

# Cambridge Carbon Footprint



## 2009 Annual report of the Trustees of Cambridge Carbon Footprint Ltd



“The work of local groups such as Cambridge Carbon Footprint play a vital role in guiding people towards low carbon living...I want to congratulate the group on their excellent work in engaging local people and showing that they really can make a difference.”

Gordon Brown – Prime Minister.

# Legal and administrative information

## Status

Cambridge Carbon Footprint is a charitable company limited by guarantee, incorporated on 21 March 2006 and registered as a charity on 5 January 2009.

Cambridge Carbon Footprint was established under a Memorandum of Association, which was amended to reflect the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles the members of the Trustee Board are elected at the AGM, or can be appointed by resolution of the Board or co-opted by the Board.

The following people served as trustees of the charity during 2009:

| Trustees     | Role      | Date elected                |
|--------------|-----------|-----------------------------|
| Tom Bragg    | Chair     | 31st Oct 2008               |
| Andy Brown   | Treasurer | 26 <sup>th</sup> March 2006 |
| Gillian Kent |           | 1st Feb 2007                |
| Bev Sedley   |           | 30th Nov 2009               |

**Director** Rosemary Randall

**Registered office:** 113 Gwydir St, Cambridge, CB1 2LG

**Operational address:** Citylife Social Enterprise Centre, 182 – 190 Newmarket Road, Cambridge, CB5 8HE

**Independent examiner:** Mr John Anderson, Anderson & Co., Sumpter House, 8 Station Road, Histon, Cambridge, CB24 9LQ

**Bankers:** The Co-operative Bank Plc, P.O.Box 250, Delft House, Southway, Skelmersdale, WN8 6WT.

**Company registration number** 05750297

**Registered charity number** 1127376

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The Statement of Financial Activities, Balance Sheet and notes to the Accounts can be found in the accompanying document.

# Trustees' annual report

The Board presents its report and the financial statements for the year ended 31 December 2009.

## Objects of the charity

To provide information and advice about climate change to people in Cambridge and the surrounding area, to encourage and support people in Cambridge and the surrounding area to take personal responsibility for their contribution to climate change, and to promote and organise co-operation with bodies having similar or sympathetic aims, and to do all such acts as further the active and collective life of the organization.

The trustees have considered the Charity Commission's guidance on public benefit, and they consider that Cambridge Carbon Footprint is fulfilling its obligations in this respect by achieving the above objective. The activities and projects that contribute to the achievement of the objective are described in the following sections of this report.

## Our values and principles

Our goal is to promote public engagement with the problem of climate change and facilitate substantial, permanent reductions in carbon dioxide emissions. We approach the problem from a psychological, social and cultural standpoint. We are interested in why people find the problem hard to engage with, how they conceal its implications from themselves and what the psychological and social mechanisms are that will allow engagement, release creativity, change behaviour and move us collectively towards a low-carbon society.

Our emphasis is on providing tangible, practical help to individuals and communities within a framework of effective communication, and appropriate social and personal support.

We express our approach as a list of five principles:

- 1. The importance of the personal.** Climate change touches every aspect of our carbon-dependent lives: it is a personal as well as a political/environmental issue. We believe it is essential to understand the psychological barriers to attitude and behaviour change and use personal contact to engage and motivate people.

2. **The necessity of connection.** We believe that relationship with others, a sense of common purpose and a shared project are essential: only when people feel supported and connected to others can they act.
3. **The power of creativity.** Humankind is an innovative and problem-solving species. When there is space for creativity, people take ownership of problems and develop solutions that work.
4. **The richness of diversity.** We believe that our work is enriched by embracing the distinctive views of our diverse communities.
5. **The translation of the technical.** We believe that the complex ideas surrounding climate change – about science, technology, culture and politics – must be communicated clearly, accessibly and in culturally appropriate ways.



*Discussing faith and climate change*

## Director's statement

Since 2005, when Cambridge Carbon Footprint started, we have seen both highs and lows in public acceptance and action on climate change. Our understanding of the psychological and social barriers to change has been key to our success in engaging large numbers of people in our work and I remain convinced that even in the fragmented social structures of late modernity, collective determination and action can succeed.

In my professional work as a psychotherapist, we talk of the developmental achievement of the small child who achieves the 'capacity for concern' – a milestone where the child can see that the good and bad experiences of life are connected and where the child can feel concern for the harm they may have caused to the person they love. This is the moment when the child becomes able to temper their own desires with respect for the needs of others, to experience empathy and to harness their forceful and destructive urges in the service of creativity.

