget was proposed by DC and seconded by RF. All in favour.	JP
15.0	Revenue Budget preparation 1. EP to start meeting with SMT to go through each department. 2. EP reported potential rise in national living wage to £9.46 – an increase of 5.7%. Currently, 50% of staff are on NLW.	
16.0	Any Other Business 1. EH to forward details of Hornsbury Mill Dinner and Dance to Trustees. 2. Meeting Dates for 2022 were agreed, as below.	EH

March 2022		June 2022		September 2022		December 2022	
F&GP	Trustee	F&GP	Trustee	F&GP	Trustee	F&GP	Trustee
2.30PM	10.00AM	2.30PM	10.00AM	2.3PM	10.00AM	2.30PM	10.00AM
02 Mar	16 Mar	01 June	15 June	07 Sept	14 Sept	01 Dec	14 Dec

Meeting Closed.