

# **LOW CARBON OXFORD NORTH (LCON)**

Company Registration Number: 07542380

Charity Registration Number: 1142169

## **Annual Report and Financial Statements for the Year Ended 31 December 2019**

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## Reference and Administrative Details

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Charity name	Low Carbon Oxford North
Charity registration number	1142169
Company registration number	07542380
Principal office	12 Apsley Road Oxford OX2 7QY
Registered office	12 Apsley Road Oxford OX2 7QY
Trustees	J Betsholtz (Resigned July 2019) B M Boardman A Chivers (Known professionally as A Hill) S Daws (Resigned October 2019) S J Edwards T Leonard R J Nestor C Newson (Appointed May 2020)
Secretary	S J Edwards
Bankers	Until November 2019: Co-operative Bank P O Box 250 Skelmersdale WN8 6WT

From November 2019:  
Triodos Bank  
Deanery Road  
Bristol  
BS1 5AS

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## Trustees' Report

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The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, submit their annual report and financial statements for the year ended 31 December 2019. The financial statements have been prepared in accordance with the accounting policies set out on page 11.

The Charity is a charitable company limited by guarantee and was set up on 31 May 2011.

### **Structure, Governance and Management**

The Charity was established on 31 May 2011 and assumed the assets and liabilities of the original company of the same name which was incorporated on 24 February 2011. The Charity is governed by a memorandum and articles of association which set out the powers and responsibilities of the Trustees in fulfilling the Charity's objectives.

The Trustees when complete consist of at least four and not more than ten individuals. One third of the elected Trustees must retire at each AGM, with those longest in office retiring first. In addition, up to 3 trustees can be appointed by the elected trustees and trustees can also be co-opted until the following AGM. New Trustees spend time with the existing Trustees to ensure they understand their responsibilities and the legal and financial framework in which the Charity operates. For reference all Trustees are issued with the Charity Commission's publication 'The Essential Trustee: What you need to know'.

The Trustees have reviewed the major risks relating to the operation of the Charity, and systems and procedures have been established and implemented to manage those risks.

Our self-employed development manager Chris Church finished working with us at the end of May 2019. Julia Patrick, LCON coordinator, started in June 2019, also self-employed, for one day a week. She does invaluable work supporting LCON with our communications, our engagement with stakeholders, with project management, and support to our public meetings.

### **Trustees' Responsibilities**

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

Law applicable to Charities in England & Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the Charity's financial activities during the period

and of its financial position at the end of the 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
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards and statements of recommended practice 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 accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with 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.

### **Objectives and Activities**

The objects of Low Carbon Oxford North are to conserve, improve and protect the physical natural environment for the public benefit by promoting: the prudent use and sharing of resources; the reduction of waste through re-use reclamation, recycling, use of recycled products and use of surplus; the reduction in the consumption of fossil based fuels; the use of low carbon means of transport; the reduction of carbon emissions from the growing, transporting, purchasing and preparing of food; with the aim of reducing the carbon footprint of North Oxford by 80% by the year 2050. In addition, its objects are to advance the education of the public in the protection, enhancement and rehabilitation of the environment and to promote the study and research in such subjects and dissemination of the results of such research and study to the public.

Our mission is to help the residents of North Oxford to reduce their carbon emissions.

### **Achievements and performance**

We have undertaken an evaluation of our activities based on the evaluation framework approved by the LCON Board on 12 December 2019. As well as measuring progress where data is available, it will serve as a baseline for future evaluation. Here is a [link to the evaluation report](#).

#### *Our strategy*

In February 2019 we had a strategy meeting brilliantly facilitated by one of our members Thalia Carr. As a result we [revised our strategy](#) to put much more focus on working with key community partners and other Oxford based low carbon groups. As part of this we developed ways of measuring our long term impact with the help of our trustee Josefin Betsholtz.

## *Climate Justice*

The FairPlay Climate Justice campaign for North Oxford, launched at our AGM in 2018, reached a peak when over 125 people came to hear Layla Moran and Professor Myles Allen speak at the Ferry Leisure Centre Summertown in January 2019. Sadly Layla could not make it on the night - it was a turbulent few weeks in politics - but Cllr. Neil Fawcett stood in for her, stressing the Liberal Democrat backing for a legally binding target of a zero-carbon Britain by 2050 (which they later brought forward to 2045).

