

## **Annual Report of Bath & West Low Carbon Community Fund CIO**

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**For the Year Ended 14 April 2020**

The trustees of the Bath & West Low Carbon Community Fund Charitable Incorporated Organisation (CIO) present their Annual Report for the year ended 14 April 2020 and accounts and confirm that they comply with the requirements of the Charities Act 2011.

### **Our aims and powers**

The objects of the CIO are set out in its constitution as:

- The promotion of the advancement of environmental protection or improvement and the prudent use of resources;
- The relief of poverty, including but not limited to the improvement of the conditions of life in socially and economically disadvantaged communities;

for the benefit of the public within Bath and the surrounding area.

The CIO has power to do anything that is calculated to further its objects or is conducive or incidental to doing so. The income and property of the CIO must be applied solely towards the promotion of the objects.

The CIO was entered on the Register of Charities on 15 April 2014 with registered charity number 1156710. This tax year of 2019/2020 was the sixth full year of operation of the CIO.

### **Governance**

The CIO is overseen by a board of trustees. The current trustees are:

C. Sophie Hooper Lea, Chair of Trustees

Peter Andrews, Treasurer

Carole Bond

Peter Capener

Sheila Gundry

Simon Forsyth, Secretary

### **Principal Office**

Bath & West Low Carbon Community Fund CIO, 19 Maple Grove, Bath BA2 3AF

### **Bankers**

Triodos Bank, Deanery Road, Bristol BS1 5AS

### **How our activities deliver public benefit**

Our activities deliver public benefit by funding local projects that target carbon reduction and/or fuel poverty. Examples of projects supported to date include local food production, energy efficiency improvements in community buildings, re-use and recycling projects, fuel poverty programmes, schools' projects, water conservation, energy audits and energy advice among many other things. To be eligible for funding, project proposals must demonstrate that they promote environmental sustainability, low or zero use of energy and/or alleviate fuel poverty. Emphasis is on practical projects that lead to real community benefits.

### **Annual income**

The CIO's income derives predominantly from an annual grant from Bath & West Community Energy (BWCE), an Industrial and Provident Society established to develop and promote renewable and low carbon energy in the Bath and surrounding area. BWCE donates surplus income generated from its development to achieve the objects of the CIO. Further information on BWCE is available at [www.bwce.coop](http://www.bwce.coop).

During the period 15 April 2019 to 14 April 2020, the CIO received the sum of £30,000 from BWCE and a £1,000 legacy donation from the family of a BWCE member. One of the grant recipients in 2018/19, Friends of Bathampton Meadows Riverside, was able to complete their project more cheaply and returned £450 to Quartet, which was added to the 2019/20 grant pot.

### **Our Activity**

Our principal activity during the reporting period has been to invite bids for, promote, assess, award and monitor this year's community grants. We continued to focus on increasing awareness of the Community Fund in 2019/20 and worked with the local authority and other third sector organisations to raise awareness of environmental funding available in Bath and the surrounding area. As part of this, we spoke at and participated in a well-attended environmental funders event in September 2019 to raise awareness of funding available for local organisations. As a result of raising awareness of the CIO, we received 31 applications for the 2019/20 grant programme, which is substantially more than any previous year [2018/19 applications: 23].

We also became a member of the Bath & North East Somerset (B&NES) third sector group 3SG in January 2020 and signed up to their Compassionate Communities Charter.

Another key activity in 2019/20 was to start to recruit new trustees for future succession planning. We developed a trustee recruitment strategy with a view to recruiting 2/3 new trustees, one of whom would be our new Treasurer.

As the Covid-19 pandemic emerged in March 2020, we realised that this would be an exceptionally difficult and challenging time for all of our grant recipients and we reassured them that we wanted to support them through this unprecedented crisis. We informed them that we were very willing to be flexible about extending deadlines for delivering projects and/or providing monitoring reports. We asked them to prioritise staying safe over delivering projects.

The CIO undertook a review of internal financial controls in 2018 and, given that its approach and activities have remained the same since that time, the CIO deems that the findings of that review still apply in 2019/20. The vast majority of the CIO's income is managed by the Administrator (an audited charity) and the CIO has no paid employees, so the Trustees do not consider it necessary to appoint an internal auditor or set up an audit committee. Accounting records are kept of all transactions and the accounts comply with legal requirements. The accounts are formally approved by trustees each year and the CIO uses an independent examiner.

