

Annual Report of Bath & West Low Carbon Community Fund CIO

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.

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. 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 5th 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
TOTAL	£45,116.68

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
TOTAL	£45,140.67

Balance sheet as at 14th April 2024

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

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 5th 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 5th 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.

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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

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

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Balance sheet as at 14th April 2024

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Cash at hand and in bank	1552.07
Debtors	0
Net current assets (unrestricted funds)	1552.07
TOTAL	1552.07

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



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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

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(a) Basis of preparation

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

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[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.

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

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[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.

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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

[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.

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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

Report to the trustees

Charity Name

Bath & West Low Carbon Community Fund CIO

On accounts for the year ended

05/04/25

**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'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.*

Signed:

Date: 01/03/26

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).