## *Retrofitting homes*

At the start of 2019 we joined an initiative called the Cosy Homes Oxfordshire service (<https://cosyhomesoxfordshire.org/>), which is run by [RetrofitWorks](#) in partnership with the [Low Carbon Hub](#) and [National Energy Foundation](#). Building works can entail a major investment of both time and money, and it has long been an aim of LCON to support local householders wanting to make their homes more energy efficient. The key components of this approach are advice, coordination, and 'trusted' contractors, with a 'Retrofit Coordinator' managing the process. To raise awareness we leafleted every house in our community and ran a campaign on social media.

As of January 1 2020, Cosy Homes Oxfordshire had:

- Homes registered: 156
- Home assessments completed: 91
- Whole House Plans delivered: 74
- Houses planning improvements: 20

In September 2019, there were 14 referrals from North Oxford, out of a total of 90.

We were delighted that architectural designer and TV presenter Charlie Luxton and Russell Smith, Director of [RetrofitWorks](#) spoke at our AGM to an audience of 40. Russell Smith talked about the Cosy Homes Oxfordshire initiative and Charlie Luxton about his work on sustainable housing and his involvement in the housing development in his own community of Hook Norton.

## *The Coalition for Healthy Streets and Active Travel*

In our last annual report we described the formation of the Coalition for Healthy Streets and Active Travel (CoHSAT). This is a group of ten community organisations working together to improve our streets and increase active travel (for a list of member organisations see [www.cohsat.org.uk](http://www.cohsat.org.uk)). During 2019 the group was co-chaired by LCON's Brenda Boardman and Alison Hill. An early success was winning a grant for £5,000 from the Low Carbon Hub to run 5 activities. CoHSAT received a grant to carry out a set of projects that contribute towards the Hub's aim: to cut Oxfordshire's carbon footprint and contribute to the creation of a decentralised and locally owned renewable energy system. These five activities were strongly focused on reduced car use and thus carbon emissions and air pollution:

- The Broad Street activity will provide the basis for policies on less parking;
- The College activity sought to understand options for reducing parking and parcel deliveries at Oxford's 39 Colleges;
- Ways to curtail van deliveries will be identified through the New Inn Hall Street activity;

- The Oxfordshire schools project will provide examples where car-based travel can be avoided;
- And the Florence Park survey provides the evidence for residents to lobby for quieter streets.

Here are the [summary outputs](#) from all those activities.

CoHSAT appointed Abena Poku-Awuah as the project manager for this Low Carbon Hub community grant. Abena has been brilliant in steering the projects through to completion and is continuing on with the second tranche of funding secured early in 2020.

### *O2 – air quality monitoring progress*

O2, a subcommittee of LCON, set up an air quality monitoring programme at the start of 2019. Due to technical difficulties the initiative was handed over to OxAir (<https://www.oxair.org/>), which had obtained some funding to purchase hand held monitoring devices.

### *Climate Conversations*

This is a workshop for people who want to build their confidence having difficult conversations about climate change with friends, family, or colleagues. It was designed by Rosemary Randall, long-standing expert on climate psychology. LCON trustee Rebecca Nestor, an experienced facilitator who has been trained by Rosemary, ran two workshops in 2019, one for members of the Oxford City Council Citizens' Assembly on climate change, and one alongside FairPlay's Eco-Fair. These have continued running in 2020.

### *Climate Cafés*

Low Carbon Oxford North continued to run Climate Cafes during 2019. We know that it can be difficult to talk about climate change with friends and family, and Climate Cafes are designed to provide a space to do just that. They provide an opportunity to meet informally and talk about climate change. Due to their popularity Rebecca Nestor with the support of Alison Hill started putting them on monthly from October.

### *Tree planting*

We started and finished the year with tree planting.

On 16 February 60 residents joined us as we planted 200 trees in Cutteslowe Community Woodland, supported by Julian Cooper from Oxford Direct Services. This was followed up by mulching in April.

And a cold bright frosty morning in November, over 100 people joined LCON to plant more trees in Sunnymead Park, as part of National Tree Week. As one of them said – “What a great way to start the day”! We successfully bid for a grant from the [International Tree Foundation](#) for 500 saplings, and Oxford Direct Services helped us with the purchase of the trees and oversaw the event. The event was [featured](#) in the Oxford Mail. There is more about the tree planting morning on our [website](#).

.... and also

In 2018 we changed our constitution to include Jericho. Reflecting this change bringing Jericho into the LCON community, we held a stall at the Jericho Fair on 8 June 2019.

