

Low Carbon West Oxford

A company limited by guarantee

Annual Report and Unaudited Financial Statements for the Year Ended 31 March 2024

Company registration number: 06907815

Charity registration number: 1135225

Accountants: SPX Oxford Ltd
Peace House
19 Paradise Street
Oxford
OX1 1LD

Low Carbon West Oxford

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Low Carbon West Oxford

Reference and Administrative Details

Charity Name	Low Carbon West Oxford
Charity registration number	1135225
Company registration number	06907815
Registered office	22 Oatlands Road Oxford OX2 0ET
Trustees	AC Mathias (Chair) GJ Irvine (Treasurer) JH Hindmarch GEJ Ferres GA Darnton AW O'Rourke (resigned May 2024)
Accountant	SPX Oxford Ltd Peace House 19 Paradise Street Oxford OX1 1LD

Low Carbon West Oxford

Trustees' Annual Report

1. Structure, Governance and Management

1.1 Governance and Structure

LCWO is a charitable company limited by guarantee, incorporated on 18th May 2009 and registered as a charity on 1st April 2010. The Charity is governed under its Memorandum and Articles of Association which are available on request from info@lcwo.org.uk. In the event of the Charity being wound up, members are required to contribute an amount not exceeding £10.

LCWO is run by a Co-ordinating Committee and its work is overseen by a Board of Trustees, which is responsible for the strategic direction of the charity. The Co-ordinating Committee meets regularly and is the key driver of the Charity's activities. It agrees policy, projects and expenditure and, where appropriate, recommends them to the Trustees for approval. Trustees meet a minimum of three times per year and have a standing invitation to attend the Co-ordinating Committee, which they attend on a regular basis.

LCWO holds an annual strategic review meeting at which members of the Co-ordinating Committee and Trustees discuss and plan the focus for the coming year. Activities and actions agreed at the meeting feed into the Annual Plan for the next financial year. The Annual Budget is drawn up based on, and in conjunction with, the Annual Plan.

LCWO actively seeks to engage with the local community and encourages people to become members or supporters. At the end of 2023/24 LCWO had a total of 48 members and 356 supporters (those in receipt of the newsletter, but not members through choice or location).

Membership is free of charge and is open to anyone who lives within West Oxford and subscribes to LCWO's objectives. Interested parties outside the defined area can become supporters, which means they can be active within the organisation, but unlike members, they are not permitted to vote at general meetings.

1.2 Recruitment and appointment of Trustees

The Articles of Association provide for there to be not less than four and not more than seven Trustees. Up to two Trustees may live outside West Oxford.

LCWO actively communicates its activities through its own newsletters and those of the West Oxford Community Association, which are delivered to every household in West Oxford, and also through its own website and its other communications. It welcomes applications from local people and members to become Trustees. Individuals may also be

approached to become a Trustee on the basis of a recommendation from a Trustee or a member of the Co-ordinating Committee.

When someone becomes a Trustee for the first time, they must sign a declaration of willingness to act as a Trustee of the charity before they may vote at a meeting of the Board. Every new Trustee receives an induction pack and is offered appropriate training. There are currently five Trustees. Trustees may be of three kinds:

Appointed Trustees There must always be two Appointed Trustees, appointed by the Board of Trustees, who may serve any number of two-year terms of office. Grainne Darnton and Jean Hindmarch were re-appointed in November 2023.

Elected Trustees There should be between two and five Elected Trustees, elected by the members at Annual General Meetings. One third of the Elected Trustees retire at each Annual General Meeting but may stand for re-election. Details of candidates for election are circulated with the papers for each Annual General Meeting. In 2023/24, elected Trustees were: Alison Mathias (Chair), Gary Irvine (Treasurer), and Geoffrey Ferres.

Co-opted Trustees Between Annual General Meetings the Board may co-opt a person to fill any vacancy that exists among the Elected Trustees. Co-opted Trustees only serve until the next Annual General Meeting but may stand for re-election. There were no Co-opted Trustees in 2023/24.

