

LOW CARBON OXFORD NORTH (LCON)

Company Registration Number: 07542380

Charity Registration Number: 1142169

Annual Report and Financial Statements for the Year Ended 31 December 2020

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Reference and Administrative Details

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	B M Boardman A Chivers (Known professionally as A Hill) S J Edwards J Grindey (Appointed April 2021) T Leonard R J Nestor C Newson (Appointed May 2020) M Simon (Appointed March 2021)
Secretary	S J Edwards
Bankers	Triodos Bank Deanery Road Bristol BS1 5AS

Trustees' Report

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 2020. 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.

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 four 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'.

During the year we reviewed aspects of the charity's governance and made some improvements to our procedures.

Julia Patrick, freelance LCON coordinator, continues her invaluable work supporting LCON with our communications, our engagement with stakeholders, with project management, and support for 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

Our strategy, which underwent a major revision in 2019 to put a clearer focus on working with partners, was updated in early 2020 to incorporate our priorities for the year. [The strategy can be found here](#).

Transport

LCON continued to put considerable resource into the Coalition for Healthy Streets and Active Travel (COHSAT), with Brenda Boardman as co-Chair. COHSAT successfully secured a second grant from Low Carbon Hub, and continues to grow in influence and recognition as a collective voice on healthy streets and active travel. Some highlights:

- CoHSAT's pop-up exhibition, attended by 360 people, contributed to discussion and the case for active travel plans and funding, including low traffic neighbourhoods.
- Constructive and positive engagement with consultations means COHSAT is viewed positively by the councils – but developing co-production processes remains a challenge.

- The CoHSAT model has inspired the increased communication and collaboration between low carbon groups through Communities for Zero Carbon.

Energy efficiency

This year LCON was less pro-active on Cosy Homes Oxfordshire following significant activity to introduce and raise awareness of the service in 2019. This reflects both the fact that Cosy Homes Oxfordshire has been working to increase capacity to meet demand; and that LCON has had a focus on online speaker events on different topics during the Covid-19 restrictions.

Following the introduction of the Green Homes Grant we produced a summary leaflet and various communications for our members and supporters. The special mailing was opened by 157 of our subscribers (out of 297) and 65 clicked on the link to the leaflet – the highest click rate of any link this year. It was also distributed by other community groups to their members.

We have also updated the LCON website to reflect current policies and support for home owners and householders.

We learned from this experience that there is significant interest among our members in retrofit and home energy generally. We co-ran a successful online event on home energy in spring 2021 and we are planning to make this topic a major part of our work during autumn 2021 and 2022.

Community

Trees: Plans for a tree-mulching event had to be cancelled due to Covid-19 lockdown, and lack of available land coupled with Covid meant there was no tree-planting event. Instead we promoted a range of information on tree planting through our social media channels; and we helped local Cutteslowe Primary School secure 100 tree seeds for planting.

Events: We ran four well-attended **online speaker/ panel events**, on Sustainable Fashion, Divestment, Oxford 2040 and Flying. The audiences tended to be larger and more widespread than for previous in-person events. All events were followed up with summaries and recordings for attendees and through our social media channels, plus updates and resources on website. Following Oxford 2040, we wrote to local councillors to share the key messages and emerging vision for Oxford 2040. Responses were positive.

We ran more **climate cafes** than before – weekly during initial lockdown, then monthly. Attendance online has tended to be lower than in person (around 4 people) which perhaps reflects the online set-up.

Two **Climate Conversations** workshops had attendance of 5 and 4 respectively. Feedback was very positive.

Sharing, inspiring, encouraging, signposting

LCON has continued to cover a breadth of carbon reduction topics through its website, newsletter, social media and events, with increasing reach (membership and social media) over the year.

Partnership working

LCON has continued to work with partner organisations towards reducing carbon emissions in North Oxford and beyond. Partnership working with COHSAT has been particularly successful (see above). Other partnership working included:

Communities for a Zero Carbon Oxford was launched with a well-attended event on 7 March 2020 and monthly online meetings thereafter with other low-carbon groups across the city. These interactions have resulted in increased communication, cross-attendance of events, coordination of letters to councillors and information campaigns e.g. on the Green Homes Grant, and development of a joint programme of events for 2021.

