



# RSPCA Kent-Folkestone & District Branch

Trustees' Annual Report and Accounts. Year ended 31 December 2022

Registered Office: Henwood House, Henwood, Ashford TN24 8DH. Charity Number: 209580





## TRUSTEES' REPORT

The Trustees present their annual report together with the financial statements of the charity for the year 1 January 2022 to 31 December 2022.

### POLICIES AND OBJECTIVES

The object of the charity is to promote kindness and good care and prevent or suppress cruelty to animals by all lawful means, in accordance with the policies of the Society.

### REFERENCE AND ADMINISTRATIVE DETAILS

The Royal Society for the Prevention of Cruelty to Animals Kent-Folkestone and District Branch is registered with the Charity Commission under charity number 209580 and is governed by the rules and regulations laid down by the Royal Society for the Prevention of Cruelty to Animals (RSPCA).

## OUR TRUSTEES FOR 2022

Trustees are elected by the local RSPCA membership. The trustees who served during the year, and at the report approval date, are as follows:

Nicholas Robbins: Chairman (resigned 21 October 2022)

Linda Hicks: Chairman (appointed 17 November 2022)

Clare McGill: Secretary (resigned June 2022)

Olivia Treadwell: Secretary (appointed June 2022)

Andre Knuchel-Takano: Treasurer

Pam Ninham

Jeff Hicks

Sian Hughes

Martyn Whybrow (resigned April 2022)

Jane Robbins (resigned 21 October 2022)

Charles Evans (resigned June 2022)

Jane Makin Maclean (resigned June 2022)

### INDEPENDENT EXAMINER, ACCOUNTANTS & PAYROLL

Magee Gammon, Henwood House,  
Henwood, Ashford TN24 8DH

### BANKERS

Natwest Bank Plc

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is constituted as an unincorporated association. The charity operates as a separately registered Branch of the RSPCA subject to its rules for Branches (as updated in December 2021). In the normal course of business, Committee members are elected at every Annual General Meeting, from the members of the Branch, to carry on the work for the ensuing year. Candidates must receive 50% of the votes of the members present.

The elected Branch Committee can co-opt not more than three members onto the Committee until the next Annual General Meeting. All Committee members must be Society members for a minimum of three months on appointment. The Committee members are trustees of the Branch and are briefed on their responsibilities as trustees prior to their acceptance of the role.

The trustees hold regular meetings at which decisions are made and implemented or conveyed to our staff for action.

## HEALTH AND SAFETY POLICY

A health and safety policy that outlines the Branch's duty of care in respect of the health and safety of all persons visiting the Branch's working premises (e.g. volunteers, contractors, members of the public) is available for reference by all staff and volunteers and is reviewed regularly to take into account any changes.

It is a legal and important requirement that the RSPCA Kent-Folkestone & District Branch, in the conduct of its business operations, ensures a safe and healthy working environment for all its employees, contractors, visitors and volunteers in compliance with all current Health and Safety Legislation. The RSPCA Kent-Folkestone & District Branch accepts the fact that this implies the corresponding duty of ensuring that the necessary branch, equipment, and training is provided to fulfil this obligation.

An effective Health and Safety Policy requires the full collaboration and co-operation of all employees; therefore, all employees are required to familiarise themselves with the content of the documents and to accept their own personal responsibility for Health and Safety at work.

## SAFEGUARDING POLICY

A safeguarding policy was reviewed and revised by a trustee with a specialism in safeguarding, recognising our collective responsibility for safeguarding children and adults at risk of abuse and exploitation.

## FUNDRAISING POLICY

A fundraising policy has been reviewed and adopted by the trustees to ensure compliance with the Fundraising Code of Practice and all relevant legislation. This recognises the care required in handling donations and funds raised and ensures governance is in place to prevent risk of fraud.

## LONE WORKER POLICY

The trustees have developed a lone worker policy to support our staff and volunteers to feel safe and supported at work this is reviewed regularly by our HR consultant and the relevant Line Manager, to take into account any changes.

## CONFLICT OF INTEREST POLICY

This policy ensures that Trustees always make decisions in the Branch's interests alone and to further its specific charitable purposes.

## WHISTLEBLOWING POLICY

RSPCA Kent-Folkestone & District Branch has developed a Whistleblowing Policy to demonstrate its commitment to open and accountable management. This policy is designed to allow staff, volunteers and trustees to disclose information that they believe shows malpractice, unethical conduct or illegal practices in the undertaking of our work, without being penalised in any way.