Just as in ordinary human relationships, love triumphs over hate, generosity over greed and empathy over selfishness so socially and politically it is possible for people to rebalance their lives in the interests of the community, locally, nationally and internationally.

There are many reasons - locked in the complex inter-relationships of individual identity and the social, economic and cultural fabric - that can maintain a person in a high-carbon lifestyle or can lead them towards a lower-carbon life. These journeys are rarely easy and it is central to our work at CCF to understand the obstacles, hesitations and resistances that beset people and help to remove them.

In Cambridge Carbon Footprint itself, I never cease to be encouraged by the continuing enthusiasm and commitment of our Trustees, Company Members, Volunteers and Staff and by the warm and welcoming reception we receive from members of the public who use our services or invite us into their organisations. Once again, we have been delighted by the reception we have received and look forward to an even lower-carbon 2010.

*Rosmary Randall*



## Projects and activities

This has been a year of change and huge progress - a year in which we became a registered charity, moved into our own offices, expanded our Cambridge activities and achieved a national profile with recognition and demand for both Carbon Conversations and our diversity project, Akashi. It is our method as well as our materials that have brought recognition: our expertise in the psychological and cultural factors that enable change means that we have something unique to offer to concerned individuals and to the many groups that's are seeking new ways to help people reduce their carbon footprint. .



*Working in the Citylife office*

It is clear from the press that public awareness of climate change is high. As we might expect however, this awareness doesn't necessarily result in action. Growing realisation of the issue can also trigger feelings of scepticism, apathy and disinterest. The risks from climate change itself can feel remote (something that will happen to other people, in other places or in the future) while carbon reduction can feel like a threat – to livelihood, aspiration, familiarity and habit. In a recent Ipsos-Mori poll the proportion of adults who believe that climate change is definitely a reality dropped from 44% to 31% over the last year.

Combating these natural human reactions requires truthfulness, realism and hope, not apocalyptic threats or tick lists of trivial actions. It is essential to:

- listen to people, to understand their fears and to discuss the issue, without stimulating guilt or unbearable anxiety;

- to provide information and build understanding, but not to nag;
- to develop structures that enable real and deep dialogues with groups and individuals, so that they can think creatively and positively about the issue and decide for themselves how to make a real difference to their carbon footprint.

This is the rationale behind all our work – Carbon Conversations, Low-Carbon Network, public meetings, stalls, workshops and presentations, Akashi and other outreach.

Over the year we have run over 230 events, including the meetings of Carbon Conversations groups, involving face-face contact with 1000 Cambridge citizens. In 2010 we hope to do more.

## **1. Public engagement**

We approach the public in a wide variety of ways: organising public events; working with community groups and workplaces by designing a workshop to suit their needs; or simply taking our stall to a fair or fete and engaging in one-to-one conversations about climate change and personal impacts.

Each year we receive more requests for workshops than we can respond to. During the year we made 31 visits to other organisations 12 of these were carbon foot-printing opportunities, the other 19 were specially designed workshops or presentations about climate change and carbon reduction.

The content and design of our workshops depends on the particular audience we are expecting to meet, their interests and level of sophistication. Our goal is always to listen, stimulate discussion and provide opportunities for people to work creatively on the ways they can make a difference to carbon emissions. A few examples of this year's workshops are:

- helping teenage construction students discuss the relevance of their work in mitigating climate change and actions they could take to affect their carbon footprints;
- holding an intergenerational tea-party where pensioners shared stories of low-carbon lives in the past with children from an after-school club;
- engaging psychotherapists in discussion of ecological debt;
- training trade union tutors in effective communication about climate change;



- helping a parents' group at a children's centre explore the significance of their food choices.



*An alternative to measuring a footprint at a public event is to play with the Carbon Abacus, turning the black tiles to coloured ones by pledging substantial emissions cuts.*

In addition we organised 10 well-received public events, including:

- the sell-out Cambridge showing of the launch of the film Age of Stupid, attended by 320 people;
- a Question Time event on climate and Copenhagen quizzing Cambridge's main parliamentary candidates, chaired by Sir David King and attended by 250;
- an oversubscribed Communicating Climate Change workshop with George Marshall of the Climate Outreach Information Network, hosted by the Judge Institute;
- a 'stakeholder' meeting where we consulted with users of our service, other organisations and funders about our future direction;
- a Green Enterprise Workshop, organised in partnership with CityLife Social Enterprise Centre and the Creativity Partnership.