1.3 Executive

LCWO's Co-ordinating Committee comprises some of the core volunteers who set up the Charity and some additional volunteers who have been invited to replace those who have stepped down. New volunteers are generally recruited through recommendation.

The members of LCWO's Co-ordinating Committee during 2023/24 were: Neville Scrivener (Chair), Helen Reid, Ruth Mayne, Lois Muddiman, Hugo Crombie, and Fiona Scrivener. The Trustees also regularly attended Co-ordinating Committee meetings.

1.4 Volunteers

The Co-ordinating Committee and Trustees are all volunteers, and many of LCWO's successful events also depend on volunteers, not least the Bring and Takes. Rebecca Nestor (Chair of Low Carbon Oxford North) expertly facilitated our Strategy Day on 18 April 2024.

Our thanks to all who generously give their time to enable the work of Low Carbon West Oxford.

1.5 Paid Staff and Contractors

LCWO's Lead Programme Manager, Mim Saxl left us at the end of September 2023 having been with us since January 2017. Mim worked an average of 2 days per week between April and September 2023. Martin Tudge was appointed as Lead Programme Manager in

November 2023. Sadly Martin had to give his notice for the end of the reporting year. Additionally, Karen Starr was contracted to manage LCWO events, including our very popular Bring and Take.

2.Objectives and Activities

2.1 Objectives

- i To conserve, improve and protect the physical and 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 planting of trees to sequester carbon and reduce floodingwith the aim of reducing the carbon footprint of West Oxford by 80% by the year 2050.

- ii To advance the education of the public in the protection, enhancement and rehabilitation of the environment and to promote study and research in such subjects and dissemination of the results of such research and study to the public.

LCWO seeks to achieve its objectives by motivating, engaging and enabling residents and businesses (through a range of carbon-cutting initiatives) of West Oxford to cut carbon emissions to benefit the community as a whole. We aim to carry out our activities in an inclusive manner, and to ensure that the practical benefits of projects are accessible to everyone in the community.

Whilst grassroots activity is key to achieving our aims, LCWO sees itself as a complement to, not a substitute for government action. Moreover, success at the grassroots level requires a supportive policy environment and local infrastructure. We therefore campaign and seek to persuade government at all levels to take a lead in combating climate change and to deliver a policy framework which supports local action. LCWO recognises that current carbon reduction commitments by the world governments need to be significantly more ambitious to avoid dangerous climate change. Commitments also need to be translated into a strong and equitable national policy environment including funding to support local communities who are taking action, and this necessitates continuing campaigning for government action at all levels.

LCWO works in association with West Oxford Community Renewables (WOCORE), our main Funder, that generates renewable energy, runs community-owned renewable projects to reduce carbon emissions and generates income from the sale of electricity and the Feed-in-Tariff. The surplus income generated from the FiT is donated by WOCORE to LCWO to run its carbon-cutting projects. Known as the [West Oxford Model](#), this creates a 'double carbon cut'.

We also achieve our aims by collaborating with, amongst many others: Hogacre Common Eco-Park, which borders West Oxford, where our volunteers have helped to plant trees and children from our local primary school attend a forest school to learn about biodiversity and the importance of conserving the environment for the benefit of all.

2.2 Main activities

Re-use and Recycling

We continued with two **Bring and Takes** running in May and September. The Events leader and volunteers worked on a different use of WOCC Hall and clothes display which has proved successful. The amount of items was more strictly limited to two bags following the post-pandemic boom in previous years. This proved to be successful.

There were around 150 visitors to both events. On average 4-5 items were taken for each attendee and there was much less waste. Clothes, household items and toys continue to be the items most taken away for re-use. 90% of items were recycled in some way, with a residual amount being taken to the 'dump', some of which was also recycled.

A **Biro Recycling** Box and process has been in place in the WOCC reception area since September and items have been recycled from it via commercial shops.

Wildlife events

Two **Dawn Chorus** walks took place in April expertly facilitated by Nick Boyd, and a beautiful dusk nature walk in July to Hogacre offered a further informative event to review life along the river and at Hogacre.