## HOME WORKING & PERSONAL DEVICES POLICY

RSPCA Kent-Folkestone & District Branch allows employees to work from home on occasions that are agreed in advance with their line manager. There is no automatic right to work from home. When deciding whether to allow an employee to work from home the primary consideration will always be the efficient completion of work duties.

The trustees have worked with Kent-based specialists, TQB Limited, for advice and support on their Human Resources, Health and Safety and Governance policies.

During 2023 the trustees have chosen to appoint Peninsula, a specialist provider of Human Resources and Health & Safety support. This will offer the branch 24/7 access to advice and a greater opportunity for training to ensure the branch, its volunteers and staff are up to date and compliant with current requirements.

# RISK MANAGEMENT

The branch have a commitment to review and manage the potential risks that the charity faces. The trustees have taken steps to mitigate against any risks that our staff and volunteers may face during the course of their duties.

**The Branch have identified the following risks:**

- Loss of income through error or fraud
- Loss of reputation
- Loss of income through outside forces
- Insufficient trustees to continue as a viable branch
- Risk of claims by volunteers or the public
- Adverse publicity
- Risk of inadvertent non-compliance with complex legislation such as GDPR
- Insufficient suitable homes for the animals rescued and rehabilitated, particularly the elderly and abused
- Health and safety of staff and volunteers working with abused and neglected animals and their owners in the most difficult areas of animal welfare
- Insufficient resources to help all the animals that need us



## STRATEGIC AIMS & OBJECTIVES

The object of the charity is to promote kindness and good care and prevent or suppress cruelty to animals by all lawful means with particular reference to the area of the Branch, in accordance with the policies of the Society. Our activities to achieve the objectives include the following:

During 2022, Kent-Folkestone and District Branch, have continued to provide vital support to the community. Our Animal Welfare Officer has become invaluable, being called on for wildlife rescues, as well as offering advice and assistance to pet owners. She has worked alongside the Inspectorate, supporting their work and in March was joined by a new Outreach & Fundraising Officer, who will be working with us for three days a week.

We have continued to provide financial support for neutering as well as vaccinations and microchipping. Since our Folkestone clinic was closed by the veterinary centre where it was based, we've worked to establish relationships with several vet practices throughout the area in order to continue to provide this essential service to those in receipt of welfare payments. Neutering has both behavioural and health benefits for the animal.

We've also provided veterinary welfare assistance via our voucher scheme, to those on low incomes.

This work benefits those members of the public on low income by giving them financial help and promoting responsible pet ownership. The Branch also runs two pet food banks, which have been vital during this difficult time. These have been supplied by a combination of donated food and pet food purchased by the Branch.

Our officers have established relationships with other local animal welfare organisations and worked together to manage wildlife emergencies and concerns. They've supported each others work and drawn on a range of skills to best care for the needs of animals.

We've continued to collaborate with neighbouring RSPCA branches and benefit from access to their rehoming centres for emergency accommodation for mistreated or abandoned animals, including pets whose owners suffer ill health, financial difficulties or have passed away.

With the support of our Outreach & Fundraising Officer we've been able to engage with the local community, particularly within schools, to educate and inform about the work of the RSPCA. Understanding the role animals play in our lives and our responsibility for their care.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance Public benefit: running a charity (PB2)

# FINANCIAL REVIEW

During the year, the Branch made a cash deficit of £2,706 (2021: surplus of £8,487). After sales and purchases of investments and purchases of tangible assets, the Branch made a cash surplus of £24,669 (2021: £5,037).

At the end of the year, cash reserves available for general use amounted to £66,607 (2021: £41,938) and the valuation of the investment portfolio was £223,576 (2021: £291,084). Overall unrestricted reserves totalled £290,183 (2021: £333,022).