The latter provided an opportunity for would be green entrepreneurs, (many of them unemployed young people) to develop their ideas creatively with some experts. As a direct result The Creativity Partnership has established a new not-for-profit Green Enterprise Community which meets monthly to foster early stage green entrepreneurship. [www.green-enterprise.org](http://www.green-enterprise.org)

The full list of organisations and events visited comprises:

*Footprinting stalls:* St Edmunds College, Histon Greening Campaign, Science Festival, Riverside Local Event, 'Celebrating Creation', Leys School open day, Environment Festival, Town and Country fair, Big Day Out, Folk Festival, Women's Resources Centre, Barnwell garden skills swap, Impington energy week, Climate Change Charter practical support programme launch.

*Workshops & presentations:* Cambridge Regional College, (construction students), Ross St 'Home from Home' club, Ross St Pensioners' group, Judge Institute MBA students, Grovebury Ladies, Cambridge Psychotherapy Society, North Cambridge Parents' View, Unison Lay Tutors, Fields Day Centre, N. Carolina students' group, Unison Staff Conference, Jesus Lane Quaker meeting children's group, Co-operative Society, Cambridge Society for Psychotherapy Debt conference, Phillips Engineering, Downing College, Green Enterprise workshop.

*Film showings with accompanying presentation/discussion:* 'Age of Stupid' at 'The Vue', at Harambee and at Trinity College; 'Who Killed the Electric Car?/Cheat Neutral' at the Arts Picture House.

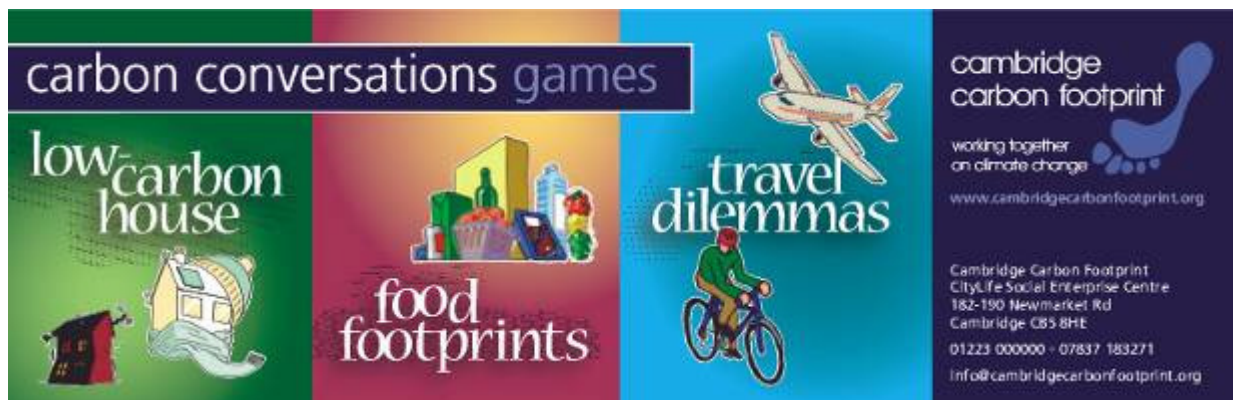
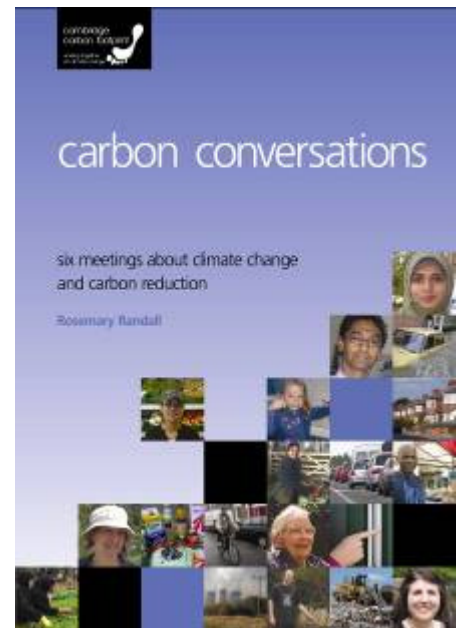
This work was funded through Cambridge City Council, Grassroots Grants and private donations.