In March 2020 we discussed *New Principles for Grant Reporting*, a report by a partnership of funders and charities led by the Esmée Fairbairn Foundation and IVAR. This provides a set of principles to improve current grant reporting practices. We identified ways in which we can improve our approach ahead of the next funding round.

#### *Engagement of an Administrator*

The CIO decided to continue its engagement of a third-party charitable organisation, the Quartet Community Foundation ("the Administrator") to administer and promote the 2019/20 round of grants – [www.quartet.cf.org.uk](http://www.quartet.cf.org.uk). The CIO has engaged the Administrator for previous funding rounds and the organisation has a good track record of managing funds on behalf of individuals, companies, charitable trusts and statutory agencies. The Administrator makes grants to charitable groups in the West of England. An initial agreement was made in December 2014 for service provision and was continued by the trustees for sixth year in 2019/20. The Administrator received remuneration of £3,100, 10% of the funds handled, for the services it provided during the year.

### *Grant Making*

During the reporting period, the CIO made grants to nine projects. The selected projects are listed in full in Appendix A. It is a requirement of the grant that the beneficiary updates the CIO on progress in applying the grant. All projects are monitored by the CIO and/or the Administrator.

### **Grant Making Policy**

The CIO invites proposals for grants from the community through an open and competitive process. The projects are evaluated by the trustees according to the following criteria: consistency with BWCE priorities as outlined above; value for money; the delivery capability of the proponent and proximity to BWCE sites.

The eligible beneficiaries of the grants can be a community, self-help or voluntary group, a community enterprise, a charity, or a local branch of a national charity. Applicants must demonstrate they wish to carry out a beneficial project in a local community in Bath or the surrounding area.

All grants are subject to the CIO's conditions. The full documentation including the Fund Guidelines are available at <http://www.bwce.coop/communityfund>.

### **Financial Review**

Quartet Foundation (on behalf of the CIO) disbursed £28,370 [2019: £31,204] during the reporting period to a total of nine projects, listed in Appendix A.

### **Annual report, accounts and annual return**

The CIO trustees consider they have complied with their administrative duties by preparing a basic set of accounts on the receipts and payment basis, which are available on request. The CIO trustees will file an annual return within 10 months of the annual return date, as required. The balance held at the bank as of 15 April 2020 was £1,220 [2019: £2,916].

The CIO's opening balance with the Administrator, Quartet Community Foundation, on 14 April 2019 was £20 [2018: £1,473]. As stated above, nine grants were awarded worth a total of £28,370 during the reporting period [2019: £31,204]. The closing balance with the Administrator on 15 April 2020 was £0 [2019: £20].

### **Plans for Future Periods**

As in previous years, in 2020/21 we will once again use the annual grant from BWCE and donations from BWCE members to fund local projects. We will continue to work with the Administrator to invite bids for, promote, assess, award and monitor community grants. The Covid-19 pandemic will have far-reaching implications for the types of organisations we fund and the funds available for environmental projects. In 2020/21, as communities work together to recover from the Covid-19 crisis, the fund will consider applications for projects that increase the resilience of communities in a way that also reduces carbon emissions.

### **Trustees' responsibilities statement**

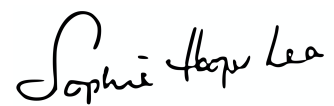
The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP [2015 (FRS 102)];
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees at a trustee meeting on 1<sup>st</sup> October 2020, and signed on their behalf by:

A handwritten signature in black ink, reading 'Sophie Hooper Lea'. The signature is written in a cursive, flowing style.

C Sophie Hooper Lea  
Chair of CIO Trustees

## Appendix A: Grants Awarded 2019/20

£28,370 was awarded in 2019 to the following nine community projects:

Grant Application Name	Amount Awarded	Project Description - Summary
Keynsham Community Energy	£2970	To work with the Centre for Sustainable Energy (CSE) to train six local volunteers who will provide energy advice community events and attend home energy advice visits alongside a CSE energy adviser.
Bath Mind	£2900	For a polytunnel to be used for training and food production in support of the Greenlinks eco-therapy allotment project and the Food for Thought catering enterprise.
Bath Cloth Nappy Library	£4163	To update and expand the cloth nappy library's stock to enable it to support more of the community to become aware of and make the switch to reusable nappies.
Alice Park Community Garden	£960	For the Alice Park Community Garden's 'Edible Food Forest', which includes the purchase and planting of food producing trees and shrubs at the community garden, volunteer training and a food feast community activity to teach local people to identify and use produce.
Transition Bath	£4200	For the cost of a Volunteer Coordinator to train and support volunteer ambassadors for Transition Bath's Energy Sparks programme, which provides energy advice and an education toolkit for B&NES schools.
FACE - Family Action on Climate Emergency	£1177	For a range of awareness raising activities throughout 2020, targeting different communities in Bath and the surrounding area, empowering families to take action to reduce carbon emissions, and building the FACE community.
CHEESE Project - Cold Homes Energy Efficiency Survey Experts	£4500	To establish a pilot replica project in Bath of the C.H.E.E.S.E. Project, providing thermal surveys to assist householders to improve the energy efficiency of their homes.
Kilter Theatre	£3000	Toward the delivery of workshops in schools in Bath that focus on discussions about climate change and the creation of a song that articulates the pupils' feelings about climate change and their proposed solutions.
Merriott Village Hall	£4500	Toward the installation of twenty-six solar panels on the village hall and electric storage batteries.