## RESERVES POLICY

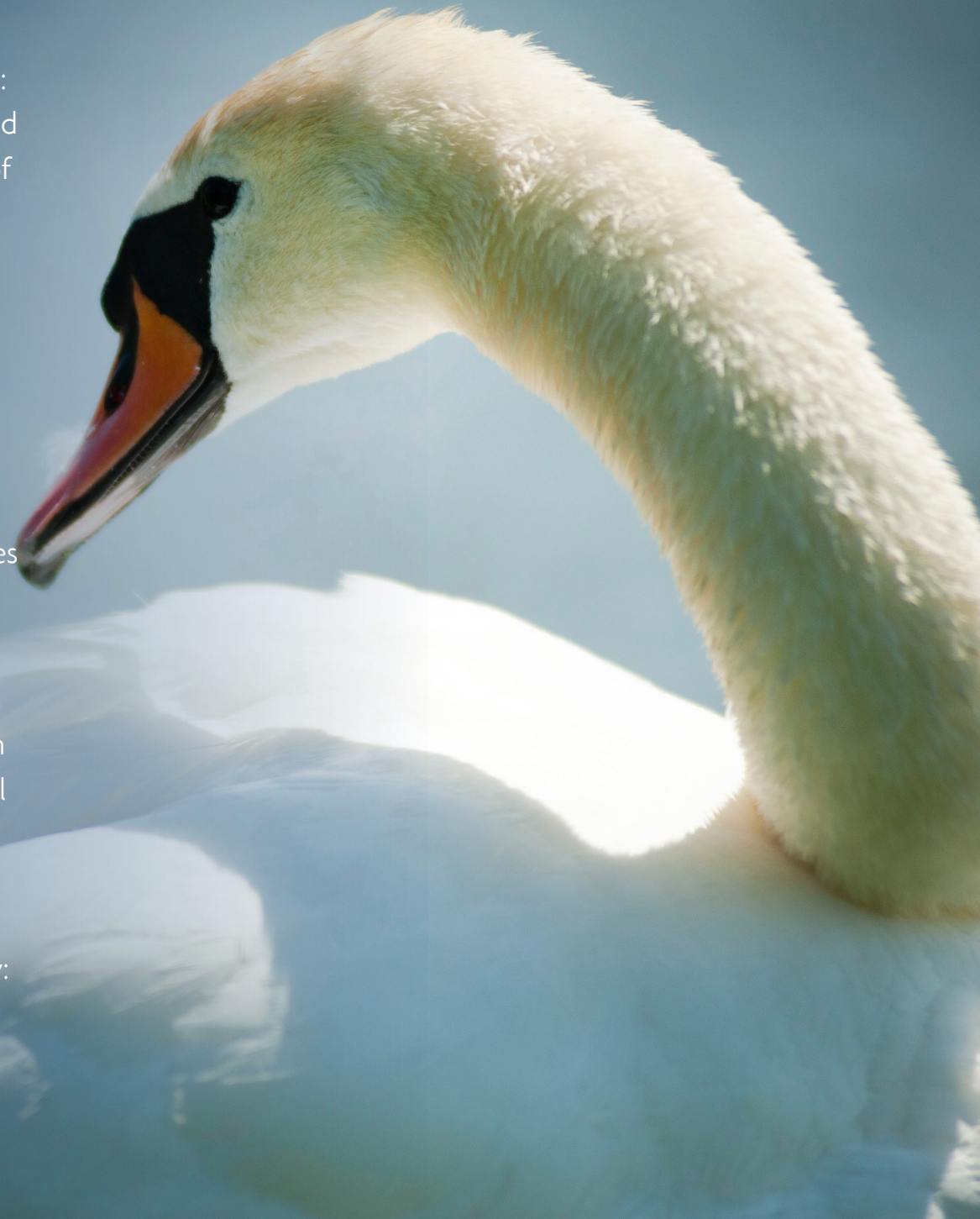
Reserves are needed to bridge the gap between the spending and receiving of resources and to cover unplanned emergencies and other expenditures. The trustees are aware of the current cost of living crisis, which will provide a challenging environment in the year to come.

The Branch has however maintained a strong financial position and is resilient. With this in mind, during 2023, the trustees will be looking at ways to allocate funds to further support pet owners and continue to protect our local wildlife.

Approved by the board of Trustees & signed on their behalf by:

*L. Hicks*

Linda Hicks (Chairman) 12.06.2023



# Highlights of 2022



# January

During January we received 48 rescue and assistance calls. There were no neglect or abuse cases reported.

## DAISY

A member of public posted on Facebook about her concern for a stray living in her garden shed for more than a month.

Our Animal Welfare Officer attended and scanned for a chip, and it turned out Daisy, had been reported missing by her very worried family 2 months earlier.

Here is Daisy pictured happily back at home over 6 miles away from where she was found.

# February

During February we received 40 rescue and assistance calls. There was 1 neglect or abuse cases reported.

## PET FOOD BANKS

We were very grateful to receive our first pallet of food from the Pets at Home Foundation.

Lucy was helped by 3 community wardens to transport the large quantity of dog food to our storage area in preparation for distribution to our local pet food banks.



# March

During March we received 48 rescue and assistance calls. There were 2 neglect or abuse cases reported - one involving reports of a kitten with an untreated broken leg and another concerning the use of a prong collar on a dog in Folkestone.