LCON also continues to participate in and contribute to the Oxtrees/CAG Trees Collaborate Group; and the Low Carbon Hub/ Cosy Homes Oxfordshire Community Advocates group.

We allowed the Jericho Low Traffic Neighbourhood Group to use our bank account holder for their crowdfunding activity, which enabled an experienced consultant to work on proposals which informed JLTN's submission to the County Council. We were disappointed with the Council's ultimate decision and hope to continue to support work to reduce fossil-fuel-based traffic in our area.

Other activities

Consultation responses. We wrote and publicised responses to the following developments:

- Walton Street Closure
- North Oxford University College development
- Bus Gates

New look. With input from Julia and Carey, Sarah Chivers designed a new logo and branding for LCON to mark our tenth anniversary. We hope you like it as much as we do!

Some thanks, congratulations, hellos and goodbyes

Special thanks to our freelance co-ordinator Julia Patrick for keeping our energy and contributions going during this difficult year.

Special thanks too to our departing chair, Alison Hill, who finished her term as chair at the end of 2020 and steps down from her trusteeship at the 2021 AGM so that she can stop doing three people's jobs and just do two people's instead! Rebecca Nestor stood down as treasurer at the end of 2020 in order to try and fill Alison's shoes as chair.

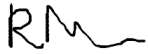
Although not part of the period covered by this annual report we were delighted to welcome two new trustees in 2021: Jane Grindey, Victoria Road (as treasurer) and Margaret Simon, Wolvercote. We also appointed Tom Futter as our bookkeeper from January 2021.

Congratulations to Brenda Boardman MBE who was named as one of the Woman's Hour '2020 Power List for Our Planet' Innovators.

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:



R Nestor, Trustee

Date: 31 August 2021

Financial Report to the Board of Trustees

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 2020.

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 2020 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

Date: 31 August 2021

Signature: 

Income and Expenditure Statement

Including Income and Expenditure for the period of January-December 2020.

	Unrestricted	Restricted	Total Income 2020	Total Income 2019
Income	£	£	£	£
Voluntary Donations	238	0	238	796
Interest Received	-233	0	-233	455
Sales	0	0	0	460
COHSAT 1	0	3,490	3,490	1,510
COHSAT 2	0	5,200	5,200	0
Jericho LTN	0	4,815	4,815	0
Low Carbon Hub	6,600	0	6,600	6,600
Cosy Homes Oxford	0	0	0	1,000
ONCORE LTD	0	0	0	361
ONCORE 2	0	0	0	250
International Tree Foundation				592
	6,605	13,505	20,110	12,024
			Total Expenditure 2020	Total Expenditure 2019
			£	
Expenditure				
Accommodation and Meals	300	300	600	0
Accountancy Fees	200	0	200	200
Advertising and Promotion	120	894	1,014	0
Bank/Finance Charges	5	0	5	150
Computer Software	180	0	180	125
Consultancy Fees	11,308	8,373	19,681	8,495
Equipment Hire	120	0	120	0
Printing	60	45	105	698
Staff Training	60	0	60	0
Stationery	33	0	33	0
Subscriptions	0	0	0	111
Sundries	13	0	13	750
Travel	0	0	0	361
Venue Hire	235	0	235	36
Web Hosting	14	0	14	12
	12,649	9,612	22,261	10,938

Summary of Expenditure by Activity

The table below shows the Expenditure from the Statement of Financial Activities (page 3) by Activity, summarised under each Expenditure category.