We participated in the North Oxford Climate Change Eco-Fair, organised by our partner FairPlay, on 23 November, attended by over 300. We offered rides in the E-Car club's new Renault Zoe and also arranged for residents to try out e-bikes, as well as offering a workshop (see *Climate Conversations*).

Brenda Boardman contributed to the organisation of a talk on Climate Change and the curriculum in partnership with Oxford University's Environmental Change Institute.

We responded to several major consultations – “Connecting Oxford”, the city and county councils' proposal to reduce congestion in Oxford; Walton Street Closure (preliminary consultation); and the Oxfordshire 2050 Plan. We also responded to the plans for the Zero Emission Zones and the Botley Road improvement scheme, and we arranged a visit for local stakeholders to Waltham Forest to see their Mini-Holland developments.

We sent out newsletters by email every month or so covering events and activities locally, nationally and internationally. Our newsletter email is quite popular, with 'open rates' (the proportion of recipients who open the newsletter when it arrives in their inbox) of well over 50% per cent for the year, significantly higher than in the voluntary sector as a whole. We are grateful to Jan McHarry and Chris Church for preparing the newsletter in the first half of the year and Julia Patrick in the second half of the year.

### **Some thanks, hellos and goodbyes:**

Many thanks to Chris Church our development manager, and Jan McHarry as newsletter editor, for the work they have done for LCON over 2019.

Sam Daws resigned in October 2019 and Josefin Betsholtz in July 2019. Thanks for all your invaluable support for LCON.

We are delighted to welcome Julia Patrick as our coordinator. She started in July 2019.

### **Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board and signed on its behalf by:



A Chivers, Trustee

Date: 31 August 2020

# Financial Report to the Board of Trustees

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Report to the Board of Trustees on the preparation of the Unaudited Statutory Accounts of Low Carbon Oxford North (LCON) for the Year Ended 31 December 2019.

I was appointed and instructed to fulfil your duties under the Companies Act 2006, I have therefore prepared for your approval the financial statements of LCON for the year ended 31 December 2019 which include the Statement of Financial Activities, and the related notes from the accounting records and information and explanations given to me.

This report has been prepared for the board of trustees of LCON in accordance with my agreement.

It is the duty of LCON to ensure adequate accounting records are kept.

I have not audited the accounts of LCON and therefore not tested the accuracy of the accounting records or information given to me, therefore I have not stated any opinion on the statutory accounts.

Thomas Futter, Student Member of the Association of Accounting Technicians (part-qualified)

Date: 31<sup>st</sup> August 2020

Signature:

A handwritten signature in black ink, appearing to be 'T. Futter', written over a horizontal line.

# Statement of Financial Activities

Including Income and Expenditure Accounts for the period of January-December 2019.

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
<b>Voluntary Income</b>			
Donations	£ 796	£ -	£ 796
Sales	£ 460	£ -	£ 460
Interest Received	£ 455	£ -	£ 455
<b>Grant Income</b>			
Cosy Homes Oxfordshire	£ -	£ 1,000	£ 1,000
Low Carbon Hub	£ 6,600	£ -	£ 6,600
ONCORE Ltd	£ 361	£ -	£ 361
ONCORE 2	£ 250	£ -	£ 250
International Tree Foundation	£ -	£ 592	£ 592
Transport Project (COHSAT)	£ -	£ 1,510	£ 1,510
	<b>£ 8,922</b>	<b>£ 3,102</b>	<b>£ 12,024</b>
	Charitable Activity £	Governance £	Total 2019 £
<b>Direct Costs</b>			
Venue Hire	£ 36		£ 36
Web Hosting	£ 12		£ 12
Comp H'ware	£ 125		£ 125
Printing	£ 698		£ 698
Sundries	£ 750		£ 750
Accommodation and Meals	£ -		£ -
Accountancy Fees	£ -	£ 200	£ 200
Subscriptions	£ 98	£ 13	£ 111
Bank/Finance Chgs	£ -	£ 150	£ 150
Travel	£ 361		£ 361
Subcontractor Costs	£ 3,081		£ 3,081
Other	£ -		£ -
Consultancy Fees	£ 5,414		£ 5,414
	<b>£ 10,575</b>	<b>£ 363</b>	<b>£ 10,938</b>