## FARM LIFE

Lucy was very lucky to be invited to a local farm to learn all things farm life, from common conditions in lambs, to the process of lambing season as well the care of calves and pigs.

She was able to assist with the tube feeding of colostrum for abandoned lambs before witnessing the process of how farmers get the sheep and lambs to bond again.



# More in March

## OUTREACH & FUNDRAISING OFFICER

March was our first full month with Georgie in her new role. Georgie has been shadowing Lucy during school talks, networking meetings, sign over visits, as well as getting involved with the pending food bank set up.

As you can see Georgie is now looking great in full uniform too!





# April

## A VISIT FROM GEORGE

Georgie attended a talk at Age UK Hythe. As St Georges day, was coming up she took along George, the Rabbit as a guest. She spoke about our branch and what we achieve within the community and how we help rehome animals such as George. There were lots of questions about the Branch and how to care for rabbits.

We ended the visit with a competition to produce the best drawing of George. The staff chose a winner and they received a Kit Kat for the prize!



# May

## CAREER MORNINGS

Georgie continued her great work by attending a career morning at Folkestone Primary School. Then on to a second at St Marys Church of England Primary School.

She was able to talk to the children about how our branch works in the community and how they can help us to continue our good work locally. Hopefully inspiring some future RSPCA officers. GO TEAM ANIMAL!!



## ... AND HEDGEHOGS

To Celebrate National Hedgehog week and promote good care of our wildlife, we arranged to visit The Romney Resource Centre to chat with young adults 14-25.

We discussed the decline of hedgehogs living in rural areas in Great Britain, and how we can help battle against this by providing a safe environment for them.



# June

During June we received 300 rescue and assistance calls. Including various calls from injured pigeons, gull chicks out of nests, abandoned kestrels and a Hythe swan injured by fishing litter. As well as bat pups found on an industrial estate and stray snakes.

## FOOD BANKS

In June our food banks were up and running with a weekly location within Folkestone and a fortnightly location in Hythe.

We organised these to be held in locations where coffee mornings are being held to try and help remove any stigma and or embarrassment with using our service.

We also offer the opportunity for pet owners to discuss any welfare needs regarding their pets.

# July

## HAPPY ANNIVERSARY

July marks RSPCA Folkestone Branch - Animal Welfare Officer being in her role for 3 years. Happy Anniversary!

With the support of the Branch trustees, having Lucy working in our region has been a huge success. She is now supported by Georgie, our Outreach & Media Officer.

## THE HYTHE VENETIAN FETE

Our float in the fete was a great success yet again. Georgie did a great job in managing the build and decoration. A number of local community projects helped in creating painted wooden animals that populated the scene, and an abundance of lights and greenery added to the finished effect. We didn't win any prizes but we did have fun and collected lots of donations on the evening.





# August

## PET FOOD BANKS

Our pet food banks have continued to be well attended and are vital to pet owners, who may be struggling with feeding their pets due to the cost of living currently.

High quality dog, cat and rabbit food is available with the additional advantage of being able to discuss any pet-health concerns with our local officer.



## LITTER-PICKING

We had a great time litter-picking with The Romney Marsh Litter Pickers. On average, the RSPCA receives 10 calls a day about animals affected by litter. This number spikes in the summer months. Protecting animals from harmful rubbish is easy. Dispose of your rubbish responsibly by recycling, reusing or simply putting it in the bin. We are making choices that could save many lives.

# September

During September we received 166 rescue and assistance calls. Including calls regarding concerns for stray cats, injured foxes and lost ducks. There was 1 neglect or abuse cases reported.

## WELFARE ADVICE

This Peahen was caught by an inspector on the Romney Marsh. She presented with a very swollen eye, but unfortunately due to avian flu, finding somewhere for her to board and receive treatment was a challenge.

Luckily Paws by the Coast agreed to take her on for boarding and was able to use their contacts to get her seen at a local vets.

Both paid for by the branch.



# October

During October we received 139 rescue and assistance calls. These included over 20 calls for clinic or veterinary assistance, nearly 20 injured pigeons and 15 requests for help with rehoming. There were 3 neglect or abuse cases reported.

## A PRICKLY CUSTOMER

Lucy was called to a trapped hedgehog at Temple Ewell Primary school. He'd become stuck in a very small gap between but with patience and persistence we managed to encourage the hedgehog to reverse out of the tight spot so that he could be rescued.

