

# BATH & WEST LOW CARBON COMMUNITY FUND CIO

England & Wales · Charity number 1156710

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2014-04-15

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Universal House  
Queen's Parade Place  
Bath  
BA1 2NN

**Phone** 07768947904

**Email** [bwcefund@bwce.coop](mailto:bwcefund@bwce.coop)

**Website** <https://www.bwce.coop/community-benefit/>

## Activities

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**Objects:** 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.

**Activities:** THE FUND DISTRIBUTES GRANTS TO LOCAL COMMUNITY PROJECTS SEEKING TO REDUCE CARBON EMISSIONS OR TACKLE FUEL POVERTY IN THE DEFINED AREAS. APPLICATIONS FROM PROJECTS IN THE VICINITY OF BATH & WEST COMMUNITY ENERGY (BWCE) PROJECTS ARE PARTICULARLY WELCOME. BWCE DONATES ITS SURPLUS PROFITS TO THE FUND, GENERATED FROM THE DEVELOPMENT OF ITS COMMUNITY OWNED RENEWABLE ENERGY PROJECTS.

## Classification

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- **How:** Makes Grants To Organisations, Provides Other Finance
- **What:** The Prevention Or Relief Of Poverty, Environment/conservation/heritage, Other Charitable Purposes
- **Who:** The General Public/mankind

## Geography

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- Bath And North East Somerset
- North Somerset
- Somerset
- South Gloucestershire
- Wiltshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-04-14	£45,117	£45,141	-	-
2024-04-14	£45,104	£45,126	-	-
2023-04-14	£35,000	£35,025	-	-
2022-04-14	£35,000	£35,360	-	-
2021-04-14	£37,124	£37,361	-	-

## Trustees

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Name	Role	Appointed
Alastair Graham Singleton		2020-06-09
Alexandra Clare Conlin-Oakley		2023-09-27
Caren Sophie Hooper Lea		2018-09-26
David Llewelyn Daniels		2020-06-09
Dr Simon Russell Forsyth		2017-09-04
Jane Wildblood		2023-11-27
Leigh Richard Fairbrother		2020-06-09
Sheila Jane Gundry		2017-09-04

**BATH & WEST LOW CARBON COMMUNITY FUND CIO**

England & Wales - Charity number 1156710

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# Accounts

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

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**For the Year Ended 5th April 2025**

The trustees of the Bath & West Low Carbon Community Fund Charitable Incorporated Organisation (CIO) present their Annual Report and Accounts for the year ended 5th April 2025 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 2024-2025 was the eleventh full year of operation of the CIO.

### **Governance**

The CIO is overseen by a board of trustees. On the 5th April 2025, we had eight trustees, as follows:

C. Sophie Hooper Lea	David Daniels
Dr Simon Forsyth, Secretary	Sheila Gundry, Vice Chair
Leigh Fairbrother, Treasurer	Alastair Singleton
Alexandra Conlin-Oakley (née Jones)	Jane Wildblood, Chair

Three Trustees will reach the end of the maximum term by September 2026, so a recruitment process for new Trustees to replace them will take place in early 2026.

### **Principal Office**

Bath & West Low Carbon Community Fund CIO, Universal House, Queen's Parade Place, Bath BA1 2NN.

### **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 6th April 2024 to 5th April 2025, the CIO received the sum of £45,000 from BWCE.

### **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 continue to be a member of the Bath & North East Somerset (B&NES) third sector group 3SG and a signatory to their Compassionate Communities Charter.

Earlier this year, we withdrew from the Funder Commitment on Climate Change because Quartet Community Foundation, the Fund's grant administrators, are full signatories and report annually on our behalf, so it is not necessary or efficient for the Fund to report separately. Withdrawal doesn't lessen our commitment to tackling the climate emergency, which is at the core of our charitable objects. We will continue to do everything we can to address the causes of climate change and support adaptation to its effects.

As in the previous year, in 2024-2025 we continued to focus on encouraging grant applications that tackle the issue of fuel poverty and affordable warmth with a particular

focus on applications from deprived areas. To encourage applications from organisations that do not specialise in environmental issues, our guidelines provide examples of the types of projects that we would fund that address environmental issues while also helping people or organisations to save money. These include community food orchards and food gardens to make healthy food more accessible for local communities that might be struggling with grocery bills; repair cafes and buying second hand to eliminate the need for or reduce the cost of purchases and also encouraging people to cycle, which reduces transport costs. We are keen to support the financial sustainability of applicant organisations in environmentally preferable ways. Energy saving projects, for example, can reduce bills and save money while also reducing carbon emissions. Our guidelines provide clarity about what we will and won't fund in relation to improving the energy use of buildings

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 2024-2025. 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.

#### *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 2024-2025 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 the eleventh year in 2024-2025.

The CIO transfers funds for the annual funding round to the Administrator and the funds are kept in a Restricted Fund to be spent as the CIO decides. There was a balance at 5 April 2025 of £178.29 held in the Restricted Fund on behalf of the CIO. The Administrator received remuneration of £4,500 in 2024-2025 for administering the fund. This equates to 10% of funds handled each year, which was £45,000 in 2024-25

### *Grant Making*

During the reporting period, the CIO made grants to 10 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 <https://www.bwce.coop/community-benefit>

### **Financial Review**

Quartet Foundation (on behalf of the CIO) disbursed £40,504 during the reporting period to a total of 10 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 6 April 2025 was £1,552.07 [2024: £1,576.06].

### **Plans for Future Periods**

As in previous years, in 2025-2026 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. Fuel poverty/affordable warmth continues to be a huge issue for local communities. We will continue to address this issue and the cost of living crisis facing so many households.

### **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 16 September 2025, and signed on their behalf by:



Chair of CIO Trustees

## Appendix A: Grants Awarded 2024-2025

£40,504 was awarded to the following 10 community projects:

Grant Application Name	Amount Awarded	Project Description - Summary
Bath City Farm	£5,000	Towards cost of sheltered, secure cycle parking at the farm, promoting low carbon, active travel and reducing car travel.
Bath Community Kitchen	£4,800	Toward the group's weekly community meals at Lighthouse Centre, Twerton, using surplus food and so preventing food waste.
Bath Share & Repair	£4,300	Involving more people in reducing carbon and waste through events and community engagement that catalyses further action.
High Littleton Scout Group	£5,000	To install double-glazing to the scout hall, which also hosts valuable community activities.
Oasis Hub Bath	£5,000	To provide home energy audits for pantry members in economic hardship, providing energy-saving equipment and running energy efficiency advice workshops.
The Hive Community Centre, Peasedown St John	£5,000	To install cavity wall insulation at the venue, which provides a youth hub, a community food pantry and fridge to assist those in food poverty.
Timebank Plus	£5,000	Toward cost of project worker for Borrow It, Library of Things, to update and expand the library to improve the service for local people on low incomes.
Percy Community Centre	£2,044	To install a Bike Repair Station to encourage low carbon, active travel and reduce car journeys
SWALLOW	£2,260	To create accessible vegetable growing area, reducing food miles and enabling access to gardening and fresh, organic food for members with learning disabilities.
Corston Orchard	£2,100	Towards a solar generator for use by the orchard, Grow Timsbury and partner groups as part of their promotion of sustainable, low carbon lifestyles.