## **2. Carbon Conversations**

Carbon Conversations is an inspiring, practical 6-session course on low-carbon living that has been a central feature of our work for several years. Led by trained volunteers, groups of 6-8 members meet in homes, community centres, workplaces or other venues. The six 2-hour meetings engage people both emotionally and practically, helping them overcome the barriers often associated with making large carbon reductions. Members explore the basic climate change problem, their responses to it, their ideas for a low-carbon future and the four key areas of the footprint – home energy, travel, food and other purchases. Most members make reductions of 1 tonne CO<sub>2</sub> during the course and develop plans to halve their footprints over a 2-5 year period.

2009 started with the publication of our Carbon Conversations handbook in its final professionally designed and edited format, followed in September by the production of the games, transformed from their original hand made incarnations into beautiful, full colour, printed playing mats and easy to handle

cards. Both are accompanied by a detailed facilitators guide and facilitator training programme. The professionalism and effectiveness of the material and the approach quickly began to attract attention from outside Cambridge. In July 2009 we were selected for the Guardian's Manchester Report as one of the '20 most promising solutions to climate change'. Rosemary Randall travelled to Manchester to represent us to the panel, chaired by Lord Bingham, as part of the Manchester International Festival. Afterwards the phone didn't stop ringing. Emails arrived from the USA, Scotland, Norway, Malta, Belgium, Venezuela...



*"...one of the most quietly inspiring presentations" Ian Katz, the Guardian.*

In November we held our first training course for facilitators from outside Cambridge. 23 people attended, from London, Scotland, Wales, Leicester, Norwich, Banbury, Sussex and Winchester and the course was oversubscribed. 5 groups had already run in Wales and London but the November course brought plans for many more across the country during 2010. We have plans to run six further courses during 2010 and are booked to take training to Scotland in January.

In the Cambridge area we ran 20 Carbon Conversation groups during 2009, 16 in Cambridge, 4 in South Cambridgeshire. A total of 161 people took part in the groups and 24 people came forward to train as facilitators. Most of the groups took place in homes and community centres and were open to anyone interested but we also ran 6 dedicated groups: a group for Quakers, two church based groups, a group for Buddhists, an Inter-Faith group and a group for County Council employees.

The cost for participants was kept to only £15 for 6 sessions, thanks to the support of our funders.

This work was funded through Cambridge City Council, South Cambridgeshire District Council, Grassroots Grants, private donations and through sales.



*Carbon Conversations group discussing what makes a home a home.*

### **3. Low-carbon network**

Our Low-Carbon Network provides a home for people who have completed a Carbon Conversations group, supporting them in putting their plans for low-carbon living into practice. It's also a contact point for people who may want to join in our activities. We offer social meetings and outings, public meetings on topics of general interest and themed meetings focusing on the four areas of a carbon footprint (home energy, travel, food and other purchases) to help people maintain and increase the reductions they are making.

Keith Jordan's 'Grow Your Own' groups remain popular, as do the Eco-Renovation meetings and seasonal meals.

This year the Low-Carbon Network held 18 meetings, attracting audiences of between 10 and 35 people.

This work was funded through Cambridge City Council and through private donations.





*The grow your own group provides advice and inspiration to vegetable growers*

#### **4. Akashi project and outreach work**

This year we have concentrated our outreach work through Akashi, our project which aims to engage people from diverse cultures and faiths in work on climate change. People from ethnic minorities tend to be under-represented in environmental organisations and in social-marketing analyses they feature as less engaged with climate change. The insights that people from diverse backgrounds bring are huge however. People who have roots and connections in other parts of the world have a lot to teach us about the impact that climate change is having already in other parts of the world. Climate change itself has the potential for forging new understandings and cohesion.

Siobhan Mellon joined us in January 2009 as the new project worker for Akashi, Her first 6 months were spent making connections with a variety of community and faith groups, through a combination of individual meetings and presentations to groups about various aspects of climate change. During this period she also worked with volunteer Naima Islam creating a 'Climate-Friendly cookery class' for young people, making low-carbon recipes and visiting Simon Sagger's smallholding at Bassingbourn. Additional funding from Faiths in Action in July allowed us to expand this work and make plans for a second Akashi festival, with Tina Shah joining us on a consultancy basis to engage some of the community groups. By December 2009, 11 meetings with individual representatives had been held, 10 presentations to

groups had been made, 5 stalls had been taken to group events and a highly successful Interfaith workshop, attended by over 50 people from 6 different faiths had taken place. An enthusiastic volunteer group had also been formed to work towards a major festival in March 2010, celebrating the connections between faith, culture and work on climate change.

