

Low Carbon West Oxford (LCWO): Registered Charity No. 1135225

Minutes of the AGM held on Thursday 2 November 2023

The meeting was held at West Oxford Community Centre

Present

Voting members: Hugh Crombie, Grainne Darnton, Geoffrey Ferres, Julia Hamer-Hunt, Jean Hindmarch, Gary Irvine, Alison Mathias, Lois Muddiman, Anthony O'Rourke, Helen Reid, Neville Scrivener, Fiona Scrivener, Helen White

Supporters: Robin Harrison, Martin Tudge

Proxies:

Proxy forms were received from voting members, Rebecca Huxley, Ursula Irvine, Tim Kiggel

Apologies: Karen Starr

1 Welcome and introductions

Alison Mathias, Chair of LCWO Trustees, welcomed everyone to the meeting. She acknowledged the work of volunteers and consultants, and especially of our part-time staff member Mim Saxl who left LCWO in September after seven very productive years.

Martin Tudge, who takes up the post of Lead Programme Manager, was welcomed to the meeting.

2 Approval of the minutes of the AGM held on 3 November 2022, and matters arising

The minutes of the November 2022 AGM, which had been made available before the meeting, were approved.

There were no matters arising.

3 Charity's accounts 2022/23

Gary Irvine, Treasurer, presented the accounts which had been prepared by SPX Oxford Ltd, approved by the Board and circulated with papers for the AGM.

He noted that:

- the charity has a minimum reserves policy of £10k to cover six months' core expenditure. Current reserves are higher than usual because of a delay in major expenditure on the cargo bike project.
- income was £23,592, expenditure £26,614, leaving a balance of £23,779 to be carried forward. Expenditure was lower than anticipated because of delays to the cargo bike project. The project will be progressed in 2023/24.

- West Oxford Community Renewables (WOCORE) remain our major funder and gave us royalties totaling £21,485. Donations from local private individuals totalled £2,033.
- the majority of expenditure was on employment costs, the business engagement project, and on activities relating to carbon-cutting support for local residents.

In response to two questions, Gary noted that:

- no interest nor charges were payable on our business account and, while interest rates were low, it hadn't been appropriate to move funds into an easy-access account. In future, we may move our account from the Cooperative Bank to Nationwide Building Society.
- the figure for fixed assets was for a laptop, and has since been written off.

Proposer: Lois Muddiman

Seconder: Helen Reid

Members voted to receive the accounts.

4 Appointment of accountants for Independent Examination

Resolution: That SPX Oxford be appointed to conduct the Independent Examination of LCWO's accounts for the financial year 2023/24, if such an examination is required.

Proposer: Gary Irvine

Seconder: Neville Scrivener

The resolution was carried.

5 Trustees' Report

The Annual Report and Financial Statements, year ending 31 March 2023, had been made available online before the meeting.

Neville Scrivener, Chair of the Coordinating Committee, shared the following headlines from the report:

- completion, publication and hosting an event to launch the LCWO Business Scorecard
- support for the local community with rising energy bills and the cost of living crisis
- active involvement in the Oxford Coalition for Healthy Streets and Active Travel
- preparatory work on future purchase, storage and renting out of a cargo bike
- involving the local community in planting 500 trees
- continuing the 'Kids Can' work on talking to children and young people about the climate crisis.

Neville concluded by noting that our projects also generated various incidental, but important social and economic benefits for the community. They contributed to public benefit and provided an important incentive for people to take practical action and included helping residents to save money on expensive fuel bills,

improving the warmth of their homes, accessing grants, strengthening community interaction, promoting healthier living, and improving local public spaces.

Proposer: Gary Irvine
Secunder: Helen White

6 Retirement and election of trustees

6.1 To accept the retirement of trustees

The Memorandum and Articles of Association require that one-third (or the number nearest one-third) of the 'elected' trustees retire at each AGM. In addition, 'appointed' trustees must retire after two years or can be re-appointed or stand for election. In practice, all LCWO's trustees are elected and then two of the elected trustees are designated as appointed trustees.

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6.2 To accept the retirement of the following trustee

Gary Irvine and Anthony O'Rourke are retiring and Gary Irvine standing for re-election.

6.3 To elect new trustees

The following nomination had been received: For the re-election of Gary Irvine. Biographies for the nominated and continuing trustees had been made available before the AGM.

The nomination was accepted.

7 Other resolutions

No other resolutions had been received before the publicised deadline.

8 Any other business

None

9 Close of business

Alison closed the AGM and thanked everyone for attending.