

MINUTES
Foal Farm Animal Rescue
Annual General Meeting of Members

Held at 10.30am on Saturday, 5 September 2015
In the Sports Centre at Charles Darwin School, Jail Lane, Biggin Hill TN16 3AU

Present:	Charles Johnston (Chair) – CJ Carole Vernon (Trustee) – CV Keziah Walmsey (Trustee) – KW Martyn Dryden (Hon Sec) – MD Lydia Buttinger (Trustee) – LB Paul Dewdney (Trustee) – PD	Apologies:	Ian Price (Trustee) – IP Diane Bate (Treasurer) – DB Joan Payne (Trustee) – JP Liz Cordingly (Trustee) – LC
		Others present:	N/A

Item			
	<p>Chair’s Welcome and Introductions CJ welcomed members to the AGM. PD and LB introduced themselves to the meeting as co-opted Trustees and CJ gave CR’s apologies.</p>		
1	<p>Minutes of the AGM – 21 June 2014 The members approved the minutes from the last AGM.</p>		
2	<p>Accounts for year ended 31 December 2014 The accounts for 2014 were introduced and summarised by MD. The key points drawn out were:</p> <p>The net result for the year was a breakeven position which is considered to be a good result.</p> <p>Income had decreased on the prior year – the main reason being less legacy income this year. MD highlighted the fact that Foal is actively looking at ways it can reduce its reliance on this income stream.</p> <p>Expenditure is up on the previous year. The current year expenditure included some necessary repair work and MD explained that Foal is continuously monitoring its spending and actively seeking out ways to control its costs such as undertaking tendering processes where necessary.</p> <p>Other debtors are up this year, the main reason being a legacy that had not been received by the year end.</p> <p>A question was asked concerning the increase in other debtors. MD explained that this is a timing of cash receipt.</p> <p>The accounts were formally adopted.</p>		
3 - 8	<p>Election of Trustees</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>- Charles Johnston Proposed by Don Rossiter, seconded CV Appointment approved by a majority vote</p> </td> <td style="width: 50%; vertical-align: top;"> <p>- Diane Bate Proposed by Pat Mack, seconded by CJ Appointment approved by a majority vote</p> </td> </tr> </table>	<p>- Charles Johnston Proposed by Don Rossiter, seconded CV Appointment approved by a majority vote</p>	<p>- Diane Bate Proposed by Pat Mack, seconded by CJ Appointment approved by a majority vote</p>
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	<ul style="list-style-type: none"> - Martyn Dryden Proposed by CJ, seconded by CV Appointment approved by a majority vote - Paul Dewdney Proposed by CJ, seconded by KW Appointment approved by a majority vote - Lydia Buttinger Proposed PD, seconded Don Rossiter Appointment approved by a majority vote - Charlotte Robertson Proposed PD, seconded CV Appointment approved by a majority vote <p>Some questions were raised concerning the communication of the Board, in particular some members not being aware of the backgrounds to those being nominated for election or re-election. A suggestion was put forward that a synopsis should be included with the AGM notice to inform the members of the background to each Trustee being nominated so they can make an informed decision when voting. The Board explained that an exercise has been undertaken to provide a synopsis of each Board member to be included on the Trustees section of the website, and that this will be completed very soon.</p> <p>LB explained that the voting process is not a competitive process in the same way that you see at a Building Society where you have to choose one candidate over another. This election is to either elect or not elect an individual as a Trustee.</p> <p>CJ explained that the Trustees continue to monitor and assess the skill set of the Board and if a skill set is required, it will recruit for this during the year. Any Trustees who are appointed in the year are co-opted to the Board and have to stand for formal election at the AGM, as is the case with PD, CR and LB this year.</p>
9	<p>Re-appointment of Field Sullivan Ltd, Chartered Accountants as auditors until the conclusion of the next Annual General Meeting</p> <p>Proposed by CJ, seconded by CV Appointment approved by a majority vote</p> <p>Field Sullivan Ltd was therefore re-appointed, and asked to prepare the Financial Statements for 2015 to be presented to Members at the 2016 AGM.</p>
10	<p>Setting the level of the auditors' remuneration</p> <p>The Directors were authorised to agree the auditors' remuneration by a majority vote.</p>
11	<p>Proposed resolutions</p> <p>No resolutions were noted</p>
12	<p>Members' comments, suggestions and questions</p> <p>CJ began by outlining the status of the isolation block plans. He apologised that this had taken so long to organise, but explained that the tenders received for the original plans were very high.</p> <p>The new proposal is much more cost effective than the old proposal as well as being significantly more efficient from an operating point of view. He directed the members to the plans that were pinned to the wall at the back of the room and said that while the Board were frustrated that the process had taken as long as it has, but that the current proposal is now the right one for Foal.</p> <p>CJ also explained that the contractors had originally indicated that the new development did not require planning permission, but have recently changed this viewpoint, but that we expect the work to have been completed by the end of Spring 2016.</p> <p>Questions raised by members were:</p>

- Should Foal consider re-issuing the book written by Jane Anthony on its history?

CJ said the Board will consider this.

- Why has the sale of donated goods only increased marginally on the prior year?

CJ explained that the Board are formulating a business plan to seek ways of expanding and growing Foal's income streams.

- Can Foal open several more charity shops?

CJ explained that this was an area the Board were focussed on but highlighted the practical limitations to opening several shops, such as the requirement and ability to underwrite new leases. PD added that he has been looking at this area very closely and that the Board are in the process of formulating a plan and strategy to grow this area.

- Are there any plans to open up the access to Foal via the Driveway?

PD explained the situation regarding the local landowners and said he had met with them recently to discuss options. While this is proving difficult, he feels things are moving forwards and also explained that there are other opportunities the Board are considering. This issue is very high on our agenda.

- What is happening about the Christmas and Halloween events, as those who run the shops need time to plan for these?

CV said she was not sure for definite, but that she thinks the Halloween event may not be happening this year. The Board agreed that the communication regarding these events should be more pro-active. KW and PD explained that the Farm is undertaking a lot more fundraising activities than it did in the past. For example, the Summer Festival was much larger than in previous years, and the film night was a new innovation that worked very well. They praised the hard work of the staff at Foal, and for their dedication to the work.

- How are events advertised?

KW explained that these are advertised in the local paper and on the Foal website, as well as being included in the Foal newsletters. For some events that are arranged at short notice, it may be that these are only advertised on the website as there is insufficient time to place an advert in a papers, but typically this is only for new events.

PD said that the database the Farm uses is not very streamlined such that emailing details of events is not as easy a process as it should be. He said the Board are considering the database limitations and plan to resolve this which will help with future communications.

- Could local radio be used more to advertise events?

Foal has tried this in recent years but had not had much success. CJ said he has some contacts in local radio so will follow up on this.

The meeting closed at 11:30pm