Expenditure Description	Activity	£	Total £
Accommodation and Meals	COHSAT 1 - Travel Project	300	
	LCON: Strategy Community	300	
			600
Accountancy Fees	Accountancy	200	200
Advertising and Promotion	COHSAT 1 - Travel Project	290	
	LCON: Strategy Community	120	
	COHSAT 2 - Travel Project	604	1,014
Bank/Finance Chgs	Bank/Finance Chgs	5	5
Computer Software	Computer Software	180	180
Consultancy Fees	Marketing and Publicity	2,395	
	LCON: Newsletter	2,374	
	LCON: Strategy : Home Energy	186	
	LCON: Strategy Community	3,962	
	LCON: Strategy: Transport	35	
	LCON: General Co-ordination	2,173	
	Jericho Low Traffic Neighbourhood Group	4,356	
	COHSAT 1 - Travel Project	1,929	
	LCON: Strategy : Home Energy	184	
	COHSAT 2 - Travel Project	2,088	19,681
Equipment Hire	LCON: Public Meetings	120	120
Printing	Marketing and Publicity	60	
	COHSAT 1 - Travel Project	45	105
Staff Training	Marketing and Publicity	10	10
	LCON: Strategy: Transport	50	50
Stationery	Stationery	33	33
Sundries	Sundries	13	13
Venue Hire	Strategy Community	235	235
Web Hosting	Web Hosting	14	14
TOTAL		22,261	22,261

Balance Sheet

as at 31st December 2020

	Note	2020 £	2019 £
Fixed Assets			
Investments	12	6,500	6,500
Capital Repayment	12	-664	0
		5,836	6,500
Current Assets			
Stocks and Work in Progress		0	0
Debtors		0	0
Accrued Income	12	6,600	1,600
Cash at Bank & in Hand	19	14,240	20,607
		20,840	22,207
Creditors: Amounts Falling due in 1 Year			
Trade creditors	11	120	0
Deferred Income	13	3,805	3,805
		16,915	18,402
Net Current Assets		16,915	18,402
Net Assets		22,752	24,902
The Funds of the Charity			
Restricted Funds		6,793	3,101
Unrestricted Funds		15,959	21,801
Total Charity Funds		22,752	24,902

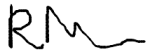
For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 2021** and signed on its behalf by:

A handwritten signature in black ink, appearing to be the initials "RN" followed by a flourish.

R Nestor, trustee

Notes to the Financial Statements

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. Income

Income is analysed as either unrestricted or restricted. Unrestricted income includes donations, tax reclaims, interest and LCON's general funding, 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. Income from tax reclaims are included in the Income and Expenditure Statement at the same time as the gift to which they relate. Restricted income are grants received for a specific purpose and not for general charity use.

5. Expenditure

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 Sol&E 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. 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.

Statement of Investment - as at 31st December 2020.

Investments Summary	
Opening Balance	6,500.00
2016 Repayment	104
2017 Repayment	114
2018 Repayment	126
2019 Repayment	160
2020 Repayment	160
Total Capital Repayments	664
Current Investment Balance	5,836.00

7. 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.

8. Operating leases

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

9. Trade Creditors

Trade Creditors as at 31 December 2020 were £120. This was Invoice INV-118 from Together Films paid 5th January 2021, invoiced September 2020.

10. 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 11th December 2019, LCON received £5,000. As £1,600 was still due relating to 2019 this amount was accrued. This money was received on 14th February 2020 and the accrual released in 2020.

£6,600 has been accrued in relation to 2020 income which we received in 2021.

11. Deferred Income

At the end of 2019 we had deferred income of £1,091 for ONCORE and £2,714 for ONCORE 2. There were two one-off payments to LCON on the closure of Oncore in 2017 - one payment for work with schools and the other for general work relating to renewable energy - from which we draw agreed sums on an annual basis. There has been no expenditure in 2020 for either and therefore no change in deferred income.

12. Accruals

There were no accruals made in 2020.

13. Trustees' remuneration & expenses

No trustees received any remuneration during the financial year.

14. Taxation

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

15. 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.

16. Controlling entity

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

17. Cash at Bank & in Hand

As at 31st December 2020 there was £6,227.23 in the LCON Triodos Account and £8,012.81 in the Triodos Deposit Account.

18. Adjustments

An adjustment to Interest Received and the Investments Summary (Note 6) has been made. This is because historically the capital and interest payments for the Low Carbon Hub share investment have been recorded as interest only. This adjustment has split the interest and capital repayments, resulting in a negative figure shown on page 3 under Interest Received. Note 6 shows how the capital has been repaid over the years.