

Registered number: 09062455

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
(A company limited by guarantee)

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**UNAUDITED**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2018**

THURSDAY



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31/01/2019  
COMPANIES HOUSE

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
**(A company limited by guarantee)**

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
**(A company limited by guarantee)**

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**COMPANY INFORMATION**

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<b>DIRECTORS</b>	I Barrett S Roberts J Stephenson D Mellor H Davies J Longhurst J Carey J Cleeton J Squires M Saddiq C Biggs (appointed 1 May 2018) C Dunford (appointed 1 May 2018)
<b>REGISTERED NUMBER</b>	09062455
<b>REGISTERED OFFICE</b>	Portwall Place Portwall Lane Bristol BS1 6NA
<b>ACCOUNTANTS</b>	Smith & Williamson LLP Accountants Portwall Place Portwall Lane Bristol BS1 6NA

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
**(A company limited by guarantee)**

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**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 MAY 2018**

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The directors present their report and the financial statements for the year ended 31 May 2018.

**Message from Chair:**

"During 2017/18, Bristol Green Capital Partnership celebrated a major milestone with a fantastic event to mark the 10-year anniversary of this unique cross-sector environmental sustainability partnership. Over the year we also saw organisations from the public, private and third sectors come together to share knowledge, ideas and practical solutions to the challenges we face, supporting each other to have impact.

I am constantly inspired by the level of energy, enthusiasm and ambition among the city's environmental sustainability community for realising the positive changes needed to ensure ours is a sustainable city. We are proud of the strong partnerships we have built, enabling us to develop and deliver innovative and important initiatives such as the Green and Black Ambassadors, support community-led projects through the Better Bristol campaign and engage organisations in the drive to become the first 'Gold' standard sustainable food city in the UK.

I would like to thank all of the Partnership's member organisations, our strategic partner members whose support enables us to strengthen the Partnership and deliver our key objectives, and all those who have contributed their valuable time or expertise. We are already building on the successes of 2017/18, and you are warmly invited to contribute further towards our shared vision as we move forward."

*Mohammed Saddiq, Chair of Bristol Green Capital Partnership CIC & Managing Director of Wessex Water Enterprises – GENeco.*

**PRINCIPAL ACTIVITIES**

Bristol Green Capital Partnership community interest company (BGCP CIC) was established to support the vision and mission of Bristol Green Capital Partnership - a unique cross-sector network of more than 850 member organisations who have pledged to work towards a sustainable city with a high quality of life for all.

Our mission is to support Partnership members and promote environmental sustainability throughout Bristol and the West of England, providing a leadership voice and enabling collaboration and collective action across sectors towards our shared vision.

We do this by:

- **Enabling:** Supporting the Partnership network of over 850 organisations - enabling collaboration, information and skills-sharing, and collective action.
- **Amplifying:** Showcasing innovation and best practice, and broadening the reach of environmental sustainability initiatives within and beyond Bristol and the West of England.
- **Influencing:** Engaging with policy-makers and decision-making processes to ensure city, regional and national frameworks support our shared vision.

In 2017/18:

- 139 new member organisations joined the Partnership.
- We retained an e-newsletter list of over 2,800 people, received over 21,900 visitors to our website and reached over a million timelines on social media.
- We had more than 900 attendances from more than 350 organisations at Partnership Gatherings, workshops and forums - helping people to connect, share ideas and collaborate.
- We worked with partners to develop and deliver several collaborative projects, bringing our member organisations together to address complex challenges and make a real difference.

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**DIRECTORS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MAY 2018**

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We celebrated the Partnership's 10th Anniversary Gathering in July 2018, with 221 people from across Bristol and the West of England joining us to showcase their work and hear from inspiring speakers celebrating the city's sustainability story and calling for further collective action to support our sustainable future.

Throughout the year we continued to engage members around our key themes of energy, food, nature, resources and transport. We facilitated regular meetings of the 'Waste and Resources Action Group' (WRAG) and 'Sustainable Transport Network' (STN) to drive action and influence policy.

Working with STN and others, the Partnership consolidated membership responses and responded to the draft West of England Joint Spatial Plan. We hosted a nature net-walk and community event focusing on connecting Bristol's communities with the benefits of nature, working in partnership with Avon Wildlife Trust and Bristol Multi-Faith forum. Early in 2018 we worked with Centre for Sustainable Energy to organise a stakeholder workshop for the West of England Energy Study - exploring the key steps which need to be taken to ensure the region has the initiative, capabilities, human and financial resources, and public buy-in to achieve energy goals.

Throughout the first part of the 2017/18 period, we collaborated with city partners to deliver Urban Integrated Diagnostics (Urban ID) – an academic/practitioner project funded by Innovate UK/Research Councils UK to look at barriers to major change in urban contexts and present a set of diagnostic tools that will help Bristol and other cities to understand and therefore address these challenges. This involved supporting a case study about Bristol Green Capital Partnership, through membership surveys and workshops, and studying the theme of a carbon neutral city.

Clean air was high on the agenda for Partnership members, as we hosted various events to share information and explore solutions to air quality issues facing Bristol. This included a stakeholder workshop for local groups and organisations, a community conversation in Barton Hill with Up Our Street, family activities and a talk with the University of Bristol as part of Healthy City Week.

We organised the third Healthy City Week in October 2017, supported by Bristol Health Partners. More than 70 organisations contributed to 28 events which addressed topics such as cold homes, urban design, active travel, air quality, and wellbeing and nature. Events took place in venues from Avonmouth and Lawrence Hill to Bedminster and Chew Magna, with total attendances of more than 1,500.

In November 2017, in collaboration with the University of Bristol, the Partnership was awarded funding to create a new research role to develop the Bristol SDG Alliance and produce a new 'Bristol Method' report on localising the SDGs to Bristol (published in July 2018 for the annual UN SDG review event in New York). This research was informed by engagement activities at various events and forums, including a panel event involving Medellin in Colombia, the Festival of the Future City in Bristol, and the UN Global Compact UK Cities & SDGs roadshow at UWE Bristol.

In early 2017/18 we took an active role in supporting the development of the 'One City Plan for Bristol' – a new initiative aiming to bring together businesses, public, and third sector organisations and build on the existing partnerships, strategies and expertise within the city to resolve challenges and realise the vision of a fair, healthy and sustainable city. We convened a workshop for over 50 members of the Partnership, bringing together organisations working on food, transport, nature and resources – aiming to enable Partnership members to influence the development of the plan and ensure environmental sustainability features prominently. Following this work, we proposed an initial series of goals for inclusion the Plan, with the overarching 2050 priorities around carbon neutrality, circular economy, good food, nature and sustainable transport.

Over this period, more than 100 member organisations worked with 150+ students on environmental sustainability-related projects through the Skills Bridge programme – through volunteering, internships and research projects. Skills Bridge is a joint initiative between the University of Bristol and UWE Bristol, delivered in collaboration with Bristol Green Capital Partnership.

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**DIRECTORS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MAY 2018**

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**Projects**

**Green and Black Ambassadors: Moving Bristol towards a more diverse environmental sustainability community by challenging, engaging and empowering.**

We worked with Ambassadors Zakiya McKenzie and Jasmine (Jazz) Ketibuah-Foley, who received leadership development training, mentorship and funding in this successful pilot developed by the Partnership, Ujima Radio and the University of Bristol's Cabot Institute. They engaged with organisations and institutions in the city to challenge and influence how decisions are made, explored issues of exclusion through community action research, and produced a popular monthly radio show. They reached more than 1,000 people at events and workshops, including at the Festival of the Future City, a national research conference and Partnership Gatherings, raising awareness of environmental inequality and sharing best practice. 10 radio shows reached audiences of 20,000+, 17 organisations collaborated, and 39 people participated in action research. This pilot was funded by Bristol Green Capital Partnership CIC, University of Bristol Cabot Institute Innovation Fund, along with UK Natural Environment Research Council and European Research Council.

**Going for Gold: Launching Bristol's ambition to be UK's first 'Gold' sustainable food city**

Bristol is already recognised for its efforts to produce and promote sustainable, ethical, local and healthy food, and is now looking to become the first Gold Award Sustainable Food City in the UK. We invited businesses to a Good Food breakfast to learn about changes they can make, and hosted a Partnership Gathering to engage local organisations and groups in the actions they could take on the themes of food waste, growing spaces, eating better, community action, food insecurity and sourcing. Through our programme 22 organisations committed to making Good Food changes, 85 organisations joined us to launch the ambition. Some 98% of attendees reported feeling inspired to take further action. This programme was delivered in collaboration with Bristol Food Network, Bristol Food Policy Council and Bristol Good Food Alliance, and received in-kind support from a range of organisations included Burges Salmon and Fresh-Range.com.

**Better Bristol: Helping to make local projects a reality**

In June 2017, we invited local groups and organisations to take part in the Better Bristol campaign, to receive free expert coaching in crowdfunding and have the chance of receiving 50% of their funding target from the Partnership. Our £45,000 grant match-fund catalysed a further £63,906 from the people of Bristol, helping to fund 16 local projects working on issues including community growing, fuel poverty, eco self-build housing, education and mentoring, tackling waste through re-use and sustainable fashion.

**DEVELOPING THE PARTNERSHIP**

The work of BGCP CIC in this period was financially supported primarily by our 9 founding supporter member organisations: Avon Wildlife Trust; Centre for Sustainable Energy; Bristol City Council; Resource Futures; Sustrans; Triodos Bank; University of Bristol; University of the West of England, Bristol; and Business West – The Initiative.

In addition to these contributions, the CIC generated income through sponsorship, project and research grant funding to support specific activities such as Healthy City Week 2017, localising the SDGs and the Urban ID project.

A board of directors governs the company. During the year, this initially comprised of 8 directors drawn from the group of founding supporter member organisations, alongside 2 directors elected by members to help represent the wider membership, a co-opted Board member to represent our 'Food' priority area, and a director serving as Chair.

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**DIRECTORS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MAY 2018**

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During this period, previously elected directors Darren Hall (Pale Blue Dot) and Savita Willmott (Bristol Natural History Consortium) stepped down from their roles. Following an open election process within the Partnership membership, Christopher Dunford (We The Curious) and Christina Biggs (Friends of Suburban Bristol Railways) joined the Board as the new membership representatives.

**Plans for the future**

Moving into the next financial year, a primary focus will be to explore and acquire new sources of funding and other income generation opportunities to establish a long-term, financially secure operating model - working with members and other key stakeholders to leverage the enormous expertise, resource and passion which exists within the Partnership.

Our activities will continue to enable and amplify our members work towards our shared vision. In 2018/19 we will launch the member-driven Spark Forum, enabling our members to connect and collaborate on new city sustainability initiatives. Building on extensive member contributions over recent years, we will also produce an environmental sustainability plan for Bristol, providing an inspiring roadmap to our vision. From 2019 – 2022 we also plan to focus our impact around 3 strategic priority areas: environmental equality, the gold sustainable food city award and a circular Bristol.

**CONSULTATION WITH STAKEHOLDERS**

The company consults with its stakeholders regularly to involve them in the activities and ongoing development of the Partnership's work.

Key stakeholders during this period included the Bristol Green Capital Partnership member organisations, including the company's directors and strategic funding partners, as well as various programme and theme delivery partners.

A range of mechanisms were used to enable this consultation:

- The company member directors and elected directors on the CIC Board representing the wider membership, where key decision-making papers were reviewed;
- ongoing dialogue with members through a range of themed forums and events, including the Sustainable Transport Network and Waste & Resources Action Group;
- through our social networks and responses to newsletters, blogs and other news items;
- a membership survey undertaken by the University of the West of England, Bristol as part of a case study for 'Urban ID'; and
- interactive activities and survey questions during our 10th Anniversary event in July 2018

The company engages in an ongoing dialogue and process of evaluation and monitoring with stakeholders to ensure its activities achieve their objectives and benefit the Bristol Green Capital Partnership community and their collective mission.

Examples include:

- i) Regular face-to-face contact between members, directors and staff team at formal meetings and events, as well as a broad range of informal opportunities, including the monthly 'Green Mingle'.
- ii) Nominated 'theme lead' directors working with BGCP CIC team to support the development of membership engagement work in the areas of energy, food, nature, resources and transport.
- iii) Ongoing newsletter feeds and social media engagement – amplifying news, ideas and information for and between members.
- iv) Collecting, analysing and acting on feedback from event and project participants, using case studies, in-person and online surveys – including an annual survey to members Summer 2018.

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**DIRECTORS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MAY 2018**

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**DIRECTORS**

The directors who served during the year were:

I Barrett  
S Roberts  
J Stephenson  
D Mellor  
H Davies  
J Longhurst  
J Carey  
J Cleeton  
S Willmott (resigned 30 April 2018)  
J Squires  
M Saddiq  
D Hall (appointed 9 June 2017, resigned 8 March 2018)  
C Biggs (appointed 1 May 2018)  
C Dunford (appointed 1 May 2018)

No remuneration was received by directors in their company roles, and no compensation was required.

No transfer of assets other than for full consideration has been made.

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company's financial statements and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**DIRECTORS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MAY 2018**

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**SMALL COMPANIES NOTE**

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board and signed on its behalf.

*M Saddiq*

**M Saddiq**  
Director

Date:

17/1/19

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE  
UNAUDITED STATUTORY FINANCIAL STATEMENTS OF  
BRISTOL GREEN CAPITAL PARTNERSHIP CIC FOR THE YEAR ENDED 31 MAY 2018**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Bristol Green Capital Partnership CIC for the year ended 31 May 2018 which comprise the income and expenditure account, the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

We are subject to the ethical and other professional requirements of the Institute of Chartered Accountants in England and Wales (ICAEW), which are detailed at [icaew.com/regulations](http://icaew.com/regulations).

It is your duty to ensure that Bristol Green Capital Partnership CIC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus or deficit of Bristol Green Capital Partnership CIC. You consider that Bristol Green Capital Partnership CIC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of Bristol Green Capital Partnership CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**Use of this report**

This report is made solely to the board of directors of Bristol Green Capital Partnership CIC, as a body, in accordance with the terms of our engagement letter dated 17 February 2016. Our work has been undertaken solely to prepare for your approval the financial statements of Bristol Green Capital Partnership CIC and state those matters that we have agreed to state to the board of directors of Bristol Green Capital Partnership CIC, as a body, in this report in accordance with ICAEW Technical Release TECH07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Bristol Green Capital Partnership CIC and its board of directors, as a body, for our work or for this report.

*Smith & Williamson*

**Smith & Williamson LLP**

Accountants

Portwall Place  
Portwall Lane  
Bristol  
BS1 6NA

Date:

*25/01/2019*

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MAY 2018**

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	2018	2017
	£	£
Administrative expenses	(159,292)	(145,347)
Other operating income	230,443	197,555
<b>Operating surplus</b>	<u>71,151</u>	<u>52,208</u>
<b>Surplus for the financial year</b>	<u><u>71,151</u></u>	<u><u>52,208</u></u>

There were no recognised gains and losses for 2018 or 2017 other than those included in the income & expenditure account.

The notes on pages 12 to 16 form part of these financial statements.

**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 09062455**

**BALANCE SHEET**  
**AS AT 31 MAY 2018**

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	6	901	1,356
		<u>901</u>	<u>1,356</u>
<b>Current assets</b>			
Debtors: amounts falling due within one year	7	37,491	19,303
Cash at bank and in hand		94,683	88,741
		<u>132,174</u>	<u>108,044</u>
Creditors: amounts falling due within one year	8	(6,780)	(54,256)
<b>Net current assets</b>		<u>125,394</u>	<u>53,788</u>
<b>Total assets less current liabilities</b>		<u>126,295</u>	<u>55,144</u>
<b>Net assets</b>		<u>126,295</u>	<u>55,144</u>
<b>Capital and reserves</b>			
Income and expenditure account		126,295	55,144
		<u>126,295</u>	<u>55,144</u>

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**REGISTERED NUMBER: 09062455**

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**BALANCE SHEET (CONTINUED)**  
**AS AT 31 MAY 2018**

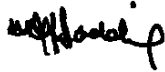
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The directors consider that the company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:



**M Saddiq**  
Director

Date: 17/1/19

The notes on pages 12 to 16 form part of these financial statements.

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2018**

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**1. General information**

Bristol Green Capital Partnership CIC is a private limited company, limited by guarantee, incorporated in England and Wales. Its registered office is located at 4th Floor, Portwall Place, Portwall Lane, Bristol, BS1 6NA and its registered number is 09062455.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

These financial statements are prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" as applied in the context of the small entities regime.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies.

The financial statements have been prepared on a going concern basis.

The following principal accounting policies have been applied:

**2.2 Going concern**

The directors report that, after making enquires, they have concluded that the company will continue in operation for the foreseeable future. Therefore they will continue to adopt the going concern basis of accounting in preparing these financial statements.

It should be noted that the aim of Bristol Green Capital Partnership is to be not-for-profit. It is an organisation that receives regular funds for its activities from strategic partners, the majority of which are represented through their directorships in the company. The company is therefore ultimately reliant upon the support of strategic partners and income generation from a range of sources (e.g. sponsorship income etc.), of whom the company is confident of continued support. The financial statements have therefore been prepared on the going concern basis.

**2.3 Income and surplus**

The company is a not-for-profit organisation. It raises funds by way of grants, sponsorship income and support from its strategic partners in order to finance its activities. Support from the strategic partners, sponsorship and other income is recognised in the period in which it is received. The treatment of grant income is detailed in note 2.5.

Whilst a surplus may arise in a particular period, the aim is to break even over time. Therefore the surplus or deficit shown in the income and expenditure account is likely to fluctuate year on year with a direct link to timing of income received vs projects committed to in the same accounting period.

**2.4 Tangible fixed assets**

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2018**

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**2. Accounting policies (continued)**

**2.4 Tangible fixed assets (continued)**

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the most appropriate method.

Depreciation is provided on the following basis:

Fixtures and fittings	- 3 years straight line
Computer equipment	- 3 years straight line

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the income and expenditure account.

**2.5 Grant income**

Grants relating to tangible fixed assets are treated as deferred income and released to the income and expenditure account over the expected useful lives of the assets concerned. Other grants are credited to the income and expenditure account as the related expenditure is incurred.

**2.6 Taxation**

The company is a not-for-profit organisation and in the opinion of the board of directors the company's activities do not constitute that of a trade. Consequently the directors consider that no corporation tax liability arises other than in respect of investment income.

**2.7 Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

**2.8 Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2018**

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**2. Accounting policies (continued)**

**2.9 Financial instruments**

The company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

**2.10 Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**2.11 Pensions**

**Defined contribution pension plan**

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligations.

The contributions are recognised as an expense in the income statement when they fall due. Amounts not paid are shown in accruals as a liability in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

**3. Employees**

The average monthly number of employees, including directors, during the year was 15 (2017 - 13).

**4. Taxation**

No charge to corporation tax has arisen during the current or prior period.

**Factors affecting the tax charge for the current and future periods**

The company is a not-for-profit organisation. It raises funds by way of grants, sponsorship income and support from its strategic partners in order to finance its activities. Whilst a surplus may arise in a particular period, the aim is to break even over time and so in the opinion of the board of directors the company's activities do not constitute that of a trade. Consequently the directors consider that no corporation tax liability arises other than in respect of investment income.

Consequently, whilst there are no specific tax concessions for Community Interest Companies, the directors consider that no corporation tax liability arises other than that in respect of investment income.



**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2018**

**5. Grant income received as agent**

In the year ended 31 May 2016, £44,950 was received in respect of grant income received as agent, which was held within creditors due within one year. During the year ended 31 March 2018, £44,950 was disbursed to the recipients of this grant. As these transactions were conducted as agent, they are not recognised in the income and expenditure account.

**6. Tangible fixed assets**

	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost or valuation</b>			
At 1 June 2017	632	2,874	3,506
Additions	-	500	500
Disposals	-	(185)	(185)
At 31 May 2018	<u>632</u>	<u>3,189</u>	<u>3,821</u>
<b>Depreciation</b>			
At 1 June 2017	632	1,518	2,150
Charge for the year on owned assets	-	885	885
Disposals	-	(115)	(115)
At 31 May 2018	<u>632</u>	<u>2,288</u>	<u>2,920</u>
<b>Net book value</b>			
At 31 May 2018	<u>-</u>	<u>901</u>	<u>901</u>
At 31 May 2017	<u>-</u>	<u>1,356</u>	<u>1,356</u>

**7. Debtors**

	2018 £	2017 £
Other debtors	20,620	14,441
Prepayments and accrued income	16,871	4,862
	<u>37,491</u>	<u>19,303</u>

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2018**

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**8. Creditors: Amounts falling due within one year**

	2018	2017
	£	£
Other taxation and social security	2,053	-
Other creditors	342	240
Accruals and deferred income	4,385	54,016
	<u>6,780</u>	<u>54,256</u>

**9. Company status**

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

**10. Pension commitments**

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £3,311 (2017 - £Nil). Contributions totalling £Nil (2017 - £Nil) were payable to the fund at the balance sheet date.

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**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
**(A company limited by guarantee)**

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**DETAILED PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 MAY 2018**

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	2018	2017
	£	£
Other operating income	230,443	197,555
<b>Less: overheads</b>		
Administration expenses	(159,292)	(145,347)
<b>Surplus for the year</b>	<u>71,151</u>	<u>52,208</u>

**BRISTOL GREEN CAPITAL PARTNERSHIP CIC**  
(A company limited by guarantee)

**SCHEDULE TO THE DETAILED ACCOUNTS  
FOR THE YEAR ENDED 31 MAY 2018**

	2018 £	2017 £
<b>Other operating income</b>		
Grant income	18,979	12,521
Sponsorship income	29,884	14,832
Strategic Partners support for this financial year	106,500	141,500
Strategic Partners support for next financial year	72,500	25,000
Commissions receivable	2,580	3,702
	<u>230,443</u>	<u>197,555</u>
	2018 £	2017 £
<b>Administration expenses</b>		
Staff salaries and NIC	114,062	89,781
Staff pension costs	3,311	-
Staff training and recruitment expenses	848	717
Events programme, meetings & projects	8,812	32,652
Travel and subsistence	476	839
Office consumables incl. software and stationery	3,976	3,940
Telephone	601	492
Marketing communications e.g website & consultancy	13,068	6,119
Business services and professional fees	1,789	591
Accountancy fees	3,660	3,960
Bank charges	32	22
Sundry expenses	325	115
Rent	6,890	4,343
Insurance	487	459
Depreciation	885	1,168
Gain/loss on sale of tangible assets	70	149
	<u>159,292</u>	<u>145,347</u>

00003/15

# CIC 34

## Community Interest Company Report

For official use  
(Please leave blank)

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Please complete in typescript, or in bold black capitals.

Company Name in full

Bristol Green Capital Partnership CIC

Company Number

09062455

Year Ending

31 May 2018

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

**(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)**

### PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

#### Message from Chair:

"During 2017/18, Bristol Green Capital Partnership celebrated a major milestone with a fantastic event to mark the 10-year anniversary of this unique cross-sector environmental sustainability partnership. Over the year we also saw organisations from the public, private and third sectors come together to share knowledge, ideas and practical solutions to the challenges we face, supporting each other to have impact.

I am constantly inspired by the level of energy, enthusiasm and ambition among the city's environmental sustainability community for realising the positive changes needed to ensure ours is a sustainable city. We are proud of the strong partnerships we have built, enabling us to develop and deliver innovative and important initiatives such as the Green and Black Ambassadors, support community-led projects through the Better Bristol campaign and engage organisations in the drive to become the first 'Gold' standard sustainable food city in the UK.

**(continued on continuation pages)**

*(If applicable, please just state "A social audit report covering these points is attached").*

*(Please continue on separate continuation sheet if necessary.)*

**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

The Company consults with its stakeholders regularly to involve them in the activities and ongoing development of the Partnership's work.

Key stakeholders during this period included the Bristol Green Capital Partnership member organisations, including the Company's directors and strategic funding partners, as well as various programme and theme delivery partners.

A range of mechanisms were used to enable this consultation:

- The company member Directors and elected Directors on the CIC Board representing the wider membership, where key decision-making papers were reviewed;
- ongoing dialogue with members through a range of themed forums and events, including the Sustainable Transport Network and Waste & Resources Action Group
- through our social networks and responses to newsletters, blogs and other news items
- a membership survey undertaken by the University of the West of England, Bristol as part of a case study for 'Urban ID'
- interactive activities and survey questions during our 10<sup>th</sup> Anniversary event in July 2018

The Company engages in an ongoing dialogue and process of evaluation and monitoring with stakeholders to ensure its activities achieve their objectives and benefit the Bristol Green Capital Partnership community and their collective mission. Examples include:

- (i) Regular face-to-face contact between members, Directors and staff team at formal meetings and events, as well as a broad range of informal opportunities, including the monthly 'Green Mingle'.
- (ii) Nominated 'theme lead' Directors working with BGCP CIC team to support the development of membership engagement work in the areas of energy, food, nature, resources and transport.
- (iii) Ongoing newsletter feeds and social media engagement – amplifying news, ideas and information for and between members.
- (iv) Collecting, analysing and acting on feedback from event and project participants, using case studies, in-person and online surveys – including an annual survey to members Summer 2018.

*(If applicable, please just state "A social audit report covering these points is attached").*

**PART 3 – DIRECTORS' REMUNERATION** – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

No remuneration was received by Directors in their Company roles, and no compensation was required.

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

No transfer of assets other than for full consideration has been made.

*(Please continue on separate continuation sheet if necessary.)*

# CIC 34

## CONTINUATION SHEET

*Please complete in typescript, or in bold black capitals.*

**Company Name in full**

Bristol Green Capital Partnership CIC

**Company Number**

09062455

**Year Ending**

31 May 2018

### PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE

#### PART 1 CONTINUED:

I would like to thank all of the Partnership's member organisations, our strategic partner members whose support enables us to strengthen the Partnership and deliver our key objectives, and all those who have contributed their valuable time or expertise. We are already building on the successes of 2017/18, and you are warmly invited to contribute further towards our shared vision as we move forward."

Mohammed Saddiq, Chair of Bristol Green Capital Partnership CIC & Managing Director of Wessex Water Enterprises – GENeco.

#### SUMMARY OF OUR PURPOSE AND ACTIVITIES IN 2017/18

Bristol Green Capital Partnership community interest company (BGCP CIC) was established to support the vision and mission of Bristol Green Capital Partnership - a unique cross-sector network of more than 850 member organisations who have pledged to work towards a sustainable city with a high quality of life for all.

Our mission is to support Partnership members and promote environmental sustainability throughout Bristol and the West of England, providing a leadership voice and enabling collaboration and collective action across sectors towards our shared vision.

We do this by:

- Enabling: Supporting the Partnership network of over 850 organisations - enabling collaboration, information and skills-sharing, and collective action.
- Amplifying: Showcasing innovation and best practice, and broadening the reach of environmental sustainability initiatives within and beyond Bristol and the West of England.
- Influencing: Engaging with policy-makers and decision-making processes to ensure city, regional and national frameworks support our shared vision.

# CIC 34

## CONTINUATION SHEET

*Please complete in typescript, or in bold black capitals.*

**Company Name in full**

Bristol Green Capital Partnership CIC

**Company Number**

09062455

**Year Ending**

31 May 2018

### PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE

#### PART 1 CONTINUED:

In 2017/18:

- 139 new member organisations joined the Partnership.
- We retained an e-newsletter list of over 2,800 people, received over 21,900 visitors to our website and reached over a million timelines on social media.
- We had more than 900 attendances from more than 350 organisations at Partnership Gatherings, workshops and forums - helping people to connect, share ideas and collaborate.
- We worked with partners to develop and deliver several collaborative projects, bringing our member organisations together to address complex challenges and make a real difference.

We celebrated the Partnership's 10th Anniversary Gathering in July 2018, with 221 people from across Bristol and the West of England joining us to showcase their work and hear from inspiring speakers celebrating the city's sustainability story and calling for further collective action to support our sustainable future.

Throughout the year we continued to engage members around our key themes of energy, food, nature, resources and transport. We facilitated regular meetings of the 'Waste and Resources Action Group' (WRAG) and 'Sustainable Transport Network' (STN) to drive action and influence policy.

Working with STN and others, the Partnership consolidated membership responses and responded to the draft West of England Joint Spatial Plan. We hosted a nature net-walk and community event focusing on connecting Bristol's communities with the benefits of nature, working in partnership with Avon Wildlife Trust and Bristol Multi-Faith forum. Early in 2018 we worked with Centre for Sustainable Energy to organise a stakeholder workshop for the West of England Energy Study - exploring the key steps which need to be taken to ensure the region has the initiative, capabilities, human and financial resources, and public buy-in to achieve energy goals.



# CIC 34

## CONTINUATION SHEET

*Please complete in typescript, or in bold black capitals.*

<b>Company Name in full</b>	Bristol Green Capital Partnership CIC
<b>Company Number</b>	09062455
<b>Year Ending</b>	31 May 2018

**PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE**

**PART 1 CONTINUED:**

Throughout the first part of the 2017/18 period, we collaborated with city partners to deliver Urban Integrated Diagnostics (Urban ID) – an academic/practitioner project funded by Innovate UK/Research Councils UK to look at barriers to major change in urban contexts and present a set of diagnostic tools that will help Bristol and other cities to understand and therefore address these challenges. This involved supporting a case study about Bristol Green Capital Partnership, through membership surveys and workshops, and studying the theme of a carbon neutral city.

Clean air was high on the agenda for Partnership members, as we hosted various events to share information and explore solutions to air quality issues facing Bristol. This included a stakeholder workshop for local groups and organisations, a community conversation in Barton Hill with Up Our Street, family activities and a talk with the University of Bristol as part of Healthy City Week.

We organised the third Healthy City Week in October 2017, supported by Bristol Health Partners. More than 70 organisations contributed to 28 events which addressed topics such as cold homes, urban design, active travel, air quality, and wellbeing and nature. Events took place in venues from Avonmouth and Lawrence Hill to Bedminster and Chew Magna, with total attendances of more than 1,500.

In November 2017, in collaboration with the University of Bristol, the Partnership was awarded funding to create a new research role to develop the Bristol SDG Alliance and produce a new 'Bristol Method' report on localising the SDGs to Bristol (published in July 2018 for the annual UN SDG review event in New York). This research was informed by engagement activities at various events and forums, including a panel event involving Medellin in Colombia, the Festival of the Future City in Bristol, and the UN Global Compact UK Cities & SDGs roadshow at UWE Bristol.

# CIC 34

## CONTINUATION SHEET

*Please complete in typescript, or in bold black capitals.*

<b>Company Name in full</b>	Bristol Green Capital Partnership CIC
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**PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE**

**PART 1 CONTINUED:**

In early 2017/18 we took an active role in supporting the development of the 'One City Plan for Bristol' – a new initiative aiming to bring together businesses, public, and third sector organisations and build on the existing partnerships, strategies and expertise within the city to resolve challenges and realise the vision of a fair, healthy and sustainable city. We convened a workshop for over 50 members of the Partnership, bringing together organisations working on food, transport, nature and resources – aiming to enable Partnership members to influence the development of the plan and ensure environmental sustainability features prominently. Following this work, we proposed an initial series of goals for inclusion the Plan, with the overarching 2050 priorities around carbon neutrality, circular economy, good food, nature and sustainable transport.

Over this period, more than 100 member organisations worked with 150+ students on environmental sustainability-related projects through the Skills Bridge programme – through volunteering, internships and research projects. Skills Bridge is a joint initiative between the University of Bristol and UWE Bristol, delivered in collaboration with Bristol Green Capital Partnership.

**PROJECTS**

**Green and Black Ambassadors: Moving Bristol towards a more diverse environmental sustainability community by challenging, engaging and empowering.**

We worked with Ambassadors Zakiya McKenzie and Jasmine (Jazz) Ketibuah-Foley, who received leadership development training, mentorship and funding in this successful pilot developed by the Partnership, Ujima Radio and the University of Bristol's Cabot Institute. They engaged with organisations and institutions in the city to challenge and influence how decisions are made, explored issues of exclusion through community action research, and produced a popular monthly radio show. They reached more than 1,000 people at events and workshops, including at the Festival of the Future City, a national research conference and Partnership Gatherings, raising awareness of environmental inequality and sharing best practice.

# CIC 34

## CONTINUATION SHEET

*Please complete in typescript, or in bold black capitals.*

<b>Company Name in full</b>	Bristol Green Capital Partnership CIC
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**PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE**

**PART 1 CONTINUED:**

10 radio shows reached audiences of 20,000+, 17 organisations collaborated, and 39 people participated in action research. This pilot was funded by Bristol Green Capital Partnership CIC, University of Bristol Cabot Institute Innovation Fund, along with UK Natural Environment Research Council and European Research Council.

**Going for Gold: Launching Bristol's ambition to be UK's first 'Gold' sustainable food city.**

Bristol is already recognised for its efforts to produce and promote sustainable, ethical, local and healthy food, and is now looking to become the first Gold Award Sustainable Food City in the UK. We invited businesses to a Good Food breakfast to learn about changes they can make, and hosted a Partnership Gathering to engage local organisations and groups in the actions they could take on the themes of food waste, growing spaces, eating better, community action, food insecurity and sourcing. Through our programme 22 organisations committed to making Good Food changes, 85 organisations joined us to launch the ambition. Some 98% of attendees reported feeling inspired to take further action. This programme was delivered in collaboration with Bristol Food Network, Bristol Food Policy Council and Bristol Good Food Alliance, and received in-kind support from a range of organisations included Burges Salmon and Fresh-Range.com.

**Better Bristol: Helping to make local projects a reality**

In June 2017, we invited local groups and organisations to take part in the Better Bristol campaign, to receive free expert coaching in crowdfunding and have the chance of receiving 50% of their funding target from the Partnership. Our £45,000 grant match-fund catalysed a further £63,906 from the people of Bristol, helping to fund 16 local projects working on issues including community growing, fuel poverty, eco self-build housing, education and mentoring, tackling waste through re-use and sustainable fashion.

# CIC 34

## CONTINUATION SHEET

*Please complete in typescript, or in bold black capitals.*

<b>Company Name in full</b>	Bristol Green Capital Partnership CIC
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<b>Year Ending</b>	31 May 2018

**PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE**

**PART 1 CONTINUED:**

**DEVELOPING THE PARTNERSHIP**

The work of BGCP CIC in this period was financially supported primarily by our 9 founding supporter member organisations: Avon Wildlife Trust; Centre for Sustainable Energy; Bristol City Council; Resource Futures; Sustrans; Triodos Bank; University of Bristol; University of the West of England, Bristol; and Business West – The Initiative.

In addition to these contributions, the CIC generated income through sponsorship, project and research grant funding to support specific activities such as Healthy City Week 2017, localising the SDGs and the Urban ID project.

A board of directors governs the Company. During the year, this initially comprised of 8 directors drawn from the group of founding supporter member organisations, alongside 2 directors elected by members to help represent the wider membership, a co-opted Board member to represent our 'Food' priority area, and a Director serving as Chair.

During this period, previously elected directors Darren Hall (Pale Blue Dot) and Savita Willmott (Bristol Natural History Consortium) stepped down from their roles. Following an open election process within the Partnership membership, Christopher Dunford (We The Curious) and Christina Biggs (Friends of Suburban Bristol Railways) joined the Board as the new membership representatives.

**PLANS FOR THE FUTURE**

Moving into the next financial year, a primary focus will be to explore and acquire new sources of funding and other income generation opportunities to establish a long-term, financially secure operating model - working with members and other key stakeholders to leverage the enormous expertise, resource and passion which exists within the Partnership.

# CIC 34

## CONTINUATION SHEET

*Please complete in typescript, or in bold black capitals.*

<b>Company Name in full</b>	Bristol Green Capital Partnership CIC
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<b>Year Ending</b>	31 May 2018

**PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE**

**PART 1 CONTINUED:**

Our activities will continue to enable and amplify our members work towards our shared vision. In 2018/19 we will launch the member-driven Spark Forum, enabling our members to connect and collaborate on new city sustainability initiatives. Building on extensive member contributions over recent years, we will also produce an environmental sustainability plan for Bristol, providing an inspiring roadmap to our vision. From 2019 – 2022 we also plan to focus our impact around 3 strategic priority areas: environmental equality, the gold sustainable food city award and a circular Bristol.

**PART 5 – SIGNATORY**

**The original report must be signed by a director or secretary of the company**

Signed

*W Juddy*

Date

17/1/19

Office held: Director

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Bristol Green Capital Partnership CIC	
Portwall Place	
Portwall Lane	
Bristol, BS1 6NA	Tel
DX Number	DX Exchange

**When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:**

*For companies registered in England and Wales:* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland:* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

*For companies registered in Northern Ireland:* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 **cannot** be filed online

**(N.B. Please enclose a cheque for £15 payable to Companies House)**