As you can see he was a good size, and with no noticeable injuries, was released back into the school gardens with ongoing monitoring from the school staff.





# November

## FERAL COLONY

Our Animal Welfare Officer was called out to 4 unneutered stray cats that were living on a caravan site. On arrival, she learned that there were in fact at least 15 unneutered cats. She connected with Animal Samaritans and Cats Protection, who agreed to help get them all neutered. Traps were set and all but two of the strays caught and neutered at Hythe and Manor Vets.

We also learned that a garage opposite had a colony of unneutered cats but when approached the owners were unwilling to receive help for neutering. We will continue to work with them, to encourage neutering, once we have finished managing this colony.

# December

## THE LIVING ADVENT CALENDAR

The Folkestone Living Advent Calendar is a 24 day festival of music, drama, dance, opera, storytelling, puppetry and fun. It starts on December 1st and takes place at a different 'door' in Folkestone, every evening at 6pm until December 24th.

We were invited to attend, two of the advent door openings as the partner charity.

At each event, we were able to tell the crowd about our branch and what we do. We gave out RSPCA magazines as Christmas presents, and to spread the word about the charity'. We raised a total of £102.81 through donations at these two events.



**ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS**  
**FOLKESTONE AND DISTRICT BRANCH**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	2022 £	2021 £
<b>RECEIPTS</b>		
<u>Charitable Activities</u>		
Door to Door	23,850	24,134
Donations	6,515	3,478
Legacies	20,070	39,000
Adoption fees	483	-
Rebates	4	-
VAT Refunds	-	262
	<u>50,922</u>	<u>66,874</u>
<u>Investments</u>		
Bank Interest	55	4
Dividends	3,659	4,254
	<u>3,714</u>	<u>4,258</u>
Total Receipts	<u><u>54,636</u></u>	<u><u>71,132</u></u>
<b>PAYMENTS</b>		
<u>Charitable Activities</u>		
Vets	8,346	17,157
Branch Contribution	7,066	11,293
Staff Costs	30,251	21,090
Motor Costs	2,372	2,037
Telephone	561	547
Miscellaneous	438	40
Secretarial and Accountancy	1,614	2,372
Insurance	632	1,432
Legal and Professional Fees	35	80
Investment Broker Fees	5,726	6,321
Bank Charges	301	276
	<u>57,342</u>	<u>62,645</u>
<u>Capital Transactions</u>		
Purchase of Investments	63,327	32,300
Purchase of Assets	470	-
Sale of Investments	(91,172)	(28,850)
	<u>(27,375)</u>	<u>3,450</u>
Total Payments	<u><u>29,967</u></u>	<u><u>66,095</u></u>
<b>NET RECEIPTS</b>	24,669	5,037
Cash at Bank and In Hand Brought Forward	41,938	36,901
Cash at Bank and In Hand Carried Forward	<u><u>66,607</u></u>	<u><u>41,938</u></u>

**ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS**  
**FOLKESTONE AND DISTRICT BRANCH**

**STATEMENT OF ASSETS**  
**AS AT 31 DECEMBER 2022**

	2022 £	2021 £
<b>FIXED ASSETS</b>		
Investment Portfolio at valuation ( <i>Cost £221,198, 2021 - £247,653</i> )	223,576	291,084
Equipment	26,608	26,138
	<u>250,184</u>	<u>317,222</u>
<b>BANK AND CASH</b>		
Current Account	32,584	817
Deposit Account	25,192	30,137
Broker Trading Account	7,860	6,777
Broker Income Account	705	4,010
Cash in Hand	266	197
	<u>66,607</u>	<u>41,938</u>

**Related Parties:**

The Branch constitution is approved by the national RSPCA umbrella body, charity no. 219099, which is considered a related party for accounting purposes. During the financial year, the Branch received a total of £23,850 (2021: £24,134) in grant funding from the national RSPCA for the Branch's purposes. In addition, the Branch made contributions of £7,066 (2021: £11,293) to the national RSPCA for services rendered. The Branch also receives a number of umbrella body services, including legacy administration under the Branch Legacy Scheme, membership administration and practical guidance and assistance from a Branch Support Specialist employed by the national Society

Signed on behalf of the trustees:

*L Hicks*

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Linda Hicks, Chair

Date: 12.06.2023

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE**  
**ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS**  
**FOLKESTONE AND DISTRICT BRANCH**

**ON THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Roland Parry FCA**

Magee Gammon Corporate Limited  
Henwood House  
Henwood  
Ashford  
Kent  
TN24 8DH

Date: 13 June 2023