Groups engaged with include A Rocha (Christian conservation group), Asian Women's Toddler Group, Bengali Health Project (Akeman St group), Bengali Health Project (Browns Field group), Beth Shalom Reform Synagogue, Bharat Bhavan (Hindu temple), Brahma Kumaris, Cambridge African Network, Cambridge Ethnic Community Forum, Cambridge Mosque, Cambridge Muslims Community Centre Project, Cambridge Pakistan Cultural Association, Cambridge Sikhs, Camkerala, Castle St Methodist Church, East of England Faiths Council, Emmanuel United Reform Church, Friends of the Western Buddhist Order, Indian Cultural and Community Association, Justice & Peace Group, Kantaka Choir, Sanskruti School of Dance, Sri Chinmoy.

*"Eco-warriors"  
girls group visit  
Simon Saggars  
organic farm in  
Bassingbourn*



*Interfaith meeting  
discussing faith and  
climate change*

This work has been funded by Faiths in Action, Artists Project Earth, Co-op Community Fund and a Cambridge City Council Project grant.

## 5. Home energy work

Reducing carbon emissions from the home is paradoxically both easy and difficult. Easy because in broad terms many of the actions that need to be taken are clear. Difficult, because most people do not understand how their houses work, are confused by generalised information and struggle to get good advice from builders and architects. This year we have approached the problem from a number of angles:



**a) House Doctor and DIY.** We have continued to provide advice to Low Carbon Network members through our 'House Doctor' and 'DIY' schemes, where volunteer professionals visit people's homes to offer advice. 21 households were helped through this scheme.

**b) Eco-renovation club.** We have expanded the number of Eco-Renovation and housing meetings in our Low Carbon Network calendar with well attended meetings on 'advice from the house doctor 'Getting started with eco-renovation', practical DIY and advice for tenants.



*Installing photo-voltaic panels on a low carbon network participant's roof.*

**c) Home Energy Liaison Group.** We have set up a Home Energy Liaison group of interested professionals and other parties to



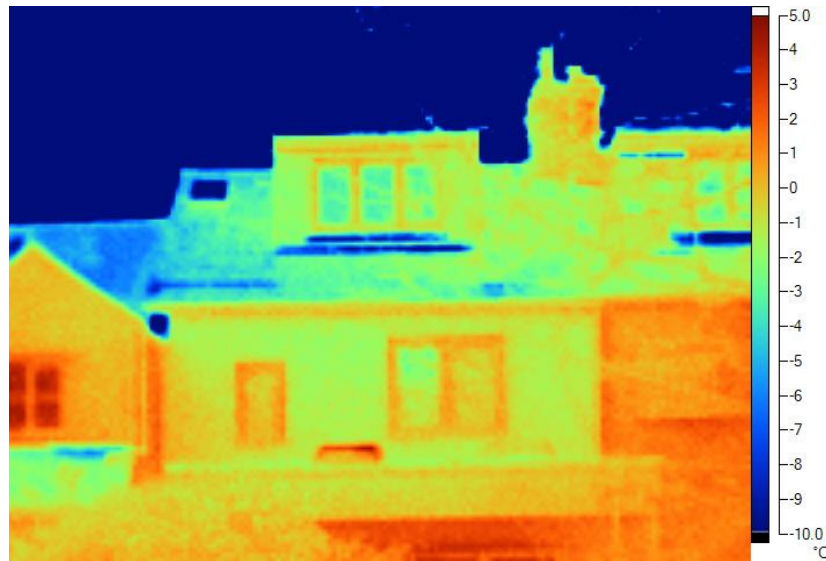
explore how Low-Carbon housing can be delivered in the Greater Cambridge area and to share experiences and information. The group currently meets every two months and consists of representatives from CCF, Cambridge City Council, South Cambridgeshire District Council, Smart-Life (Cambridge Regional College), Cambridge Architectural Research, Cambridge University, AC Architects and Histon and Impington Climate Change Action.

**d) Eco-renovation seminar for small builders.** One practical result of this collaboration was a joint seminar for small builders put on by ourselves and Smart-Life as an early evening event. Tim Acheson of Green Hat Construction gave the keynote presentation to an enthusiastic group of 20 people. Refreshments were kindly provided by Ridgeons.