**Low Carbon Oxford North**  
**Balance Sheet as at 31st December 2019**

## Balance Sheet

		<b>2019</b>		<b>2018</b>	
	<b>Note</b>	£	£	£	£
<b>Fixed Assets</b>					
Investments	12		6,501		6,501
<b>Current Assets</b>					
Stocks and Work in Progress		0		0	
Debtors		0		0	
Accrued Income	14	1,600		250	
Cash at Bank & in Hand		<u>20,607</u>		<u>21,606</u>	
		<b>22,207</b>		<b>21,856</b>	
<b>Creditors: Amounts Falling due in 1 Year</b>					
		0		0	
Trade creditors	13	0		54	
Deferred Income	15	3,805		4,416	
Accruals	16	0		70	
<b>Net Current Assets</b>			<u>18,402</u>		<u>17,316</u>
<b>Net Assets</b>			<u>24,903</u>		<u>23,817</u>
<b>The Funds of the Charity</b>					
Restricted Funds			3,102		0
Unrestricted Funds			<u>21,801</u>		<u>23,817</u>
<b>Total Charity Funds</b>			<u><b>24,903</b></u>		<u><b>23,817</b></u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts 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 United Kingdom and Republic of Ireland (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Approved by the Board on 31 August and signed on its behalf by:

*Alison Chivers*

Alison Chivers, Trustee

# Notes to the Financial Statements

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## **1. Accounting Policies**

### **Basis of Preparation**

The accounts 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 United Kingdom (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

## **2. Assessment of going concern**

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of 1 year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

## **3. Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity. Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## **4. Incoming resources**

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate

## **5. Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. 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. Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output. Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity. Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable

## 6. Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

## 7. Investments

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal. Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

## 8. Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow-moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

## 9. Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight-line basis over the lease term.

## 10. Income

Income	Actual
Income (LCH as successor to Oncore)	£ 6,600.00
ONCORE Ltd	£ 361.00
ONCORE 2	£ 250.00
Cosy Homes Oxfordshire	£ 1,000.00
International Tree Foundation	£ 592.00
Strategy: COHSAT	£ 1,510.00
Voluntary	£ 1,711.00
<b>Total</b>	<b>£12,024.00</b>

The second tranche of grant income for the COHSAT Project is due in 2020.

## 11. Expenditure

Activity costs	Actual (£)
Newsletter	£ 1,621.00
Strategy: COHSAT	£ 1,756.00
Strategy: Transport	£ 1,090.00
Strategy: Home Energy	£ 456.00
Strategy: Cosy Homes Oxfordshire	£ 1,362.00
Strategy: Community	£ 1,713.85
<b>Total Activity Cost</b>	<b>£ 7,998.85</b>
<b>O2 costs</b>	
O2 meetings	
O2 allocation	£ 361.00
O2 allocation for schools	£ 250.00
<b>Total O2 Cost</b>	<b>£ 611.00</b>
<b>Running costs</b>	
Accountancy fees, registration fees, web hosting	£ 1,039.99
AGM, paid support for board meetings	£ 1,288.00
<b>Total Running Cost</b>	<b>£ 2,327.99</b>
<b>Total Annual Cost</b>	<b>10,938</b>

## 12. Investments

The net book value of all investment assets that are held in the UK as at 31 December 2019 is £6,501.

## 13. Trade Creditors

Trade Creditors as at 31 December 2019 were £0. All trade creditors from 2018 were cleared during 2019.

## 14. Accrued Income

At the end of 2019 it was agreed with Rachel Boyes-Watson the Chief Operating Officer of the Low Carbon Hub that LCON was due further payments that had not been made. It was agreed that LCON was due a further £6,600. On the 11<sup>th</sup> December 2019, LCON received £5,000. As £1,600 is still due relating to 2019 this amount has been accrued.

## 15. Deferred Income

In 2018 we deferred the amount of £1,485 relating to ONCORE Ltd. In 2019 the total expenditure for ONCORE Ltd related work was £361, the balance of £1,091 has been left on the balance sheet for 2019. Also, in 2018 we deferred the amount of £2,964 relating to ONCORE 2: £250 has been released against 2019 expenditure and the remaining amount remains on the balance sheet.

## 16. Accruals

There were no accruals made in 2019.

**17. Trustees' remuneration & expenses**

No trustees received any remuneration during the financial year.

**18. Taxation**

The company is a registered charity and is, therefore, exempt from taxation.

**19. Members' liability**

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

**20. Controlling entity**

The charity is controlled by the trustees who are all directors of the company.

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