

Annual Report of Bath & West Low Carbon Community Fund CIO

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.

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. 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 15th 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 14th 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 £
Income			
Donations		-	-
Investment income		124	-
Income from charitable activities			
Grants		<u>37,000</u>	<u>31,000</u>
Total		37,124	31,000
Expenditure on:			
Charitable activities		<u>37,361</u>	<u>31,361</u>
Total	[2]	<u>37,361</u>	<u>31,361</u>
Net income/ [expenditure]		(237)	(361)
Reconciliation of funds			
Total funds brought forward		<u>1,885</u>	<u>2,246</u>
Total funds carried forward		<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 £
Current assets			
Cash at bank and in hand		1,983	1,220
Debtors		-	1,000
Current liabilities			
Creditors: amounts falling due within 12 months	3	<u>(335)</u>	<u>(335)</u>
Net Current assets		<u>1,648</u>	<u>1,885</u>
Net assets		<u>1,648</u>	<u>1,885</u>
Unrestricted funds			
General funds		<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

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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>37,361</u>	<u>30,336</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>