**e) Climate-friendly homes.** Our most important new initiative this year has been the development of our Climate-Friendly Homes project. The pilot for this was funded by Cambridge City Council and South Cambridgeshire District Council and trained 8 volunteer home surveyors in a method pioneered by Lightfoot Enterprises of Shropshire. Some basic training equips volunteers to undertake household energy surveys which are then processed by a professional energy officer, producing a written report with a prioritised list of suggested improvements. Volunteers return to discuss the results with the householder, and talk through the advice given. Additional funding was obtained from the University Active Community Fund and allowed us to set up a collaborative project with Cambridge University Environmental Consulting Society, training students to do the surveys. A project grant from Cambridge City Council purchased energy monitors to lend to householders and a thermal imaging camera which has been very effective in helping people visualise the heat losses from their homes.

By December 2009 25 visits had been completed.

This work is being funded by the University Active Community Fund, Cambridge City Council and South Cambridgeshire District Council.



*Thermal image of renovated Victorian terrace*

## **6. Advice**

The phone in CCF's office rarely stops ringing. Although running an advice line is not part of our remit, we deal with a lot of enquiries. Individuals frequently ring wanting help with home energy matters while organisations come to us for help in communicating well about climate change, setting up their own projects or seeking collaboration. Although it's nice to be able to help, these calls are also a problem in that addressing them takes time and resources we don't really have. Apart from phone calls and emails during 2009 we have had 10 consultation meetings with individuals (teachers, community leaders, other professionals).

## **7. Collaborative work**

Collaborative work is always enjoyable. The synergy of complementary approaches frequently leads to creative results. We've documented above the many organisations we have worked with through developing workshops and presentations for them but there are also organisations where we have made more formal partnerships.

- a) Cambridge Architectural Research and Smart-Life. We are currently partners on delivering the Cambridge Climate Change Charter Practical Support Programme. Our involvement has mainly been advisory.
- b) Smart Life. We partnered to deliver the Builder's Eco-renovation Seminar described above.

- c) Cambridge University Environmental Consulting Society. We are partnered to deliver the Climate Friendly Homes project.
- d) CityLife and Creativity Partnership. We partnered to deliver the Green Enterprise Workshop.
- e) Young Lives. We are partnering to deliver work with young people on climate change.

## **8. Volunteers**

CCF is a volunteer based organisation. The enthusiasm, commitment, energy and effort of our volunteers is tremendous and the range of tasks they undertake is huge. Their responsibilities range from the work of the Trustees managing the Charity to the teams of people who package up and post out books from the office. Many people have given their professional time – in web design, group facilitation, energy advice, office administration, intellectual property rights. Others have taken advantage of the training we offer to develop and practice skills or have simply enjoyed pitching in to help with whatever needs doing, staffing stalls, talking to the public, running our events. Our volunteers are a diverse group of people from many walks of life and ages from those just leaving school to those who have retired and it is one of the joys of the organisation to have so many people involved.



*Key volunteers plan CCF programme over lunch.*

During 2009, 110 people made a significant voluntary contribution to our work. This added up to 7600 hours over the year, or approximately 150 hours a week – valued in money terms at

£91,200 for the year. Volunteer hours are about 5 times those of paid staff who average less than one full-time equivalent.

## **9. Training**

We take our responsibility to our volunteers and the public seriously. One aspect of this is to provide the training that will allow volunteers to deliver a professional standard of work, whether this is in communicating climate change, facilitating a group or conducting a home energy survey. During 2009 we ran 29 training sessions for volunteers.

## **10. Work beyond Cambridge**

During 2009 we have increasingly found ourselves facing requests to take our work beyond Cambridge: to train others in our methods, to take part in consultations, to join networking groups and to deliver talks and workshops at conferences.

- a) Carbon Conversations. As described above demand for Carbon Conversations is high. Finding funding to develop groups nationwide is currently one of the Trustees priorities.
- b) Akashi. Shilpa Shah, our original Akashi project worker, has taken her own workshops based on this work to over 8 organisations nationally, including People and Planet, World Development Movement, Climate Camp, Low Carbon Communities Network and the Youth Climate Coalition.
- c) Consultations. We have taken part in consultations with the Sustainable Development Commission, the Energy Saving Trust, DECC and DEFRA.
- d) Rosemary Randall spoke at the 'Facing Climate Change' conference at the University of the West of England in March 2009. Siobhan Mellon and Tom Bragg presented Carbon Conversations at the Low Carbon Communities Conference in October 2009.
- e) Publications. In addition to our own publication of Carbon Conversations, Rosemary Randall's article 'Loss and Climate Change: the cost of parallel narratives' was published in Ecopsychology 1:3 in September 2009. Rosemary is also a contributor to the Identity Campaigning website ([www.identitycampaigning.org](http://www.identitycampaigning.org)) and a member of a number of networking groups concerned with climate change, psychology and communication.