Planning continued for a new updated tree walk information leaflet with content also on-line, and negotiations with Oxford Direct Services for a new sign and information board at Kingfisher Corner in Botley Park.

Energy Advice Stalls

Neville continued with energy advice stalls supported by material and training from the Low Carbon Hub. When Mim left he was the only available person, but Martin undertook the training in December.

Across the period April to January nine stalls were run (seven at the Friday Food Larder at WOCC, one at the WOCA Fun Day in Botley Park and one at St Frideswide's Church Friday Curry)

This involved 70 individual contacts and discussions about useful information, basic techniques to save energy and ideas for larger projects with links for further sources of information and possible support. This involved supplying 52 information sheets and 19 practical keys or kits

The main concerns for people were energy costs, improving draught proofing and insulation, as well as dealing with condensation.

Some initial discussions took place with Sustainable Botley to consider a joint 'Draught Busting' project based on the work undertaken in Reading and Wantage.

Sustainable Communities

Martin undertook some initial work on how communities could become more sustainable linked to flooding issues as a key point of involvement. This involved liaison with other Low Carbon Groups and the Oxford Flood Alliance. Unfortunately support could not be garnered for this to progress at this stage.

Community Heat network

A Zoom presentation and discussion took place with LCWO members and guests, Heating Swaffham Prior (Cambs) and Heat Upper Heyford. This presented the work from Swaffham Prior on a fossil fuel free ground source heat pump system and ideas that are being explored at Heyford.

For the ideas to be progressed in West Oxford a flood free site for the main Plant and Machinery would need to be identified, as well as funding and an energy production organisation to work with to negotiate a viable project.

Cargo Bike Project

A low rental cost Cargo Bike project has been ongoing throughout the year with the aim to have a low rental cost Cargo Bike available from the WOCC site before the end of March 2025. The project was stimulated by the 'Living without a car' presentation at the 2021-2022 AGM.

This project is an excellent example of partnership working: funding has come from WOCORE and the Low Carbon Hub; the bike will be booked through Oxford Cargo Bikes (who also run a scheme in Rose Hill); it will be stored in a hangar installed outside WOCC; and LCWO will run the scheme once it is up and running.

Before we could install the bike hangar, we had to clarify Planning Regulations and negotiate with WOCA, Oxford City Council and Oxford Direct Services. We are grateful to them and all our other partners for their co-operation and continued support.

Botley Road

We have been trying to support changes that could reduce pollution and the level of traffic, and consider the best way to make progress as well as to provide feedback on the Central Oxford Traffic Plan. Much of this effort has been in liaison with CoHSAT, a confederation of Active Travel and Low Carbon Groups.

WOCA newsletters and our website

Information has been published in each of the WOCA newsletters which are circulated to all houses in West Oxford, including a spring reflection on the need for continued efforts, as Climate Change is impacting the flooding levels and sunshine!

Public Benefit

The Trustees have sought to ensure that all projects and activities comply with Charity Commission guidance on public benefit. Two of the criteria for new projects being approved are that they meet LCWO objects and the public benefit criteria. Once approved, new projects are monitored on a regular basis by Trustees and members of the Co-ordinating Committee to ensure that activities are undertaken in accordance with LCWO's objects and to determine whether any adjustments are needed.

3. Financial review

3.1 Annual Report and Financial Statements 2023/24

Low Carbon West Oxford's Annual Report and Financial Statements cover the period 1 April 2023 to 31 March 2024. During that period the charity's income was £25,956. LCWO was pleased to receive donations from our major funder, West Oxford Community Renewables (WOCORE) totaling £20,000. Another significant grant was from the Low Carbon Hub of £5,500 towards the Cargo Bike project, which, although received in the financial year under review, will be spent in the 2024/25 financial year. Total expenditure for the year was £20,324 leaving a balance of £29,411 to be carried forward. Note 12 to the Financial Statements provides a more detailed breakdown of expenditure against projects.

3.2 Policy on Reserves

LCWO's Financial Reserves Policy requires a sum equivalent to six months core expenditure to be held as reserves to meet its contractual obligations to staff, suppliers and service providers for a period to enable LCWO to increase its income from other sources. The sum specified this year was £10,000. The policy is reviewed annually as part of the annual planning and budget setting process.

