



Trustees' Annual Report for the period

	Period start date			Period end date		
From	1	January	2021	To	31	December 2021

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 Hinson	Chairman		
2	James Nathan Blunt			
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. In 2019 it postponed considering the process by which we ensure sustainability of the CIO by replacement of trustees due to other priorities and pandemic circumstances in 2021 did not enable this to be carried forward.

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 facilitate 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 2021 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

- The trustees met formally four times (three times by videoconference, once in the open air). The principal matters discussed were maintenance, including weed suppression and repair of the store following a break-in, the absence of consultation for the Neighbourhood Development Plan, and the unexpected need for a development control application for change of use for the cemetery extension.
- The trustees responded to concerns about the appearance of the cemetery owing to a partial suspension of paid work during the pandemic. There was a comprehensive moss clearance of the paths and weeds were cut back in more than two-thirds of the cemetery by the end of the year.

Section D Achievements and performance

- The trustees with regular other volunteers re-commenced monthly clear-up mornings as well as acting individually or in pairs on other days (about 150 hours).
- A *Google* calendar was created to improve communication and record-keeping, and a draft website created.

Section E Financial review

Brief statement of the charity's policy on reserves

The CIO's balance increased owing to pandemic-related difficulties with moving forward with improvement projects (e.g. path improvement) and uncertainty of costs that might be involved in a development control application and associated landscape improvements to the extension 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 Trusts, which include maintenance of the Cemetery among its explicit objects. Other funding comes from fees for interments and monuments. Funding from the Ebenezer Trusts is for particular maintenance matters.

The 2020 grant from the Parish Council was delayed into 2021 due to a misunderstanding and technical difficulty. An increase in the source income for that grant led to the doubling of the 2021 grant.

Fees were reviewed in January 2021 and it were left unchanged.

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 Hinson</i>	<i>Philip Saunders</i>
Full name(s)	Sarah Elissa Hinson	Philip Charles Saunders
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	25 October 2021	27 October 2021



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 01-Jan-21	To	Period end date 31-Dec-21
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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 £
A1 Receipts					
Grants	5,500	-	-	5,500	
Donations	130			130	600
Fees	605	-	-	605	905
Interest on building society account	-	-	-	-	22
	-	-	-	-	-
Sub total (Gross income for AR)	6,235	-	-	6,235	1,527
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,235	-	-	6,235	1,527
A3 Payments					
Water rates	146			146	-
Insurance	258			258	224
Cemetery maintenance	2,352	-	-	2,352	904
Tax on interest	-	-	-	-	-
Administrative costs	-	-	-	-	-
	-	-	-	-	-
Sub total	2,756	-	-	2,756	1,128
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,756	-	-	2,756	1,128
Net of receipts/(payments)	3,479	-	-	3,479	399
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,521	-	-	16,521	16,122
Cash funds this year end	20,000	-	-	20,000	16,521

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 £
B1 Cash funds	Building Society Account	20,000	-	-
	Total cash funds	20,000	-	-
	<small>(agree balances with receipts and payments account(s))</small>		OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which	Amount due	When due
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>Sarah Hinson</i>	Sarah Hinson	25/10/2021	
	<i>Philip Saunders</i>	Philip Saunders	25/10/2021	