**Bath & West Low Carbon Community Fund CIO**  
**Statement of Financial Activities for the year ended 5<sup>th</sup> April 2025**

INCOME	2024/25
Donations/legacies	0
Investment income (bank interest)	£1.91
Income from charitable activities	0
Grants	£45,000.00
Mobile phone refund	£114.77
<b>TOTAL</b>	<b>£45,116.68</b>

EXPENDITURE	2024/25
Administrator costs (paid to Quartet Community Foundation)	£4,500.00
Grants made	£40,500.00
Bank charges	£0.90
Mobile phone charges	£114.77
Other payments	£25.00
<b>TOTAL</b>	<b>£45,140.67</b>

Balance sheet as at 14<sup>th</sup> April 2024

CURRENT ASSETS	2024/25
Cash at hand and in bank	1552.07
Debtors	0
Net current assets (unrestricted funds)	1552.07
<b>TOTAL</b>	<b>1552.07</b>

These financial statements were approved by the Trustees on 16 September 2025  
and signed on behalf of the Trustees by



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xxx  
Chair of CIO Trustees

**Bath & West Low Carbon Community Fund CIO**  
**Notes to the accounts for the year ended 5th April 2025**

**(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.

**(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 5<sup>th</sup> April 2025**

**(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.

Bath & West Low Carbon Community Fund CIO transfers funds for the annual funding round to its administrator Quartet Community Fund, and the funds are kept in a Restricted Fund to be spent as the CIO decides. There was a balance at 5<sup>th</sup> April 2025 of £178.29 held in the Restricted Fund on behalf of the CIO.

Quartet Community Foundation received remuneration of £4,500 in 2024-2025 for administering the fund. This equates to 10% of funds handled each year, which was £45,000 in 2024-25.

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

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Approved by the trustees at a trustee meeting on 16 September 2025, and signed on their behalf by:



Chair of CIO Trustees

## Appendix A: Grants Awarded 2024-2025

£40,504 was awarded to the following 10 community projects:

Grant Application Name	Amount Awarded	Project Description - Summary
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**Bath & West Low Carbon Community Fund CIO**  
**Statement of Financial Activities for the year ended 5<sup>th</sup> April 2025**

INCOME	2024/25
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Investment income (bank interest)	£1.91
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Balance sheet as at 14<sup>th</sup> April 2024

CURRENT ASSETS	2024/25
Cash at hand and in bank	1552.07
Debtors	0
Net current assets (unrestricted funds)	1552.07
<b>TOTAL</b>	<b>1552.07</b>

These financial statements were approved by the Trustees on 16 September 2025  
and signed on behalf of the Trustees by



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**Bath & West Low Carbon Community Fund CIO**  
**Notes to the accounts for the year ended 5th April 2025**

**(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.

**(a) Basis of preparation**

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

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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 5<sup>th</sup> April 2025**

**(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.

Bath & West Low Carbon Community Fund CIO transfers funds for the annual funding round to its administrator Quartet Community Fund, and the funds are kept in a Restricted Fund to be spent as the CIO decides. There was a balance at 5<sup>th</sup> April 2025 of £178.29 held in the Restricted Fund on behalf of the CIO.

Quartet Community Foundation received remuneration of £4,500 in 2024-2025 for administering the fund. This equates to 10% of funds handled each year, which was £45,000 in 2024-25.



**Section A Independent Examiner's Report**

<b>Report to the trustees</b>	Charity Name Bath & West Low Carbon Community Fund CIO		
<b>On accounts for the year ended</b>	05/04/25	<b>Charity no (if any)</b>	1156710
<b>Set out on pages</b>	1 - 2 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **DD / MM / YYYY**.

**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 Trust's accounts carried out under section 145 of the 2011 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.

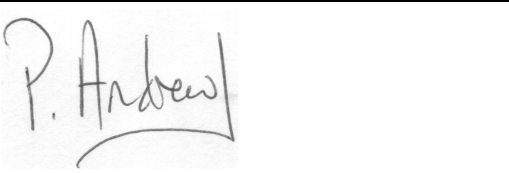
**Independent examiner's statement** [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination.

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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

*\* Please delete the words in the brackets if they do not apply.*

<b>Signed:</b>		<b>Date:</b>	01/03/26
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Name: Peter Andrews

Relevant professional qualification(s) or body (if any):

Address: 19 Maple Grove  
Bath  
BA2 3AF

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**BATH & WEST LOW CARBON COMMUNITY FUND CIO**

England & Wales - Charity number 1156710

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# Accounts

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

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**For the Year Ended 14 April 2024**

The trustees of the Bath & West Low Carbon Community Fund Charitable Incorporated Organisation (CIO) present their Annual Report for the year ended 14 April 2024 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 2023-2024 was the tenth full year of operation of the CIO.

### **Governance**

The CIO is overseen by a board of trustees. On the 14<sup>th</sup> April 2024, we had eight trustees, as follows:

C. Sophie Hooper Lea, Chair of Trustees	David Daniels
Dr Simon Forsyth, Secretary	Sheila Gundry
Leigh Fairbrother, Treasurer	Alastair Singleton
Alexandra Conlin-Oakley (née Jones)	Jane Wildblood

We were delighted to welcome two new trustees in September 2023 – Alexandra Conlin-Oakley and Jane Wildblood.

### **Principal Office**

Bath & West Low Carbon Community Fund CIO, Universal House, Queen's Parade Place, Bath BA1 2NN.

### **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 2023 to 14 April 2024, the CIO received the sum of £45,000 from BWCE.

### **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 continue to be a member of the Bath & North East Somerset (B&NES) third sector group 3SG and a signatory to their Compassionate Communities Charter.

We have been a signatory to the Funder Commitment on Climate Change since May 2021. As a signatory, we recognise the severity of the climate emergency and we aim to do everything we can to address the causes of climate change and support adaptation to its effects. We have signed up to the commitment in full and agreed to report publicly on our progress each year. See Appendix B for a report on our progress in 2023-2024.

During 2023-2024 we continued to focus on encouraging grant applications that tackle the issue of fuel poverty and affordable warmth with a particular focus on applications from deprived areas. To encourage applications from organisations that do not specialise in environmental issues, we updated our guidelines to provide examples of the types of

projects that we would fund that will address environmental issues while also helping people or organisations to save money. These include community food orchards and food gardens to make healthy food more accessible for local communities that might be struggling with grocery bills; repair cafes and buying second hand to eliminate the need for or reduce the cost of purchases and also encouraging people to cycle, which reduces transport costs. We also stated that we are keen to support the financial sustainability of applicant organisations in environmentally preferable ways. Energy saving projects, for example, can reduce bills and save money while also reducing carbon emissions. We also provided more clarity about what we will and won't fund in relation to improving the energy use of buildings

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 2023-2024. 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.

