



# TRUSTEES' ANNUAL REPORT

2023

---



**ZERO  
CARBON**  

---

**HARROGATE**

Securing the District's future  
**Charity Number: 1192634**

# CONTENTS

<b>What We Do</b>	<b>03</b>
<b>Vision And Mission</b>	<b>04</b>
<b>Chair's Report</b>	<b>05</b>
<b>2023 Progress in Numbers</b>	<b>08</b>
<b>Summary of Activities by Working Group</b>	<b>09</b>
<b>Public Benefit Confirmation</b>	<b>18</b>
<b>Financial Summary</b>	<b>19</b>
<b>Objects, Governance and Management</b>	<b>20</b>
<b>Appendix – Financial Accounts</b>	<b>23</b>
<b>Contact Us</b>	<b>26</b>

# WHAT WE DO

We are the leading climate action group in the Harrogate District. We are a trusted independent voice and set a vision for the benefits of a thriving local zero carbon economy. We advocate for rapid decarbonisation, and we act to bring about this transition.

The goals we have set ourselves are founded on the climate science. Based on this challenging reality, they are not easy. But by building strong partnerships within the community, with local government, individuals and businesses, we believe that it is possible.



# OUR VISION

For the Harrogate District to become a leading sustainable carbon neutral District where the annual volume of greenhouse gases per person is minimised and any remaining emissions effectively neutralised, so that residents experience an improved and more equitable quality of life.

# OUR MISSION

ZCH brings together residents, businesses and organisations from different backgrounds and with different experiences to support the development of a thriving, low carbon, sustainable economy.

Together, we aim to:

**01.**

**EDUCATE** our community on the need for urgent climate action and decarbonisation.

**02.**

**ENGAGE** collaboratively with organisations and political decision-makers around climate action.

**03.**

**ENCOURAGE** individuals, groups and organisations in taking effective climate action.



# CHAIR'S REPORT

## Strategies and Priorities

Our three main priorities have underpinned all of our activity during 2023, helping us to deliver on our ambition to act as a catalyst for urgent and rapid transition to a local zero carbon economy:

1. **Educate** our community on the need for urgent climate action and decarbonisation.
2. **Engage** collaboratively with organisations and political decision makers around climate action; encourage commitment and hold each other to account for delivery
3. **Encourage** individuals, groups and organisations in taking effective climate action by sharing knowledge and information; running 'proof of concept' projects to build confidence, capacity and momentum

Building on our current volunteer interests, effective projects, and funding successes, key areas of work have been:

- **Our Retrofit Programme.** Significantly progressed the Retrofit Programme looking at how to overcome the barriers in the domestic retrofit market.
- **Our Advocacy and Engagement.** Influenced policy with the local authority.
- **Our Partnerships.** Built positive collaborative relationships with schools, businesses and other organisations across the area.
- **Our Communication.** Launch of a revised engagement and communications strategy to further increase reach in the district, including amongst Parish Councils and residents groups.

- **Our Working Groups.** Continued progress from our Working Groups supported by funding bids.
- **Our People.** Supported staff and sustained volunteers.

## Key Achievements in 2023

Employing two members of staff has allowed the charity to operate at an improved level and enabled a significant increase in the organisations ability to achieve its objectives.

John Kerr, as our Retrofit Programme Manager has continued reaching out, to local building professionals and trades people, to help overcome the skills deficit in the industry.

Grant funding from the Industry Energy Redress Fund (£125,000) and National Lottery Together for Our Planet (£10,000) has covered training costs for retrofit coordinators, assessors, heat pump engineers and a general retrofit awareness course.

John has worked hard, constantly striving to overcome the range of barriers that exist and coming up with creative solutions. We met with the Harrogate and Knaresborough MP, Andrew Jones, to discuss the policy confines that are holding back this vital decarbonisation of homes.

John has also worked with others in the local industry to establish a Professional Retrofit Network, which has facilitated the establishment of a local Community Interest Company offering a retrofit One Stop Shop Service.

Additionally, funding from the People's Postcode Lottery (£25,000) enabled us to employ a part time Operations Manager, Kath Clarke, from January 2023. Having consistent administrative and organisational support provided a firmer foundation from which to grow the charity's effectiveness.

This support for our working group leads has strengthened existing project work, such as Walk to School Days, and the Energy Group's outreach to Parish Councils, complementing our Retrofit Programme. Kath has also initiated new projects such as the School Leaders Sustainability Roundtable.

The reorganisation of Local Authorities in North Yorkshire and the resultant demise of Harrogate Borough Council, combined with a strategic decision that we would be stronger together, led to our merger with Harrogate District Climate Change Coalition (HDCCC) that took formal effect on 29th June 2023 at ZCH's AGM. This has allowed us to continue to build and develop our Trustees and team of staff and volunteers to expand our capacity and reach. We continue to be challenged by the breadth of issues that need addressing to reach net zero locally.

## Local collaboration

We are clear that the transition to net zero will only become a reality if our community works together to make it happen. This year we have once again been delighted to continue to develop our relationships with over 30 organisations and businesses collaborating and sharing our learning and ideas and helping us to spread our message to a wider audience.

Harrogate Town Football Club remains a firm supporter of our Walk to School Days, which have been established as regular half-termly events involving over 50 schools across the

district. Harry Gator, the team mascot, retains his popularity, joining pupils and their families to walk to a different local school at each event.

The Walk to Schools Days initiated a wider conversation with Northern Star Academy Trust, which has enabled us to work together to initiate the School Leaders Sustainability Roundtable reaching top decision makers at over 30 local schools.

In response to the changing regional political landscape, we continue, as a founding member of the North Yorkshire Climate Coalition, to work alongside 24 community climate action groups. By working collaboratively in this way, the coalition can play an influential role across the region and has been pleased to take part in several meetings with senior councillors this year.

We have instigated a partnership with Harrogate Civic Society to explore the possibility of developing a Neighbourhood Plan for Harrogate, a project we hope to progress in the coming year.

We continue to work with Harrogate Chamber and were pleased to launch our Peer-to-Peer Sustainability Board for local businesses at its October meeting.

For the next stage of our Retrofit Programme we have partnered with North Yorkshire Council, Align Property Partners and Climate Action Stokesley and Villages. In a joint bid we have successfully secured almost £1million of government Local Energy Address Funding (LEAD). This is a North Yorkshire wide retrofit programme providing eligible homeowners with free home energy assessments. ZCH will deliver this in the Harrogate area from March 2024 and continue to fund training for local tradespeople.

## Strategic Priorities for 2024

The ZCH Trustees and Working Group Leads have taken time to analyse the carbon emission data for the Harrogate District, assessing where most action is needed for rapid transition to net zero. We have created a three-year plan with work streams that draw on our current strengths but also address where the greenhouse gas generation occurs locally.

We will continue with our **Educate, Engage and Encourage** approach.

Key areas of work to support these priorities in 2024 will be:

- Continued growth and delivery of our Retrofit Programme
- Seeking funding to employ:
  - A Development Director to take the lead on a series of campaigns and programmes and prioritising on those transport related.
  - A Communications Officer to extend our reach, increasing awareness and engagement with local residents, businesses and other organisations.
  - Continue to employ an Operations Manager to support the efforts of our Working Groups.
- Progressing our programme of business engagement with additional volunteer resource
- Development of a larger Engagement Group to grow our programme of local political engagement
- Sustained volunteer growth and engagement strategy.

We are grateful to all of our volunteers for their love of the Harrogate area and their dedication to enacting the change needed to decarbonise here. We continue to be a volunteer-led charity and our work simply would not be possible without their time, expertise and enthusiasm.

This year we have welcomed Danny Wild as Trustee, Louise McManus as Trustee and lead on all things retrofit, Chris Arnott as Trustee and Secretary and Fergus Clawson who has taken on the role of IT guru.

We have sadly had to say goodbye and thank you to Vice Chair Jane Gaukroger, Secretary Catriona Hawkin and trustee Ian Stalker.



*Jemima Parker*  
*Zero Carbon Harrogate Chair*

# 2023 PROGRESS IN NUMBERS

This year we have almost doubled the number of partner organisations we have been working with and have seen a whole new area of engagement and training provision from our Retrofit project.

<b>32</b>	<b>Partner organisations</b>
<b>49</b>	<b>Number of volunteers</b>
<b>8</b>	<b>Number of Trustees</b>
<b>1</b>	<b>Member of Parliament meeting</b>
<b>1</b>	<b>Public statement to Exec Committee (Cabinet)</b>
<b>1</b>	<b>Presentations to North Yorkshire County Council's Area Committee</b>
<b>3</b>	<b>County and District project consultation meetings/workshops</b>
<b>4</b>	<b>Meetings with individual County Councillors</b>
<b>4</b>	<b>Meetings with senior NYC officers</b>
<b>3</b>	<b>Meetings with senior LEP officers</b>
<b>6</b>	<b>Walk to School Days</b>
<b>51</b>	<b>Schools involved in Walk to School Days</b>
<b>1</b>	<b>Radio Interview</b>
<b>8</b>	<b>Presentations to community groups</b>
<b>3</b>	<b>Retrofit Coordinators trained</b>
<b>200</b>	<b>Local builders informed about retrofitting training opportunities</b>
<b>15</b>	<b>Heat engineers trained to install air source heat pumps.</b>
<b>275</b>	<b>Homeowners sent advice on retrofitting their homes</b>
<b>27</b>	<b>Parish Councils contacted with Village Hall retrofit advice</b>
<b>1212</b>	<b>Facebook followers</b>
<b>753</b>	<b>Twitter followers</b>
<b>801</b>	<b>Instagram followers</b>
<b>532</b>	<b>Newsletter subscribers</b>



# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Buildings and Retrofit Project

Our Retrofit Programme started in June 2022, with the aim of growing the local retrofit market to cut carbon emissions from domestic properties across the Harrogate district. The group has made significant progress, specifically by focusing on addressing the retrofit skills gap in the local construction industry and providing resources for householders.

This year, our Retrofit Programme has been funded by the Industry Energy Redress Fund, which has enabled us to continue to employ John Kerr in the role of ZCH Retrofit Programme Manager, under the direction of Louise McManus, ZCH Buildings and Retrofit lead to deliver this critical work.

### Key successes achieved by running events and contacting people and communities:

- Engagement events and residents' meetings enabled us to have detailed discussions and interactions with over 175 people. Industry professionals answered householders' questions about both the benefits and pitfalls of retrofitting.
- Surveyed our local population about what they knew and were doing about retrofitting. We received over 300 responses and sent further information to 275 of these.
- Contacted 27 Parish Councils and village hall committees to share information about retrofitting. We are now supporting several of them to dramatically reduce their carbon emissions with the assistance of our trained Assessors and Coordinators. The halls will become retrofit exemplars, expanding local awareness of retrofit.



*ZCH Retrofit Networking Event*



*Householders retrofit event, Mar 2023*

### We funded training across four key areas:

- 15 heat engineers to install air source heat pumps.
- Retrofit Assessors and Domestic Energy Assessors who can carry out detailed assessments and advise on how to improve the energy efficiency of homes.
- Three Retrofit Coordinators who will be able to manage larger, more specialist retrofit projects.
- We have engaged with over 200 local builders to raise awareness and generate interest in training for retrofitting and created an online resource providing video advice and learning related to new building Regulations relevant to retrofit.

# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Buildings and Retrofit Project

We also created a Professional Retrofit Network (the Network), building this in scale and influence during 2023, to include 85 architects, building surveyors, builders, heat engineers, electricians, property investors, mortgage brokers and retrofit professionals. It aims to support and professionalise the retrofit economy. The Network meets quarterly and has delivered seminars on topics such as national policy, case studies and ventilation. These events seek to educate and explore opportunities in this emergent market.

In 2023 we facilitated the creation of a local Community Interest Company, called Rethink Retrofit. This offers a retrofit One Stop Shop Service locally and has already generated additional interest from householders who wish to retrofit their properties. Members include ZCH-funded retrofit professionals.

Zero Carbon Harrogate's Retrofit Programme Manager has also developed influence outside our area in 2023. He now contributes to three separate national work groups for the National Retrofit Hub.

In 2023, further funding was assigned from the Department for Energy Security and Net Zero. This money will be used to extend the Retrofit Programme in 2024 and further enhance the local Retrofit Economy. We will work with a team, in partnership with North Yorkshire Council, to train more people across a broader set of specialisms, so that the emerging demand for retrofit can be met. Part of the project will include free retrofit plans for householders in some neighbourhoods in our area. Zero Carbon Harrogate was chosen as a key partner for the project because our understanding of the issues around retrofitting has increased our reputation as a knowledgeable and trusted local voice.



*LEAD project in Selby  
Photos by NYC HIRE*

# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Buildings and Retrofit Project



*Pulling the LEAD retrofit project bid together: Jemima Parker, Lee Grantley-Hall (APP), Kevin Pratt (Purehaus), Mark Lewis (Climate Action Stokesley), Katie Privett (LEP), Ollie Brathwaith (NYC)*

## Energy

This year funding became available that has enabled us to support some of our local village and community halls to cut their carbon emissions.

The Shared Prosperity Fund (SPF) grant scheme, launched by North Yorkshire Council (NYC) provides grants for upgrading village and community halls to reduce their energy consumption i.e. essentially a retrofit. ZCH identified two potential Retrofit Assessors who could assist, since Retrofit Assessors for domestic properties are not qualified to assess other types of buildings.

We contacted all the halls in the former Harrogate District, excluding a number already contacted by NYC, explaining how the SPF scheme worked and the likely cost of a formal assessment. A presentation was prepared and offered to help the Hall Committees understand the process. We have been working subsequently with two community halls to progress their decarbonisation plans.

# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Advocacy and Engagement Group

Most of our policy advocacy work has shifted to a county level with the re-organisation of local government that took place at the end of March 2023. Consequently, much of our advocacy effort has been pivoted to support the newly established North Yorkshire Climate Coalition. ZCH is an active member of this group and has worked with around 22 other local environmental and climate action groups to influence the new authority across its full range of responsibilities.

As part of our work within the North Yorkshire Climate Coalition we have met with senior North Yorkshire Councillors and Council Officers as well as keeping an active working relationship with the NYC climate team.

We had a significant input into the draft Climate Change Strategy published in February 2023 and spoke at the Executive Committee (the Council's Cabinet meeting) to warn of the dangers of not being radical enough in addressing the climate crisis. We continue to advocate strongly in this area as we believe that, despite the declaration of a climate emergency in 2022, the Council's actions are totally inadequate to address the current crisis.

With the prospect of a new replacement Local Plan due in 2027, we began the process of engaging with the Council, arguing the case for a Climate Action Supplementary Planning Document as a means of earlier introduction of stricter planning policies. 2024 will be an important year for putting in place the foundations of the Local Plan.

Throughout the year we have engaged with over 30 local organisations and businesses building partnership working where we can. We offer talks to local organisations and charities such as the Harrogate U3A Science and Technology Group and Knaresborough Labour Party.

# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Schools

ZCH has partnered with Northern Star Academy Trust this year, who have several schools in the Harrogate area, to initiate a School Leaders Sustainability Roundtable. Our objective for these Roundtables is to provide a forum for the CEO's and other senior staff of Multi Academy Trusts (MAT) to come together to learn more and discuss key climate themes that impact their work.

Our inaugural event was held at RHS Harlow Carr Gardens with a nature recovery theme, and included speakers from the National Education Nature Parks Programme which had just been launched nationally. Nine MAT leaders attended, representing 7 secondary schools and colleges and 27 primary schools and gave very positive feedback.

## Transport

Every half term in 2023 around 15,000 pupils across 47 schools have lowered their carbon footprint on their journey to school or college – a fantastic effort in our community.

The primary school campaign, Walk to School Day, has enjoyed another successful year, with lots of positive press coverage. We have received fantastic support from local volunteers and community organisations including Ripon Together, as well as local councillors and Mayors. The pupils have also enjoyed walking in to school on event days with Harrogate Town AFC's Harry Gator mascot and North Yorkshire Council's Spike the Road Safety Hedgehog.



*Ripon Cathedral event, Oct 2023*



*Oatlands School, Dec 2023*

# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Transport

We have also grown our Car Free Friday's campaign, with almost all the Harrogate secondary schools and Harrogate College now taking part. The Harrogate Bus Company also continue to support the campaign by providing two for one tickets on Fridays, to encourage local commuters and the public to join in this positive climate action.



*Car Free Fridays, Oct 2023*

We have continued to engage with North Yorkshire Council on transport matters including submitting detailed comments for NYC's 'Let's Talk Transport' consultation, a preliminary stage to the development of a Local Transport Plan. ZCH has spoken up for the 'Station Gateway' project and the improvements it promised for active travel around the rail/bus hub in the centre of Harrogate.

# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Natural Climate Solutions

We recognise that biodiversity loss, leading to weakened ecosystems, leaves our landscapes, communities, country, and our neighbouring countries much more vulnerable to the effects of climate breakdown. A resilient natural world has a significant role to play in the race to net zero. Put simply, without enough nature recovery, the climate emergency will not be resolved. The UK, for many historic reasons, has one of the most nature depleted landscapes in the world. Our Natural Climate Solutions (NCS) group has been active in:

### Advocacy

- ZCH responded to the public consultation on the development of North Yorkshire Council's (NYC) local nature recovery strategy (LNRS). The ZCH response focuses on land use regarding both agriculture and nature recovery. It advocates that transformation of our current systems of agriculture, which contribute to environmental breakdown, needs to feature in NYC's LNRS, for both food security and nature recovery purposes.
- Membership of the White Rose Forest (WRF) partnership forum, and ancient woodland group, means ZCH has influence on how our community forest develops. An example is raising awareness of the ancient Forest of Knaresborough, and advocating for it being a characteristic of WRF as it develops over the coming years.
- Natural Climate Solutions also feature in the work of ZCH's Planning Group to promote green and blue infrastructure into our urban environment to support climate resilience and biodiversity.

# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Natural Climate Solutions

### Supporting Action

- We have been assisting Rotary of Harrogate with its longstanding Trees for Nidderdale tree planting scheme, providing volunteers to help with their tree planting days
- Our volunteers have helped KindleWoods CIC, funded by White Rose Forest, with acorn collection from ancient and veteran oak trees within the Forest of Knaresborough, for germinating at Leeds Arium, and Harrogate Borough Council horticultural nursery, for eventual planting within WRF.
- ZCH's Natural Climate Solutions lead, Ian Fraser, has been guiding Long Lands Common through WRF's funding pathway and securing support and funding for this community woodland and nature recovery project: Ian has been assisting with the plans for delivering the objectives of this nature recovery project so that by 2027-28 key features of the site's development will likely have been established.



*Supporting Rotary of Harrogate and volunteers for Nidderdale Tree Planting scheme*



*Acorns collected for germination at Leeds Arium*



# SUMMARY OF ACTIVITIES BY WORKING GROUP

## Planning

We continue to monitor applications to the local planning authority (now North Yorkshire Council) for major developments where, with careful planning and building stipulations, there would be the potential for significant carbon savings. 2023 was a relatively quiet year with many large developments being put on hold because of the adverse economic environment, with high interest costs and the cost-of-living crisis. Our main input to the Council related to the Maltkiln development, a major new village proposed in the Cattal area.

However, we continue to advocate for more sustainable new development, with an emphasis on low energy building, local renewable energy generation and use, elimination of fossil fuel for heating, sustainable access and transport provision, and protection of existing together with incorporation of new habitats to protect nature and deliver carbon stores.

We partnered with the Harrogate Civic Society to raise the potential of the community leading on the formation of a new Harrogate Neighbourhood Plan. This has the potential to play an important role in shaping development in the town in the future.

## Business

Our Business Group was established this year out of a desire to help local businesses to understand how to decarbonise and support them in this process. We have developed a Peer-to-Peer Business Sustainability Board programme that we will be piloting in 2024. Partnering with the Harrogate District Chamber of Commerce we led one of their monthly meetings providing an informative evening on the practicalities of decarbonising a small business.



*Harrogate Chamber of Commerce event, Nov 2023*

# PUBLIC BENEFIT CONFIRMATION

## Public Benefit Confirmation

In accordance with the Charities (Accounts and Reports) Regulations 2008, the ZCH Trustees confirm that they have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Details of ZCH's purpose and activities in the year to 31 December 2023 which demonstrate its compliance with the Commission's guidance are provided throughout this report, specifically:

- A review of the significant activities undertaken by ZCH to carry out its charitable purposes for the public benefit – see Chair's Report and Summary of Activities by Working Group sections
- Details of purposes and objectives and strategies adopted, and activities undertaken to achieve those purposes and objectives – see Chair's Report and Objects, Governance and Management sections
- Details of the achievements by reference to the purposes and objectives set - see Chair's Report and Summary of Activities by Working Group sections

# FINANCIAL SUMMARY

## ZCH Financial Summary for 2023

The accounts of Zero Carbon Harrogate for the year ended 31 December 2023 were prepared, on a receipts and payments basis, according to the Statement of Recommended Practice (SORP), by the ZCH Treasurer, who is also a Chartered Accountant.

Although there was no external audit of the accounts, they have been reviewed by an Independent Examiner in line with the Charity Commission's requirements for small charities. The accounts together with the Independent Examiner's Report are presented in the Appendix.

ZCH finished the year with an overall surplus of £1,237 (2022: £28,358) which comprised a deficit in Restricted Funds of (£8,144) (2022: surplus of £20,456) due to the receipt of grants in the previous financial year and a surplus in Unrestricted Funds of £9,381 following a donation of £10,000 from the Harrogate District Climate Change Coalition when the charity closed. During the year ZCH received grants from the Energy Industry Voluntary Redress Scheme, Kirklees Council and the Marshall Trust totalling £52,446 (2022: £42,283). As mentioned in the Chair's Report these grants will enable ZCH to progress with several projects, including the Retrofit project, aimed at reducing carbon emissions in the Harrogate area.

Expenditure for the period totalled £62,136 (2022: £25,397), which included staff costs of £42,023 and training costs of £17,496 associated with the Retrofit Project (2022: £12,542 and £11,063).

The Trustees were pleased with the overall results and ZCH's ability to meet the future financial requirements of the various projects it has committed to.

# OBJECTS, GOVERNANCE AND MANAGEMENT

## Overview and Governing document

ZCH is a Charitable Incorporated Organisation (CIO), incorporated and registered as a charity on 3 December 2020. ZCH was established under a constitution document dated 3 December 2020, which established the objects and powers of the CIO as well as setting out key matters of Governance.

ZCH is registered as a charity with the Charity Commission. Our Charity Commission Registration number is 1192634.

## Objects

The constitution document defines ZCH's objects (purpose) as, for the public benefit, the advancement of environmental protection and improvement by promoting a zero carbon, sustainable society in the Harrogate District through: (a) The advancement of the education of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the environment and the prudent use of natural resources; in particular, but not exclusively, by raising awareness, and providing information and advice, in accordance with scientific evidence on climate change and encouraging and supporting local residents to reduce their carbon emissions and live in a more sustainable way; and (b) The promotion of a sustainable economy and local regeneration.

ZCH seeks to carry out its purposes through:

- Member involvement in Working Groups, education, providing information, events, signposting and advocacy, to enable the citizens of the Harrogate District to reduce their carbon emissions and conserve and protect the physical and natural environment.
- Promoting low carbon solutions across the district in building, energy, transport and food and promoting natural climate solutions such as tree planting and rewilding.
- Supporting and actively encouraging the reduction of energy and food wastage, the use of renewable energy, energy efficient building and retrofit, low carbon means of transport and reforestation.
- Engaging with local decision makers, business leaders, schools and the general population to promote and enable carbon emission reduction.

## Trustees and Organisational Structure

The constitution allows for a minimum of three and a maximum of 12 Trustees to be appointed. Trustees are appointed or reappointed annually at the Annual General Meeting (AGM).

At each AGM one third of Trustees must retire from office. Retiring Trustees may be reappointed but may not serve for more than three consecutive terms. They may be reappointed after an interval of at least three years.

# OBJECTS, GOVERNANCE AND MANAGEMENT

In accordance with the ZCH constitution ZCH's first AGM was held on 22 June 2022.

Our Trustees are responsible for setting ZCH strategy and overseeing the running of ZCH activities.

All Trustees are members of the ZCH Management Committee. During the year under review the Management Committee met quarterly, providing strategic direction and overall oversight of ZCH activities, governance matters and progress against objects.

In November 2022 Programme Group meetings were established in addition to Management Committee meetings, with Programme Group meetings providing a more focused forum for detailed operational review, while Management Committee meetings continue to focus on strategic direction and governance matters. From their inception, Programme Group meetings have been held in two out of three months in the quarter, with the Management Committee meeting in the third month. Programme Group Meetings are attended by the Chair, Vice Chair, Secretary and all Working Group Leads.

Key matters discussed at Programme Group meetings are escalated to all Trustees at Management Committee meetings for review and approval, as necessary.

ZCH activities are principally delivered via eight Working Groups (see Summary of Activities by Working Group section for further details). Working Groups meet regularly to plan and deliver ZCH activities.