## **11. Awards**

This year we were delighted to receive one national and one local award and to see one of our members receive a national award.

- a) Manchester Report. We were selected from an international field as one of the 20 most promising solutions to climate change, invited to present our work at the prestigious Manchester International Festival and featured in the accompanying report sent to world leaders prior to the Copenhagen negotiations.



- b) Cambridge News Community Awards. Winner of the Environment Award.
- c) Sheila McKechnie Foundation Environment Award. Won by Shilpa Shah, co-founder of our Akashi project. The award provides a support programme for emerging and grassroots campaigners. Shilpa's goals are to ensure that environmental organisations are "...more inclusive, and more accessible and to make sure everyone's voices are heard."

## **12. Affiliations**

We are affiliated to Cambridge Council for Voluntary Service, Stop Climate Chaos and the Low Carbon Communities Network.

## Future vision

It is essential as a small organisation to look forward and to think big. Climate change is an urgent problem and the window in which action will make a difference is small. We (with others!) need to move the greater Cambridge area and the UK past the tipping point where action for a low-carbon future becomes normalised and embedded in daily life for the majority of people.

Our vision for the next 5 years is described in greater detail in our Business Plan and Vision documents. Briefly it involves:

- a) expanding our Cambridge projects with an eightfold increase in activity at neighbourhood level and in workplaces focused on our successful Carbon Conversations, Climate-Friendly Homes, Low-Carbon Network and Akashi projects;
- b) building on our existing local partnerships to act with vision for Cambridge, moving beyond piecemeal change to provide inspiring leadership;
- c) expanding our influence with adoption of projects like Carbon Conversations nationwide and by contributing to national policies on behaviour change .

We believe that we have effective tools and methods that can help both Cambridge and other UK communities to do this.



*A carbon conversation*

# Organisation, staffing and finances

## 1. Organisation, trustees and staffing changes

In January 2009 we achieved charitable status. Tom Bragg took on the role of Chair of the Trustees, with Andy Brown as Treasurer, and Gill Kent as the third trustee. Bev Sedley was co-opted as a trustee in September 2009 and is taking special responsibility for fund-raising. Rosemary Randall has remained in the role of Company Secretary and is employed as part-time Director.

The Trustees set policy for CCF while assessing the risks facing the charity on an ongoing basis. During the year, the Trustees have worked on the development of policies covering employment, equal opportunities, environment, health and safety, complaints, work with children and vulnerable adults and use of photos and images.

The year started with Siobhan Mellon joining us as Akashi project co-ordinator. In September 2009 we were very sad to say goodbye to Karin whose departure, combined with our move to new offices, led to some staff restructuring. Sally Davis joined us as a long term volunteer administrative assistant, Siobhan Mellon took on the role of Projects & Volunteers Co-ordinator, and Tina Shah joined us temporarily on a freelance basis to help with outreach work on the Akashi project.

The total hours worked by staff has changed for various reasons during the year, but has never exceeded a total of one full-time-equivalent worker.

Our move to new offices brought several developments as we exchanged the quiet but cramped space in a corner of Cambridge Architectural Research's office for our own larger office in the stimulating environment of CityLife Social Enterprise Centre. The advantages are many: we now have four desk spaces which allows us to bring volunteers in on a regular basis to carry out key functions and we have access to good meeting rooms as part of our tenancy agreement. As part of the growth and development of the organisation we have also introduced a system of key volunteers taking responsibility for various areas of our work, and meeting for monthly volunteers' lunches.

We remain enormously grateful to Cambridge Architectural Research for their unwavering support of us during the 3 year period we shared their office space.



## **2. Fundraising and income generation**

The situation for small environmental charities remains a challenging one. The number of Charitable trusts making awards for environmental work is small, government programmes are limited, and competition in this field is high. We started the year with help from Mark Ridsdill-Smith, a fundraising consultant, himself funded through a private charitable donation. From September, when Mark left us, Bev Sedley has taken on the role of Trustee with special responsibility for fundraising. We remain indebted to Cambridge City Council for their continued support of us. Additional grant funding this year has come from Artists Project Earth, Co-op Community Fund, Faiths in Action, Grassroots Grants, University Active Community Fund. As our accounts show, income has also come in the form of individual donations, awards and through charges made for courses and materials.

## **3. Financial review**

Total incoming resources amounted to £71,071 (2008 £39,278) which, after total expenditure of £49,232 (2008 £39,037) resulted in a surplus before transfers of £21,839 (2008 –£241). At the end of the year, the Society had net assets of £20,861 (2008 – liability £40).

The principal source of funds was grants as detailed in note 2.

Direct charitable expenditure amounted to just over £49,149. Other expenditure amounted to £83 of governance costs.

The attached accounts give full details of the state of the finances of Cambridge Carbon Footprint, and the Board is confident that the company can continue to meet its objectives for the immediate future. At the time of approving these accounts, the Board is pleased to report that core funding from Cambridge City Council been agreed for at least the next 12 month period.

## **4. Reserves**

The Board has examined the charity's requirements for reserves in light of the main risks to the organisation.

## **5. Investments**

A judgement is taken with regard to cash balances held by the Charity. Cash not required in the short term is held on deposit account, which is considered by the Trustee's to be the most suitable arrangement.

## **6. Organisation**

Cambridge Carbon Footprint is administered by a Trustee Board who meet at least four times a year. The Trustees who served during the year are detailed on page 2.. The Director is responsible for the day to day running of the company. The Trustees follow a policy of continually seeking to identify the risks that the charity is exposed to and establishing systems and procedures to manage those risks.

## **7. Responsibilities of the Board**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the board should follow best practice and:

- select suitable accounting policies and apply them consistently
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Board is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **8. Recruitment, Appointment of Trustees**

Trustees, who are also Directors of the Company, are elected by the members of the Company or appointed by resolution or co-option by the Trustees.

## **9. Induction of Trustees**

Induction and training of Trustees is currently carried out informally but the Trustees will review this if and when the size of the Board increases.

## **10. Risk Assessment**

The Board assesses the risks facing the charity on an ongoing basis. Key risks identified during the year were:

- the competitive and difficult funding situation for environmental charities;
- the shortage of staff hours to cover the amount of work generated;
- over-reliance on volunteers, particularly to carry out the Chief Executive's role;

the possibility of having to move office again at short notice due to the short-life nature of the CityLife building.

## **11. Contribution of Volunteers**

The charity receives help and support in the form of voluntary assistance in administering the charity and delivering its projects.

110 volunteers contributed approximately 150 hours of work per week to the company during the year. We estimate the value of this help at £91,200 in respect of the current year.

## **12. Members of the Board**

Members of the board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of members at 31 December 2009 was 12.

Approved by the Board on  
behalf by:

and signed on its

**T. Bragg**  
**Chair**

# **Independent Examiner's Report**

## **To the Trustee board of Cambridge Carbon Footprint.**

I report on the accounts of the company for the year ended 31 December 2009, which are set out in the accompanying pages.

### **Respective responsibilities of trustee board and examiner**

The company's trustee board is responsible for the preparation of the accounts. The trustee board considers that an audit is not required for this year under section 43(2) of the Charities Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the trustee board concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **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 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

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.

Dated:

John Anderson  
Anderson & Co.  
Sumpter House  
8 Station Road  
Histon  
Cambridge  
CB24 9LQ

The Statement of Financial Activities, Balance Sheet and notes to the Accounts can be found in the accompanying document.



## The Year in Numbers

|        |  |
|--------|--|
| 3      | awards                                       |
| 4      | trustees                                     |
| 5      | carbon conversation groups outside Cambridge |
| 12     | company members                              |
| 17     | footprint stalls                             |
| 18     | low-carbon network meetings                  |
| 21     | house doctor/DIY visits                      |
| 20     | carbon conversation groups in Cambridge      |
| 25     | climate-friendly homes surveys               |
| 29     | volunteer training sessions                  |
| 51     | workshops/presentations/public meetings      |
| 34     | carbon conversations facilitators            |
| 32.5   | paid hours a week                            |
| 110    | active volunteers                            |
| 150    | volunteer hours a week                       |
| 201    | people in carbon conversation groups         |
| 294    | footprints calculated                        |
| 302    | low carbon network members                   |
| 418    | attendances at low-carbon network meetings   |
| 1200   | people on the newsletter list                |
| 1300   | people attending workshops or presentations  |
| 71,071 | £ turnover                                   |
| 97,211 | website visits                               |