#### *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 2023-2024 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 tenth year in 2023-2024.

The CIO transfers funds for the annual funding round to the Administrator and the funds are kept in a Restricted Fund to be spent as the CIO decides. There was a balance at 14 April 2024 of £7.29 [2023: £12.29] held in the Restricted Fund on behalf of the CIO. The Administrator received remuneration of £4,500 in 2023-2024 for administering the fund [2022-2023: £3,500]. This equates to 10% of funds handled each year, which was £45,000 in 2023-24 [2022-2023: £35,000].

#### *Grant Making*

During the reporting period, the CIO made grants to 10 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 <https://www.bwce.coop/community-benefit>

### **Financial Review**

Quartet Foundation (on behalf of the CIO) disbursed £40,505 [2022-2023: £31,505] during the reporting period to a total of 10 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 14 April 2024 was £1,576.06 [2023: £1,597.58].

### **Plans for Future Periods**

As in previous years, in 2023-2024 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. Fuel poverty/affordable warmth continues to be a huge issue for local communities. We will continue to address this issue and the cost of living crisis facing so many households.

### **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 25 September 2024, and signed on their behalf by:



Chair of CIO Trustees

## Appendix A: Grants Awarded 2023-2024

£40,500 was awarded to the following 10 community projects:

Grant Application Name	Amount Awarded	Project Description - Summary
Bath Community Kitchen	£5,000	To tackle food waste and poverty by providing free meals events in the areas of highest deprivation in Bath, using surplus food from local suppliers.
Bath Share & Repair	£3,755	To take their 'How to Reduce Waste Project' into the rural schools that their Repair Cafes serve in those locations.
Bishop Sutton Village Hall	£2,100	To reduce gas energy use by introducing new thermostats that can adjust the heating in different zones in the hall by local or remote control.
Climate Hub Bath and North East Somerset	£4,500	To support an exciting and expanded programme of activities and events in 2024 and to support their continued growth and development as an organisation.
Cycle Chippenham	£5,000	To create a cycle path as a cut-through between two dead end roads, using some unused land. This grant covers the critical first steps of the process.
Freshford & Limpley Stoke Home Energy Group	£750	To purchase a thermal imaging camera to support home energy surveys.
Friends of Marksbury School PTA	£4,900	To provide a contribution towards the cost of a new low carbon air to air heating system and energy education programme.
Genesis Trust	£4,500	To provide energy saving items for people affected by poverty and disadvantage to be distributed by Bath Foodbank and Life Projects.
More Trees B&NES	£5,000	To insulate their new hub in Twerton. This building will become their HQ and provide space for tree seed processing, workspace, training, networking for staff and volunteers plus education including schools.
Transition Bath	£5,000	Toward the cost of a freelance worker who is helping to develop the organisation's plans and strategies, grow projects, recruit volunteers, organise events and support fundraising.

## **Appendix B: Progress under the Funder Commitment on Climate Change 2023-2024**

In May 2021, the [BWCE Fund](#) became a signatory to the Funder Commitment on Climate Change. As a signatory, we recognise the severity of the climate emergency and we aim to do everything we can to address the causes of climate change and support adaptation to its effects. We have signed up to the [commitment](#) in full and, from now on, our publicly available BWCE Fund Annual Reports will include details of our progress on the five goals listed below. We are committed to continuing to develop our practice, learning from others and sharing our learning.

The Bath & West Low Carbon Community Fund Charitable Incorporated Organisation, known as the BWCE Fund for short, was set up in 2014 with the following aims:

- 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.

Our 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. As a Community Benefit Society, BWCE donates surplus income generated from its development to the fund each year for community benefit.

### **Progress to date against the five goals of the Funder Commitment on Climate Change**

This report demonstrates our progress to date on the five key goals below. We also include details of our progress in our Annual Report each year.

#### **1. Educate and learn**

All of our trustees are committed to continuously learning about and acting on climate change and they all work or have worked in climate, environment or another aspect of sustainability in addition to their contribution to the BWCE Fund. In 2023-2024 we continued to focus on learning more about fuel poverty and we have also helped organisations that support vulnerable local residents to understand how they can provide this support in environmentally preferable ways.

We aim to educate stakeholders about climate change through our publicity and public engagement around our annual funding round, which supports local projects that target carbon reduction and/or fuel poverty. We also engage with local organisations with regard to climate issues, for example the Bath-based third sector charity 3SG and Transition Bath's Ecooperation group.

As a community fund, we also fund organisations that are providing education on and and raising awareness of climate issues within the local areas in which we operate. For example, in 2024 we funded Bath Share & Repair to take their 'HOW TO Reduce Waste Project' into the rural schools that their Repair Cafes serve in those locations. We also funded Climate Hub Bath and North East Somerset to deliver a programme of activities and events in 2024 and provided Friends of Marksbury School PTA with a contribution towards the cost of a new low carbon air to air heating system and accompanying energy education programme.

## **2. Commit Resources**

The second goal is to commit resources to accelerate work that addresses the causes and impacts of climate change. Each year we receive an annual grant from renewable energy cooperative Bath and West Community Energy (BWCE) and we use this grant to fund local projects. To be eligible for funding from the BWCE Fund, project proposals must demonstrate that they promote environmental sustainability, low or zero use of energy and/or alleviate fuel poverty in a way that also includes environmental efficiency and/or environmental measures. This means that all of the grants we hand out contribute to tackling climate change.

In the most recent funding round in 2023-24, we received £45,000 from BWCE and handed out 10 grants totalling £40,505. We have no paid staff and our trustees run the BWCE Fund with the help of Quartet Community Foundation, which administers the grant programme on our behalf. Our funding approach means that, each year, we commit all of our available resources to tackling climate change.

The grants we provided in 2024 included tackling food waste by funding a community kitchen to use surplus food from local suppliers to provide free meals in areas of high deprivation; providing energy saving items for people affected by poverty and disadvantage; supporting organisations that educate and raise awareness of climate issues in local communities and schools; contributing towards a new cycle path and providing a thermal imaging camera for local communities to use for home energy surveys. We also funded insulation and other energy saving measures.

## **3. Integrate**

The third goal is that, within all our existing programmes, priorities and processes, we will seek opportunities to contribute to a fair and lasting transition to a post carbon society, and to support adaptation to climate change impacts. The BWCE Fund redistributes surplus income from renewable energy cooperative Bath & West Community Energy (BWCE) for community benefit. BWCE develops community owned renewable energy projects, offering local people the opportunity to invest in local projects, earn a reasonable return and as members have a say in the running of the organisation. BWCE is set up for the benefit of the community and to support

local action to reduce the impact of climate change. The entire purpose of our fund is to support carbon reduction and climate education and awareness. As such, climate is integrated into how we are funded and everything that we do as an organisation.

#### **4. Steward our investments for a post-carbon future**

The fourth goal of the Funder Commitment on Climate Change is to steward investments. The BWCE Fund has no investments as we redistribute the funding that we receive each year from BWCE. We bank with Triodos Bank, a leader in ethical banking and sustainability and unspent grant funds are held by our administrator, Quartet Community Foundation, a fellow signatory to the Funder Commitment on Climate Change.

#### **5. Decarbonise our operations**

The fifth goal is to decarbonise our own operations. The BWCE Fund is a small, virtual organisation with no offices. We minimise printing and our trustee meetings take place in central Bath, which is easily accessible by public transport. Our trustees, who run the fund, seek to minimise their own carbon emissions.

**Bath & West Low Carbon Community Fund CIO**  
**Statement of Financial Activities for the year ended 14<sup>th</sup> April 2024**

INCOME	2023/24
Donations/legacies	0
Investment income (bank interest)	£4.28
Income from charitable activities	0
Grants	£45,000.00
HMRC refund	£100.00
<b>TOTAL</b>	<b>£45,104.28</b>

EXPENDITURE	2023/24
Administrator costs (paid to Quartet Community Foundation)	£4,500.00
Grants made	£40,500.00
Bank charges	£0.80
HMRC charges	£100.00
Other payments	£25.00
<b>TOTAL</b>	<b>£45,125.80</b>

Balance sheet as at 14<sup>th</sup> April 2024

CURRENT ASSETS	2023/24
Cash at hand and in bank	1576.06
Debtors	0
Net current assets (unrestricted funds)	1576.06
<b>TOTAL</b>	<b>1576.06</b>

These financial statements were approved by the Trustees on 25 September 2024 and signed on behalf of the Trustees by



.....  
xxx  
Chair of CIO Trustees

**Bath & West Low Carbon Community Fund CIO**  
**Notes to the accounts for the year ended 14<sup>th</sup> April 2024**

(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.

The principal accounting policies adopted in the preparation of the financial statements are set out

below and have remained unchanged from the previous year.

(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 14<sup>th</sup> April 2024**

#### **(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.

Bath & West Low Carbon Community Fund CIO transfers funds for the annual funding round to its administrator Quartet Community Fund, and the funds are kept in a

Restricted Fund to be spent as the CIO decides. There was a balance at 14 April 2024 of £7.29 [2023: £12.29] held in the Restricted Fund on behalf of the CIO.

Quartet Community Foundation received remuneration of £4,500 in 2023-2024 for administering the fund [2022-2023: £3,500]. This equates to 10% of funds handled each year, which was £45,000 in 2023-24 [2022-2023: £35,000].



## Receipts and payments accounts

CC16a

For the period from	4/15/2023	To	4/12/2024
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
HMRC COTAX 86096203090000100	100	-	-	100	-
Bath and West Community Energy Limited 4024	45,000	-	-	45,000	-
Gross Interest from 01/11/2023 to 30/11/2023	1	-	-	1	-
Gross Interest from 01/12/2023 to 31/12/2023	4	-	-	4	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>45,104</b>	<b>-</b>	<b>-</b>	<b>45,104</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>45,104</b>	<b>-</b>	<b>-</b>	<b>45,104</b>	<b>-</b>
<b>A3 Payments</b>					
HMRC Cumbernauld 8609620309A130A	100	-	-	100	-
Charges 01/06/2023 to 30/06/2023	0	-	-	0	-
Charges 01/08/2023 to 31/08/2023	0	-	-	0	-
Quartet Community Foundation BWCE	30,000	-	-	30,000	-
Quartet BWCE Fund	15,000	-	-	15,000	-
Charges 01/12/2023 to 31/12/2023	0	-	-	0	-
Bath and North East Somerset Third 3SGMEM051-0006	25	-	-	25	-
Charges 01/01/2024 to 31/01/2024	0	-	-	0	-
	-	-	-	-	-
<b>Sub total</b>	<b>45,126</b>	<b>-</b>	<b>-</b>	<b>45,126</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>45,126</b>	<b>-</b>	<b>-</b>	<b>45,126</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 22</b>	<b>-</b>	<b>-</b>	<b>- 22</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>1,598</b>	<b>-</b>	<b>-</b>	<b>1,598</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>1,576</b>	<b>-</b>	<b>-</b>	<b>1,576</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Leigh Fairbrother	9/25/2024



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Bath and West Low Carbon Community Fund CIO

**On accounts for the year  
ended**

12/04/24	<b>Charity no (if any)</b>	1156710
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**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:** 03/02/2025

**Name:**

PETER ANDREWS

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

19 MAPLE GROVE  
BATH  
BA2 3AF

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**BATH & WEST LOW CARBON COMMUNITY FUND CIO**

England & Wales - Charity number 1156710

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# Accounts

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

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**For the Year Ended 14 April 2023**

The trustees of the Bath & West Low Carbon Community Fund Charitable Incorporated Organisation (CIO) present their Annual Report for the year ended 14 April 2023 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 2022-2023 was the ninth full year of operation of the CIO.

### **Governance**

The CIO is overseen by a board of trustees. On the 14<sup>th</sup> April 2023, we had six trustees, as follows:

C. Sophie Hooper Lea, Chair of Trustees	Leigh Fairbrother
Simon Forsyth, Secretary	Sheila Gundry
David Daniels	Alastair Singleton

Three of our trustees stepped down in 2022-2023. Sadly, Carole Bond passed away on 19<sup>th</sup> November 2022. Peter Capener resigned as a trustee on 3<sup>rd</sup> February 2023 having served the maximum of three full terms as a trustee and unfortunately Pearl Slee, Treasurer, resigned as a trustee on 10<sup>th</sup> March 2023 due to ill health. They were all exceptional trustees and will be much missed. Leigh Fairbrother has kindly offered to take over the role of Treasurer and will be officially appointed in due course.

### **Principal Office**

Bath & West Low Carbon Community Fund CIO, The Guild Hub, Guildhall, High Street, Bath BA1 5EB

## **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 2022 to 14 April 2023, the CIO received the sum of £35,000 from BWCE.

## **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 continue to be a member of the Bath & North East Somerset (B&NES) third sector group 3SG and a signatory to their Compassionate Communities Charter.

In May 2021, we became a new signatory to the Funder Commitment on Climate Change. As a signatory, we recognise the severity of the climate emergency and we aim to do everything we can to address the causes of climate change and support adaptation to its effects. We have signed up to the commitment in full and agreed to report publicly on our progress each year. See Appendix B for a report on our progress in 2022-2023.

During 2022-2023 we have also been working on ways to encourage grant applications that tackle the issue of fuel poverty and affordable warmth with a particular focus on applications from deprived areas. We set up a working group, undertook research and engaged with local organisations to find out how we could encourage and give guidance to potential applicants addressing fuel poverty issues in an environmentally preferable manner. We also changed our guidelines to describe the types of fuel poverty projects that we would be minded to fund.

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 2022-2023. 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.

#### *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 2022-2023 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 ninth year in 2022-2023.

The CIO transfers funds for the annual funding round to the Administrator and the funds are kept in a Restricted Fund to be spent as the CIO decides. There was a balance at 14 April 2023 of £12 [2022: £17] held in the Restricted Fund on behalf of the CIO. The Administrator received remuneration of £3,500 in 2022-2023 for administering the fund [2021-2022: £3,500]. This equates to 10% of funds handled each year, which was £35,000 in 2022-23 [2021-2022: £35,000].

#### *Grant Making*

During the reporting period, the CIO made grants to 11 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 <https://www.bwce.coop/community-benefit>

### **Financial Review**

Quartet Foundation (on behalf of the CIO) disbursed £31,505 [2022: £31,706] during the reporting period to a total of 11 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 2023 was £tbc [2022: £1,623].

### **Plans for Future Periods**

As in previous years, in 2022-2023 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. Fuel poverty/affordable warmth continues to be a huge issue for local communities. We will continue to address this issue and the cost of living crisis facing so many households.

### **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 27<sup>th</sup> September 2023, and signed on their behalf by:



C Sophie Hooper Lea  
Chair of CIO Trustees

## Appendix A: Grants Awarded 2022-2023

£31,505 was awarded in 2021 to the following 11 community projects:

Grant Application Name	Amount Awarded	Project Description - Summary
Bath City Farm	£5,000	For an air source heat pump to supply heating and hot water to the main community farm building.
Bath Share & Repair	£2,650	To invest in a thermal imaging camera and put together materials to support a number of workshops in partnership with community organisations aimed at helping people to learn "HOW TO" save energy and reduce fuel costs.
Climate Friendly Bradford on Avon	£1,800	For a feasibility study of a proposed new traffic-free, multi-user greenway between Bradford on Avon and Trowbridge.
Climate Hub Bath & North East Somerset	£1,200	Toward the development of a physical Climate Hub in Bath that can act as a focus for climate action work locally.
Fairfield House	£1,600	Toward implementing the Fairfield House Sustainability plans to improve the energy efficiency of the bungalow on site.
Keynsham Community Energy	£2,700	To provide slow cookers and energy efficiency advice to parents at Keynsham Children's centre, reducing people's energy bills and cutting CO2 emissions.
Kidical Mass Bath	£1,100	For free learn-to-cycle sessions for families and adults (all levels of riders). To learn, practise and gain confidence in cycling, with the support of expert coaches and free access to loan bikes.
Oasis Hub Bath	£4,875	To provide slow cookers, slow cooker recipe books and heated over-blankets for food pantry members this winter.
Southside Family Project	£4,908	For fuel debt advice and energy efficiency training for Southside Support Workers. Helping local families in fuel poverty to reduce their energy use, alongside the provision of energy-saving packs.
SWALLOW	£2,472	For the group's Energy Saving project that will make information easy to understand for people with learning disabilities. Helping them to reduce energy consumption, increase energy efficiency and save money.
Transition Bath	£3,200	For a paid student intern to grow Eco Together climate empowerment. This project will help form new Eco Together groups.

## **Appendix B: Progress under the Funder Commitment on Climate Change 2022-2023**

In May 2021, the BWCE Fund became a signatory to the Funder Commitment on Climate Change. As a signatory, we recognise the severity of the climate emergency and we aim to do everything we can to address the causes of climate change and support adaptation to its effects. We have signed up to the commitment in full and are committed to continuing to develop our practice, learning from others and sharing our learning.

### **Progress to date against the five goals of the Funder Commitment on Climate Change**

This report demonstrates our progress to date on the five key goals below. We will also include details of our progress in our 2022-23 Annual Report.

#### **1. Educate and learn**

The first goal involves making opportunities for our trustees and stakeholders to learn more about the key causes and solutions of climate change. All of our trustees are committed to continuously learning about and acting on climate change and they also work professionally in climate, environment or another aspect of sustainability in addition to their contribution to the BWCE Fund.

We aim to educate stakeholders about climate change through our publicity and public engagement around our annual funding round, which supports local projects that target carbon reduction and/or fuel poverty. We engage with local organisations on climate issues and work with the local authority and other local funders to try to support one another and maximise our impact. Examples of local organisations and groups that we work with include Bath-based third sector charity 3SG and the newly created Bath Social Impact Network, which has been set up in 2023 by Bath Spa University and 3SG.

In 2022-23 we also focused on learning more about fuel poverty and how our grants could help organisations to support vulnerable local residents in environmentally preferable ways. We set up a fuel poverty working group and explored effective ways to help. This resulted in a number of grants that are allowing local organisations to provide targeted energy advice and support, energy saving packs and heated over-blankets as a cost effective and low energy way to keep people warm. We are also funding slow cookers and education on low energy cooking.

For example, Penny McKissock MBE from Southside Family Project says that; “We are very grateful to the BWCE Fund for this timely grant for Southside. It will enable our team to support families experiencing fuel poverty, helping them to use their energy more efficiently and reduce their energy bills. This will benefit families significantly during the cost of living crisis and difficult winter. We will provide targeted advice and support, alongside energy saving packs, including radiator reflectors, draught excluders and energy saving bulbs, tailored to their needs. We will be able to support families to reduce energy/other waste and understand simple ways to make their home more energy efficient.” Since handing out grants in January 2023, we have had very positive feedback from grantees in terms of what they have been able to achieve.

## **2. Commit Resources**

The second goal is to commit resources to accelerate work that addresses the causes and impacts of climate change. Each year we receive an annual grant from renewable energy cooperative Bath and West Community Energy (BWCE) and we use this grant to fund local projects. 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 in a way that also includes environmental efficiency and/or environmental measures.

In the most recent funding round in 2022-2023, we received £35,000 from BWCE and handed out 11 grants totalling £31,505. We have no paid staff and our trustees run the BWCE Fund with the help of Quartet Community Foundation, which administers the grant programme on our behalf. Our funding approach means that, each year, we commit all of our available resources to tackling climate change.

## **3. Integrate**

The third goal is that, within all our existing programmes, priorities and processes, we will seek opportunities to contribute to a fair and lasting transition to a post carbon society, and to support adaptation to climate change impacts. Our income is provided by renewable energy cooperative BWCE and its members and the entire purpose of our fund is to support carbon reduction and climate education and awareness. As such, climate is integrated into how we are funded and everything that we do as an organisation.

## **4. Steward our investments for a post-carbon future**

The fourth goal of the Funder Commitment on Climate Change is to steward investments. The BWCE Fund has no investments as we redistribute the funding that we receive each year from BWCE. We bank with Triodos Bank, a leader in ethical banking and sustainability and unspent grant funds are held by our administrator, Quartet Community Foundation, a fellow signatory to the Funder Commitment on Climate Change.

## **5. Decarbonise our operations**

The fifth goal is to decarbonise our own operations. The BWCE Fund is a small, virtual organisation with no offices. We minimise printing and our meetings have been predominantly online in the past year. Our trustees, who run the fund, seek to minimise their own carbon emissions.

**Bath & West Low Carbon Community Fund CIO**  
**Statement of Financial Activities for the year ended 14<sup>th</sup> April 2023**

INCOME	2022/23
Donations/legacies	0
Investment income (bank interest)	0
Income from charitable activities	0
Grants	£35,000
<b>TOTAL</b>	<b>£35,000</b>

EXPENDITURE	2022/23
Administrator costs (paid to Quartet Community Foundation)	£3,500
Grants made	£31,500
Bank charges	£0.20
Other professional fees	£25
<b>TOTAL</b>	<b>£35,025.20</b>

Balance sheet as at 14<sup>th</sup> April 2023

CURRENT ASSETS	2022/23
Cash at hand and in bank	1597.58
Debtors	0
Net current assets (unrestricted funds)	1597.58
<b>TOTAL</b>	<b>1597.58</b>

These financial statements were approved by the Trustees on 27<sup>th</sup> September 2023 and signed on behalf of the Trustees by

*C.S. Hooper Lea*

.....  
 C Sophie Hooper Lea  
 Chair of CIO Trustees

**Bath & West Low Carbon Community Fund CIO**  
**Notes to the accounts for the year ended 14th April 2023**

(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.

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

(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 14<sup>th</sup> April 2023**

**(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.

Bath & West Low Carbon Community Fund CIO transfers funds for the annual funding round to its administrator Quartet Community Fund, and the funds are kept in a Restricted Fund to be spent as the CIO decides. There was a balance at 14 April 2023 of £12 [2022: £17] held in the Restricted Fund on behalf of the CIO.

Quartet Community Foundation received remuneration of £3,500 in 2022-2023 for administering the fund [2021-2022: £3,500]. This equates to 10% of funds handled each year, which was £35,000 in 2022-23 [2021-2022: £35,000].



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Bath and West Low Carbon Community Fund CIO

1156710

## Receipts and payments accounts

CC16a

For the period  
from

13/04/2022

To

14/04/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Bath and West Community Energy Limited	35,000	-	-	35,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>-</b>
<b>A3 Payments</b>					
Quartet BWCE Fund	35,000	-	-	35,000	-
Charges 01/12/2022 to 31/12/2022	0	-	-	0	-
BANES 3SG 3SGMO51	25	-	-	25	-
Charges 01/01/2023 to 31/01/2023	0	-	-	0	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>35,025</b>	<b>-</b>	<b>-</b>	<b>35,025</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,025</b>	<b>-</b>	<b>-</b>	<b>35,025</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 25</b>	<b>-</b>	<b>-</b>	<b>- 25</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>1,623</b>	<b>-</b>	<b>-</b>	<b>1,623</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>1,598</b>	<b>-</b>	<b>-</b>	<b>1,598</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-

(agree balances with receipts and payments account(s))

Agreement Error

OK

OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>C. Sophie Hooper Lea</i>	C. Sophie Hooper Lea	27/09/2023



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Bath and West Low Carbon Community Fund CIO

**On accounts for the year  
ended**

14/04/23

**Charity no  
(if any)**

1156710

**Set out on pages**

1-2

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

14/11/23

**Name:**

Peter Andrews

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

19 Maple Grove

Bath

BA2

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**BATH & WEST LOW CARBON COMMUNITY FUND CIO**

England & Wales - Charity number 1156710

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# Accounts

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

---

**For the Year Ended 14 April 2022**

The trustees of the Bath & West Low Carbon Community Fund Charitable Incorporated Organisation (CIO) present their Annual Report for the year ended 14 April 2022 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 2021/2022 was the eighth full year of operation of the CIO.

### **Governance**

The CIO is overseen by a board of trustees. We now have nine trustees, who are:

C. Sophie Hooper Lea, Chair of Trustees	Peter Capener
Pearl Slee, Treasurer	David Daniels
Simon Forsyth, Secretary	Leigh Fairbrother
Carole Bond	Sheila Gundry
	Alastair Singleton

### **Principal Office**

Bath & West Low Carbon Community Fund CIO, The Guild Hub, Guildhall, High Street, Bath BA1 5EB

### **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 2021 to 14 April 2022, the CIO received the sum of £35,000 from BWCE.

### **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 continue to be a member of the Bath & North East Somerset (B&NES) third sector group 3SG and a signatory to their Compassionate Communities Charter. We spoke at and participated in a 3SG event on environmental funding in September 2021, helping local third sector organisations to understand what funding is available and how best to apply for it.

In May 2021, we became a new signatory to the Funder Commitment on Climate Change. As a signatory, we recognise the severity of the climate emergency and we aim to do everything we can to address the causes of climate change and support adaptation to its effects. We have signed up to the commitment in full and agreed to report publicly on our progress each year. See Appendix B for a report on our progress in 2021/22.

During 2021/22 we have also been working on ways to encourage grant applications that tackle the issue of fuel poverty and affordable warmth with a particular focus on applications from deprived areas.

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 2021/22. 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.

#### *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 2021/22 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 eighth year in 2021/22. The Administrator received remuneration of £3,500, 10% of the funds handled, for the services it provided during the year.

#### *Grant Making*

During the reporting period, the CIO made grants to 11 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 £31,706 [2021: £33,300] during the reporting period to a total of 11 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 2022 was £1,623 [2021: £1,983].

### **Plans for Future Periods**

As in previous years, in 2022/23 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. Fuel poverty/affordable warmth continues to be a huge issue for local communities. We will continue to address this issue and the cost of living crisis facing so many households.

### **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 14<sup>th</sup> September 2022, and signed on their behalf by:

C Sophie Hooper Lea  
Chair of CIO Trustees

## Appendix A: Grants Awarded 2021/2

£31,706 was awarded in 2021 to the following 11 community projects:

Grant Application Name	Amount Awarded	Project Description - Summary
Bath City Farm	£5,000.00	Toward an air source heat pump and ventilation system for the new purpose-built community hub and cafe.
Bath Share & Repair	£1,801.00	Toward the Carbon Footprint Project which will help younger children to understand how they can repair, reduce and reuse to reduce carbon emissions.
Carers Centre B&NES (Care Network)	£4,000.00	To create a food garden for carers to learn to grow food and to provide food for carers to increase sustainability and food security.
Compton Dando Community Association (Zero Carbon Compton)	£1,500.00	For Energy Efficiency surveys for households in Compton Dando, including social housing tenants.
Corston Community Orchard & Garden	£1,880.00	To establish a rainwater harvesting, storage and distribution system to ensure there is a sustainable and sufficient water supply so that the newly planted trees and hedging can thrive.
FACE - Families Acting on Climate Emergency	£1,725.00	Toward building the FACE community in schools and other settings across the B&NES area, and researching needs, opportunities, barriers and triggers for climate action amongst local families.
First Steps (Bath)	£1,800.00	Towards the replacement of a boiler heating system with a sustainable alternative.
Freshford Village Memorial Hall	£5,000.00	To replace the hall's old oil-fired boiler, oil tank and controls with a highly thermally efficient air conditioning system.
Middle Ground Growers CIC	£4,000.00	Toward the cost of building a solar-powered barn to power the group's farm - charging tools, delivery bikes and cold storage for crops.
Percy Community Centre	£1,000.00	For additional insulation to enclose the parts of the community centre's boiler room infrastructure that are currently uninsulated.
Trowbridge Environmental Community Group	£4,000.00	Toward the cost of delivering four repair-and-reuse cafe community events during 2022, to encourage members of the public to become more engaged with their lifestyle choices and learn how they can live more sustainably.

## **Appendix B: Progress under the Funder Commitment on Climate Change 2021/22**

We recognise the severity of the climate emergency and we aim to do everything we can to address the causes of climate change and support adaptation to its effects. We have signed up to the funder commitment in full and every year we will report publicly on our progress on the five goals listed below. We are committed to continuing to develop our practice, learning from others and sharing our learning.

### **Progress to date against the five goals of the Funder Commitment on Climate Change**

#### **1. Educate and learn**

The first goal involves making opportunities for our trustees and stakeholders to learn more about the key causes and solutions of climate change. All of our nine trustees are committed to continuously learning about and acting on climate change and they also work professionally in climate, environment or another aspect of sustainability in addition to their contribution to the BWCE Fund.

We aim to educate stakeholders about climate change through our publicity and public engagement around our annual funding round, which supports local projects that target carbon reduction and/or fuel poverty. We engage with local organisations on climate issues and work with the local authority and other local funders to try to support one another and maximise our impact. For example, in September 2021 we spoke at and participated in an event on environmental funding that was organised by Bath-based third sector charity 3SG.

#### **2. Commit Resources**

The second goal is to commit resources to accelerate work that addresses the causes and impacts of climate change. Each year we receive an annual grant from BWCE and we use this grant to fund local projects. 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 in a way that also includes environmental efficiency and/or environmental measures.

In the most recent funding round in 2021-22, we received £35,000 from BWCE and handed out 11 grants totalling £31,706. We have no paid staff and our trustees run the BWCE Fund with the help of Quartet Community Foundation, which administers the grant programme on our behalf. Our funding approach means that, each year, we commit all of our available resources to tackling climate change.

#### **3. Integrate**

The third goal is that, within all our existing programmes, priorities and processes, we will seek opportunities to contribute to a fair and lasting transition to a post

carbon society, and to support adaptation to climate change impacts. Our income is provided by renewable energy cooperative BWCE and its members and the entire purpose of our fund is to support carbon reduction and climate education and awareness. As such, climate is integrated into how we are funded and everything that we do as an organisation.

#### **4. Steward our investments for a post-carbon future**

The fourth goal of the Funder Commitment on Climate Change is to steward investments. The BWCE Fund has no investments as we redistribute the funding that we receive each year from BWCE. We bank with Triodos Bank, a leader in ethical banking and sustainability and unspent grant funds are held by our administrator, Quartet Community Foundation, a fellow signatory to the Funder Commitment on Climate Change.

#### **5. Decarbonise our operations**

The fifth goal is to decarbonise our own operations. The BWCE Fund is a small, virtual organisation with no offices. We minimise printing and our meetings have been predominantly online in the past year. Our trustees, who run the fund, seek to minimise their own carbon emissions.

**Bath & West Low Carbon Community Fund CIO**  
**Statement of Financial Activities for the year ended 1<sup>st</sup> April 2022**

INCOME	2021/22
Donations/legacies	0
Investment income (bank interest)	0.06
Income from charitable activities	0
Grants	£35,000
<b>TOTAL</b>	<b>£35,000.06</b>

EXPENDITURE	2021/22
Administrator costs	£3,500
Grants made	£31,500
Bank charges	£0.30
Other professional fees	£25
Independent examiner fee (for 2020/21)	£335
<b>TOTAL</b>	<b>£35,360.30</b>

Balance sheet as at 1<sup>st</sup> April 2022

CURRENT ASSETS	2021/22
Cash at hand and in bank	1622.78
Debtors	0
Net current assets (unrestricted funds)	1622.78
<b>TOTAL</b>	<b>1622.78</b>

These financial statements were approved by the Trustees on 15th September 2022 and signed on behalf of the Trustees by

.....  
 C Sophie Hooper Lea  
 Chair of CIO Trustees

**Bath & West Low Carbon Community Fund CIO**  
**Notes to the accounts for the year ended 14th April 2021**

(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.

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

(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 1<sup>st</sup> April 2022**

**(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.

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 1st April 2022 of £0 [2020: £0] 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.



## Receipts and payments accounts

For the period from	Period start	To	Period end date
	01/04/2021		01/04/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bath and West Community Energy Limited 2021 CommunityFund	35,000.00	-	-	35,000	-
Gross Interest from 01/10/2021 to 31/10/2021	0.06	-	-	0	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>-</b>
<b>A3 Payments</b>					
Quartet BWCE Fund	35,000.00	-	-	35,000	-
Dick Maule BWCE Fund	335.00	-	-	335	-
Charges 01/11/2021 to 30/11/2021	0.00	-	-	-	-
BANES 3SG 3SGMO51	25.00	-	-	25	-
Charges 01/01/2022 to 31/01/2022	0.10	-	-	0	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>35,360</b>	<b>-</b>	<b>-</b>	<b>35,360</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,360</b>	<b>-</b>	<b>-</b>	<b>35,360</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 360</b>	<b>-</b>	<b>-</b>	<b>- 360</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,983	-	-	1,983	-
<b>Cash funds this year end</b>	<b>1,623</b>	<b>-</b>	<b>-</b>	<b>1,623</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £

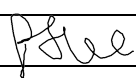
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Pearl Slee	6.10.22



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Bath and West Low Carbon Community CIO

**On accounts for the year  
ended**

01/04/2022

**Charity no  
(if any)**

1156710

**Set out on pages**

1-2

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **01 / 04 / 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 (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

[Signature box]

**Date:**

7/10/22

**Name:**

Peter Andrews

**Relevant professional  
qualification(s) or body  
(if any):**

[Empty box for qualification]

**Address:**

19 Maple Grove

Bath

BA2 3AF

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**BATH & WEST LOW CARBON COMMUNITY FUND CIO**

England & Wales - Charity number 1156710

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# Accounts

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

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**For the Year Ended 14 April 2021**

The trustees of the Bath & West Low Carbon Community Fund Charitable Incorporated Organisation (CIO) present their Annual Report for the year ended 14 April 2021 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 2020/2021 was the seventh full year of operation of the CIO.

### **Governance**

The CIO is overseen by a board of trustees. We now have nine trustees, who are:

C. Sophie Hooper Lea, Chair of Trustees	Peter Capener
Pearl Slee, Treasurer	David Daniels
Simon Forsyth, Secretary	Leigh Fairbrother
Carole Bond	Sheila Gundry
	Alastair Singleton

### **Principal Office**

Bath & West Low Carbon Community Fund CIO, The Guild Hub, Guildhall, High Street, Bath BA1 5EB

### **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 2020 to 14 April 2021, the CIO received the sum of £37,000 from BWCE.

### **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 recruited four new trustees in June 2020: David Daniels, Leigh Fairbrother, Alastair Singleton and Pearl Slee. We are delighted with our new trustees, who have considerable experience and expertise in environmental issues and funding. We were sad to say goodbye to Peter Andrews, who has been a highly valued trustee since the start of the fund. We are very grateful for his contribution over the years. Pearl took over from Peter as Treasurer when he stood down in February 2021.

The Covid-19 pandemic has been an exceptionally difficult and challenging time for all of us, including our 2019/20 grant recipients. We have done our best to support them through this unprecedented crisis, being flexible about extending deadlines for delivering projects and/or providing monitoring reports. It is also clear that the Covid-19 pandemic will have far-reaching, long-term implications for the types of organisations we fund and the funds available for environmental projects. We updated our guidelines to state that we would

consider applications for projects that increase the resilience of communities in a way that also reduces carbon emissions and we will continue to monitor this issue in future.

Given the situation with Covid-19 and the restrictions on organisations, it was not surprising that the Community Fund received far fewer grant applications than usual for the 2020/21 grant programme [17 in 2020/21 in comparison with a record 31 applicants in 2019/20 following considerable awareness raising work]. However, we did receive enough high-quality grant applications to be able to offer grant funding to 11 very deserving projects (see Appendix A for details).

We continue to be a member of the Bath & North East Somerset (B&NES) third sector group 3SG and a signatory to their Compassionate Communities Charter.

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 2020/21. 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.

#### *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 2020/21 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 seventh year in 2020/21. The Administrator received remuneration of £3,700, 10% of the funds handled, for the services it provided during the year.

### *Grant Making*

During the reporting period, the CIO made grants to 11 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 £33,300 [2020: £28,370] during the reporting period to a total of 11 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 2021 was £1,983 [2020: £1,220].

The CIO's opening balance with the Administrator, Quartet Community Foundation, on 14 April 2020 was £0 [2020: £20]. As stated above, 11 grants were awarded worth a total of £33,300 during the reporting period [2020: £28,370]. The closing balance with the Administrator on 15 April 2020 was £0 [2020: £0].

### **Plans for Future Periods**

As in previous years, in 2021/2 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. In February 2021, Treasurer Pearl Slee undertook a data analysis of BWCE Fund grant funding to date. We have identified two key areas to address in the 2021/2 funding round: supporting local areas with higher levels of deprivation and tackling fuel poverty.

### **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 15<sup>th</sup> September 2021, and signed on their behalf by:

C Sophie Hooper Lea  
Chair of CIO Trustees

## Appendix A: Grants Awarded 2020/1

£33,300 was awarded in 2020 to the following 11 community projects:

Grant Application Name	Amount Awarded	Project Description - Summary
Batheaston New Village Hall	£2,797	Toward the purchase and installation of solar panels for a new Community Village Hall in Batheaston.
Bathampton Community Co-operative Ltd (Dry Arch Growers)	£5,000	Toward the development of a 'Community Energy Renewable Farm', supporting the purchase of a solar mini-barn for storing food, charging farm tools and e-bikes for delivery of organic veg boxes.
Bath Share & Repair	£3,000	For the 'How To Reduce Your Carbon Footprint' project which will seek to provide practical ways that people can reduce their carbon emissions to make a positive impact on their environment.
Fairfield House	£4,600	For the Fairfield House "zero to hero" energy sustainability assessment, to appraise the potential for energy saving, carbon and cost reduction and use of renewables at Fairfield House, a multi-cultural and multi-faith place of welcome in Bath.
Grow Batheaston	£5,000	For the 'Grow Batheaston Store' project, to set up and run a community shop, supplying local produce in the village.
Julian House	£4,827	Toward the running costs of the Bath Bike Workshop which enables and encourages local residents to take up cycling, and/or make it their chief form of transport, by providing free or affordable cycling products, services, and initiatives.
Peter Pan Play School	£1,000	For the provision of a bike, scooter and pram shed with the aim of encouraging families to use sustainable transport for their commute to the pre-school.
SWALLOW	£1,000	For insulation for the offices and meeting rooms of this charity that supports teenagers and adults with learning disabilities throughout Bath and NE Somerset.
Transition Larkhall	£600	Toward an extension of the Larkhall Community Orchard, planting food producing trees that aid carbon capture and storage. It also will provide a source of local food that will cut carbon by reducing the need to transport food.
Wellow Village Shop Association	£500	Toward the cost of replacing an old, power-hungry display fridge with a more energy efficient model for use at this community shop.
Youth Connect South West	£4,976	For the 'Grow it Cook it!' project that will work with the local community to support the provision of low cost, good quality local food and encourage local people to grow and cook their own food.

**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 2021 which are set out on pages 10 to 13.

**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*

## Bath & West Low Carbon Community Fund CIO

### Statement of Financial Activities for the year ended 14th April 2021

	Notes	2021	2020
		£	£
<b>Income</b>			
Donations		-	-
Investment income		124	-
Income from charitable activities			
Grants		<u>37,000</u>	<u>31,000</u>
<b>Total</b>		37,124	31,000
<b>Expenditure on:</b>			
Charitable activities		<u>37,361</u>	<u>31,361</u>
<b>Total</b>	[2]	<u>37,361</u>	<u>31,361</u>
<b>Net income/ [expenditure]</b>		(237)	(361)
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>1,885</u>	<u>2,246</u>
<b>Total funds carried forward</b>		<u><u>1,648</u></u>	<u><u>1,885</u></u>

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

**Balance sheet as at 14th April 2021**

	Notes	2021 £	2020 £
<b>Current assets</b>			
Cash at bank and in hand		1,983	1,220
Debtors		-	1,000
<b>Current liabilities</b>			
Creditors: amounts falling due within 12 months	3	<u>(335)</u>	<u>(335)</u>
<b>Net Current assets</b>		<u>1,648</u>	<u>1,885</u>
<b>Net assets</b>		<u>1,648</u>	<u>1,885</u>
<b>Unrestricted funds</b>			
<b>General funds</b>		<u>1,648</u>	<u>1,885</u>

For the year ended 14th April 2021

These financial statements were approved by the Trustees on 15th September 2021

and signed on behalf of the Trustees by

.....  
C Sophie Hooper Lea  
Chair of CIO Trustees

## Bath & West Low Carbon Community Fund CIO

### Notes to the accounts for the year ended 14th April 2021

#### (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.

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

##### (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 2021

#### (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
	2021	2020
	£	£
Administrator costs	3,700	3,000
Grants made	33,300	27,000
Bank charges	1	1
Other professional fees	25	-
Independent examiner's fees 2021	<u>335</u>	<u>335</u>
	<u><b>37,361</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 2021 of £0 [2020: £0] 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>