**Independent Examiner's Report to the Trustees of Bath & West Low Carbon Community Fund Charitable Incorporated Organisation (CIO)**

I report on the accounts of the company for the year ended 14<sup>th</sup> April 2020 which are set out on pages 9 to 12.

**Responsibilities and basis of report**

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records [; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination].

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

Dick Maule FCA

3, Penlee View Terrace, Penzance, TR18 4HZ

Date

20.10.2020

Dick Maule FCA

# Bath & West Low Carbon Community Fund CIO

## Statement of Financial Activities for the year ended 14th April 2020

	Notes	2020	2019
		£	£
<b>Income</b>			
Donations and legacies		1,000	70
Investment income		-	1
Income from charitable activities			
Grants		<u>30,000</u>	<u>30,000</u>
<b>Total</b>		31,000	30,071
<b>Expenditure on:</b>			
Charitable activities		<u>31,361</u>	<u>30,336</u>
<b>Total</b>	[2]	<u>31,361</u>	<u>30,336</u>
<b>Net income/ [expenditure]</b>		(361)	(265)
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>2,246</u>	<u>2,511</u>
<b>Total funds carried forward</b>		<u><u>1,885</u></u>	<u><u>2,246</u></u>

## Bath & West Low Carbon Community Fund CIO

### Balance sheet as at 14th April 2020

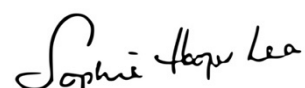
	Notes	2020 £	2019 £
<b>Current assets</b>			
Cash at bank and in hand		1,220	2,916
Debtors	4	1,000	-
<b>Current liabilities</b>			
Creditors: amounts falling due within 12 months	3	<u>(335)</u>	<u>(670)</u>
<b>Net Current assets</b>		<u>1,885</u>	<u>2,246</u>
<b>Net assets</b>		<u>1,885</u>	<u>2,246</u>
<b>Unrestricted funds</b>			
General funds		<u>1,885</u>	<u>2,246</u>

For the year ended 14th April 2020

These financial statements were approved by the Trustees on

1st October 2020

and signed on behalf of the Trustees by



C.Sophie Hooper Lea

## **Bath & West Low Carbon Community Fund CIO**

### **Notes to the accounts for the year ended 14th April 2020**

#### **(1) Principal Accounting Policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

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##### **(a) Basis of preparation**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

##### **(b) Fund accounting**

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### **(c) Income**

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### **(d) Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

## Bath & West Low Carbon Community Fund CIO

### Notes to the accounts for the year ended 14th April 2020

#### (1) Principal Accounting Policies

[iv] Grants payable are made to third parties in furtherance of the objects of the charity.

The details of the grants are included in the Trustees Report.

#### (2) Expenditure

	Charitable activities	Total
	2020	2019
	£	£
Administrator costs	3,100	3,000
Grants made	27,900	27,000
Bank charges	1	1
Other professional fees	25	-
Independent examiner's fees 2020	<u>335</u>	<u>335</u>
	<u><b>31,361</b></u>	<u><b>30,336</b></u>

The charity makes donations to the Quartet Community Foundation who keeps the donations in a Restricted Fund to be spent as Bath & West Low Carbon Community Fund CIO decide.

There is a balance at 14th April 2020 of £0 [2019: £20] held in the Restricted Fund on behalf of Bath & West Low Carbon Community Fund CIO.

We pay an administrative charge to the Quartet Community Foundation for administering the fund.

#### (3) Creditors

Falling due within 12 months		
Sundry creditors and accruals	<u>335</u>	<u>335</u>

#### (4) Debtors

Falling due within 12 months		
Legacy receivable	<u>1000</u>	<u>-</u>