3.3 Risk Management

LCWO has had a risk management process in place since September 2013. The risks identified and the actions agreed to mitigate them are reviewed and updated on an annual basis and as appropriate throughout the year.

**Low Carbon West Oxford
Statement of Financial Activities for the
Year Ended 31st March 2024**

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Unrestricted Funds	Restricted Funds	Total Funds 2023
Note	£	£	£	£	£	£
Income and endowments from:						
Donations and legacies	20,290	5,500	25,790	23,518	-	23,518
Charitable activities	166	-	166	74	-	74
Total income	<u>20,456</u>	<u>5,500</u>	<u>25,956</u>	<u>23,592</u>	<u>-</u>	<u>23,592</u>
Expenditure on:						
Costs of generating funds						
Fundraising costs	180	-	180	96	-	96
Charitable activities	20,144	-	20,144	26,518	-	26,518
Total expenditure	<u>20,324</u>	<u>-</u>	<u>20,324</u>	<u>26,614</u>	<u>-</u>	<u>26,614</u>
Net income / expenditure	132	5,500	5,632	- 3,022	-	- 3,022
Transfers between funds	-	-	-	-	-	-
Net movement in funds	<u>132</u>	<u>5,500</u>	<u>5,632</u>	<u>- 3,022</u>	<u>-</u>	<u>- 3,022</u>
Reconciliation of funds						
Total funds brought forward	<u>23,779</u>	<u>-</u>	<u>23,779</u>	<u>26,801</u>	<u>-</u>	<u>26,801</u>
Total funds carried forward	<u><u>23,911</u></u>	<u><u>5,500</u></u>	<u><u>29,411</u></u>	<u><u>23,779</u></u>	<u><u>-</u></u>	<u><u>23,779</u></u>

Low Carbon West Oxford (Company number 6907815)
Balance Sheet as at Year Ended 31st March 2024

	Note	2024		2023	
		£	£	£	£
Fixed Assets					
Tangible assets	7		-		-
Current assets					
Stocks and work in progress		-		-	
Debtors: Amounts falling due within one year	8	-		50	
Cash at bank and in hand		30,272		24,527	
		<u>30,272</u>		<u>24,577</u>	
Creditors: Amounts falling due within one year	9	<u>- 861</u>		<u>- 798</u>	
Net current assets			29,411		23,779
Net assets			<u>29,411</u>		<u>23,779</u>
The funds of the charity					
Unrestricted funds			23,911		23,779
Restricted funds			<u>5,500</u>		<u>-</u>
Total funds	10		<u>29,411</u>		<u>23,779</u>

For financial year ended 31 March 2024, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

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

Approved by the Board on 21/11/2024

Gary Irvine – Treasurer - LCWO

The notes on pages 12 to 17 form an integral part of these financial statements.

Low Carbon West Oxford
Notes to the Financial Statements for the Year Ended 31st March 2024

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2019)' applicable to charities preparing their accounts in accordance with FRS102 ('Charities SORP (FRS102)'), and the Companies Act 2006.

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.

Further details of each fund are disclosed in note 10.

Income

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

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.

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.

Low Carbon West Oxford
Notes to the Financial Statements for the Year Ended 31st March 2024 (contd)

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment 25% straight line basis

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.

Operating leases

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

Low Carbon West Oxford
Notes to the Financial Statements for the Year Ended 31st March 2024 (contd)

2. Income from donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations	20,290	-	20,290	23,518	-	23,518
Grants	-	5,500	5,500	-	-	-
	<u>20,290</u>	<u>5,500</u>	<u>25,790</u>	<u>23,518</u>	<u>-</u>	<u>23,518</u>

3. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Wildlife walks	166	-	166	74	-	74
	<u>166</u>	<u>-</u>	<u>166</u>	<u>74</u>	<u>-</u>	<u>74</u>

4. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Direct costs						
Cost of activities	3,143	-	3,143	12,464	-	12,464
Community grants	-	-	-	-	-	-
Support costs						
Employment Costs	11,331	-	11,331	9,288	-	9,288
Establishment costs	1,675	-	1,675	764	-	764
Training	882	-	882	-	-	-
Printing, postage & stationery	482	-	482	795	-	795
IT software	266	-	266	842	-	842
Governance						
Cost of trustee meetings	575	-	575	121	-	121
Trustee indemnity insurance	593	-	593	570	-	570
Accountancy fees	1,147	-	1,147	1,279	-	1,279
Legal and business	-	-	-	240	-	240
Other governance costs	50	-	50	155	-	155
	<u>20,144</u>	<u>-</u>	<u>20,144</u>	<u>26,518</u>	<u>-</u>	<u>26,518</u>

Low Carbon West Oxford
Notes to the Financial Statements for the Year Ended 31st March 2024 (contd)

5. Employees' remuneration

	2024	2023
	No.	No.
Charitable activities	<u>1</u>	<u>1</u>

The aggregate payroll costs were as follows:

	2024	2023
	£	£
Wages and salaries	12,893	14,070
Employer's National Insurance	-	-
Employer's pension contributions	<u>387</u>	<u>422</u>
	<u><u>13,280</u></u>	<u><u>14,492</u></u>

No employees received remuneration of more than £60,000 during the year (2023: No 0)

6. Taxation

The company is a registered charity and therefore exempt from Corporation Tax.

7. Tangible fixed assets

	Fixtures, fittings and equipment
	£
Cost	
As at 1st April 2023	689
Additions	<u>-</u>
As at 31st March 2024	<u>689</u>
Depreciation	
As at 1st April 2023	689
Charge for the year	<u>-</u>
As at 31st March 2024	<u>689</u>
Net book value	
As at 1st April 2023	<u>-</u>
As at 31st March 2024	<u><u>-</u></u>

Low Carbon West Oxford
Notes to the Financial Statements for the Year Ended 31st March 2024 (contd)

8. Debtors

	2024	2023
	£	£
Other debtors	-	50
	<u>-</u>	<u>50</u>

9. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Accruals	781	643
Other creditors	80	155
	<u>861</u>	<u>798</u>

10. Analysis of funds

	At 1st April 2023	Income	Expenditure	Transfers between funds	At 31st March 2024
	£	£	£	£	£
General Funds					
Unrestricted income funds	23,779	20,456	17,182	- 3,142	23,911
Designated Funds					
Bring and Take	-	-	734	734	-
Fun Day	-	-	120	120	-
Food	-	-	15	15	-
Trees & Wildlife	-	-	255	255	-
Schools / Kidscan	-	-	729	729	-
Newsletter	-	-	465	465	-
Website & social media	-	-	336	336	-
Business engagement	-	-	81	81	-
Other communications and engagement	-	-	407	407	-
Total designated funds	<u>-</u>	<u>-</u>	<u>3,142</u>	<u>3,142</u>	<u>-</u>
Total Unrestricted Funds	<u>23,779</u>	<u>20,456</u>	<u>20,324</u>	<u>-</u>	<u>23,911</u>
Restricted Funds					
Cargo bike	-	5,500	-	-	5,500
Total Restricted Funds	<u>-</u>	<u>5,500</u>	<u>25,757</u>	<u>-</u>	<u>5,500</u>

Low Carbon West Oxford
Notes to the Financial Statements for the Year Ended 31st March 2024 (contd)

11. Related Party Transactions

No trustees received any remuneration, expenses or received any other benefits from an employment with the charity.

12. Pensions

The charity operates a defined contributions pension scheme and made contributions of £387 (2023: £422) during the year. Outstanding employer contributions payable at the year end were £75 (2023: £88).

Independent examiner's report to the trustees of Low Carbon West Oxford (Charity 1135225)

I report on the accounts of the company for the year ended 31 March 2024, which are set out on pages 10 to 17.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Sheila Parry

Relevant professional qualification or body: ACCA

Address: SPX Oxford Ltd
Peace House
Paradise Street
Oxford
OX1 1LD

Date: