



# Trustees' Annual Report for the period

	Period start date			Period end date		
<b>From</b>	1	January	2019	<b>To</b>	31	December 2019

## Section A Reference and administration details

**Charity name** Cottenham Dissenters' Cemetery CIO

**Other names charity is known by**

**Registered charity number (if any)** 1160345

**Charity's principal address (secretary)**  
 21 Crowlands  
 Cottenham  
 Cambridge  
**Postcode** CB24 8TE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sarah Elissa Berenger	Chairman		
2	James Nathan Blunt		16 September-	
3	Miranda Ann Bonner			
4	Ralph Jonathan Carpenter			
5	Sarah Crisall			
6	Kate Lees			
7	Philip Charles Saunders	Secretary		
8	Ann Scott	Treasurer		

**Names of the trustees for the charity, if any, (for example, any custodian trustees):** none

**Names and addresses of advisers (Optional information):** none

**Name of chief executive or names of senior staff members (Optional information):** none

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Co-option

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The trustees have not yet considered any policies for new trustees or similar policies. It postponed considering the process by which we ensure sustainability of the CIO by replacement of trustees due to other priorities.

The trustees are informally connected to other community organisations within the village and to the parish council. The Baptist Church, which historically provided trustees under the predecessor trust, continues to accommodate meetings of the CIO committee.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the CIO are to provide a burial place for the people of Cottenham, Cambridgeshire

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

During 2019 we continued to fulfil our core function of providing a burial place and ensuring it is appropriately maintained, safely and with dignity. We have done so with due regard for guidance issued by the Charity Commission on public benefit.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The CIO is not a grant-making body.

It has no formal policy on investment.

It recognises the value of volunteers in helping with maintenance, in being a connection with the wider community and providing a pool of potential trustees.

## Section D Achievements and performance

### Summary of the main achievements of the charity during the year

- A new wooden fence on two sides of the cemetery, including a rear gate, was installed with s.106 funding.
- The project to create an area for the interment of ashes, also funded through a s.106 grant, was completed and the first interment took place in the area.
- Part of the area acquired for an extension in 1982 was cleared, levelled and laid to grass with a view to it being brought into use during 2021.
- The main gates were repainted, a plaque indicating the existence of Commonwealth War Graves within the cemetery affixed to one of the gate pillars, and the noticeboard refurbished with new, friendlier text.

## Section D

## Achievements and performance

- The trustees met formally three times. They discussed works in progress and the design and use of the extension once it was cleared.
- An annual open meeting was held. Informal discussions with the chairman of the Parish Council continued about future support for the Cemetery through s.106 funding.
- Our usual groundsman did paid work and the contractor who had laid grass in extension continued to maintain that area. Additionally the trustees, assisted by other volunteers, held two clear-up mornings when a working party cleared paths and did light horticultural work, etc., and did other work individually, including dealing with fallen tree.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The CIO's reserves, which are not large all things considered, are viewed as potentially necessary for future substantial capital expenditure once the extension comes into use to create fitting ambiance for that area.

### Details of any funds materially in deficit

There are no funds in deficit.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The chief recurrent source of funds is the grant made equally to the Parish Church (for the churchyard) and to the CIO by Cottenham Parish Council of funds received by the Council from the civil purposes part of the Cottenham Church and Causeway Charity. Additional funding is occasionally available from the Ebenezer Trust, which includes maintenance of the Cemetery among its explicit objects. Other funding comes from fees for interments and monuments. Funding from the Ebenezer Trust has been used for particular maintenance matters.

## Section F

## Other optional information

*Nothing that we feel necessary to draw the Commissioners' attention to.*

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Sarah Berenger</i>	<i>PC Saunders</i>
Full name(s)	Sarah Elissa Berenger	Philip Charles Saunders
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	14 September 2020	14 September 2020



Charity Name Cottenham Dissenters' Cemetery CIO	No (if any) 1160345
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Receipts and payments accounts			
For the period from	Period start date 1-Jan-19	To	Period end date 31-Dec-19

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	14,767	-	-	14,767	2,916
Donations	140	-	-	140	
Fees	630	-	-	630	1,230
Interest on building society account	43	-	-	43	24
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>15,580</b>	<b>-</b>	<b>-</b>	<b>15,580</b>	<b>4,170</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>15,580</b>	<b>-</b>	<b>-</b>	<b>15,580</b>	<b>4,170</b>
<b>A3 Payments</b>					
Water rates	68			68	134
Insurance	224			224	226
Cemetery maintenance	21,005	-	-	21,005	1,228
Tax on interest	-	-	-	-	-
Administrative costs	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>21,297</b>	<b>-</b>	<b>-</b>	<b>21,297</b>	<b>1,588</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,297</b>	<b>-</b>	<b>-</b>	<b>21,297</b>	<b>1,588</b>
<b>Net of receipts/(payments)</b>	<b>- 5,717</b>	<b>-</b>	<b>-</b>	<b>- 5,717</b>	<b>2,582</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>21,880</b>	<b>-</b>	<b>-</b>	<b>21,880</b>	<b>19,274</b>
<b>Cash funds this year end</b>	<b>16,122</b>	<b>-</b>	<b>-</b>	<b>16,122</b>	<b>19,274</b>