All Trustees, unless otherwise stated, served for the entire period from 1 January 2023 to 31 December 2023:

- Jemima Waterlow Alice Parker (Chair)
- Dr Jane Gaukroger (Vice Chair)
- Timothy Charles Larnar (Vice Chair)
- Ian Arthur Fraser
- Karen Elizabeth Kelsey-Wilson (Treasurer)
- Danny Wild (appointed 25th May 2023)
- Louise Mc Manus (appointed 25th May 2023)
- Chris Arnott Secretary (appointed 25th May 2023)
- Ian Nicol Stalker (retired on 25th May 2023)
- Catriona Rose Hawkin – Secretary (retired on 10th March 2023)

All existing and previous Trustees, aside from expenses, were not remunerated for their trusteeship.

ZCH employed Kath Clarke as Operations Manager on a three day a week basis from March 2023 on a one-year contract and continues to employ John Kerr as Retrofit Programme Manager on a four day a week basis for a two-year contract to February 2024.

# OBJECTS, GOVERNANCE AND MANAGEMENT

## Risk Management, Policies & Procedures

The Management Committee regularly reviews major risks to which ZCH is exposed. A risk register is maintained and reviewed at Management Committee meetings, with updates made as required.


A Conflicts of Interest register is also maintained and reviewed at each Management Committee Meeting.

As part of our risk mitigations processes and governance review, during the year a comprehensive review of policies and procedures was completed, with a ZCH Handbook created to provide a clear Policy and Procedures Guide for all Trustees, volunteers and employees. The ZCH Handbook is shared with all new Trustees, volunteers and employees as part of their induction training and is always available for reference on our internal portal.



# APPENDIX – FINANCIAL ACCOUNTS

## Statement of Financial Activities (SOFA) for the period ended 31 December 2023

 <b>CHARITY COMMISSION FOR ENGLAND AND WALES</b>		Zero Carbon Harrogate		1192634	
<b>Receipts and payments accounts</b>					CC16a
For the period from	1-Jan-23	To	31-Dec-23		
<b>Section A Receipts and payments</b>					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Members' subscriptions	587	-	-	587	745
Donations	10,060	-	-	10,060	7,649
Gift aid	280	-	-	280	78
Grants	-	52,446	-	52,446	42,283
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	10,927	52,446	-	63,373	50,755
<b>A2 Asset and investment sales, (see table).</b>					
Member loans	-	-	-	-	3,000
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	3,000
<b>Total receipts</b>	10,927	52,446	-	63,373	53,755
<b>A3 Payments</b>					
Staff costs	-	42,023	-	42,023	12,542
Promotional material	238	1,225	-	1,463	351
External advice and surveys	-	-	-	-	288
Training costs	190	17,306	-	17,496	11,063
IT & web costs	774	-	-	774	823
Room hire	50	36	-	86	50
Insurance	162	-	-	162	154
Memberships	132	-	-	132	126
	-	-	-	-	-
<b>Sub total</b>	1,546	60,590	-	62,136	25,397
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	1,546	60,590	-	62,136	25,397
<b>Net of receipts/(payments)</b>	9,381	8,144	-	1,237	28,358
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	8,911	22,652	-	31,563	3,205
<b>Cash funds this year end</b>	18,292	14,508	-	32,800	31,563

# APPENDIX – FINANCIAL ACCOUNTS

## Balance Sheet as at 31 December 2023

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cooperative Bank	18,292	14,508	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>18,292</b>	<b>14,508</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



# APPENDIX – FINANCIAL ACCOUNTS

## Independent Examiner's Report to the Trustees

### Independent examiner's report to the trustees of Zero Carbon Harrogate

I report to the trustees on my examination of the accounts of Zero Carbon Harrogate (the Charity) for the year ended 31 December 2023.

### Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: GARIC TAYLOR

Relevant professional qualification or membership of professional bodies (if any):  
FCA

Address: 2 Fawcetts Mews, Belford Place, Harrogate, HG1 1JE

Date: 18<sup>th</sup> July 2024

# CONTACT US

**EMAIL**

[hello@zerocarbonharrogate.org.uk](mailto:hello@zerocarbonharrogate.org.uk)

**WEBSITE**

[www.zerocarbonharrogate.org.uk](http://www.zerocarbonharrogate.org.uk)

**LINKED IN**

[@zerocarbonharrogate](https://www.linkedin.com/company/zerocarbonharrogate)

**FACEBOOK**

[@zerocarbonharrogate](https://www.facebook.com/zerocarbonharrogate)

**INSTAGRAM**

[@zerocarbonharrogate](https://www.instagram.com/zerocarbonharrogate)

**X / TWITTER**

[@ZeroCHarrogate](https://twitter.com/ZeroCHarrogate)