



Trustees' Annual Report for the period

	Period start date			Period end date		
From	1	January	2022	To	31	December 2022

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.

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 2022 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 (twice by videoconference, twice in person). The principal matters discussed were maintenance, including weed suppression and repair of the store, benches and the development control application for change of use for the cemetery extension. Delegates from the trust met with the parish council burials committee and representatives of the churchyard burial ground to discuss s.106 monies that had been promised for cemetery developments.
- The cemetery was used for its primary purpose. Two burials took place and one interment of ashes.

Section D Achievements and performance

- The remaining third of the cemetery that had become overgrown with weeds during the pandemic was cut back in the early part of the year. Thereafter the whole of the cemetery was kept under control and the extension intended for new burials mown, mainly by a contractor.
- The trustees with regular other volunteers re-commenced monthly clear-up mornings as well as acting individually or in pairs on other days (about 200 person hours).

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.

Fees were reviewed in January 2022 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>Kate Lees</i>	<i>Philip Saunders</i>
Full name(s)	Kate Lees	Philip Charles Saunders
Position (eg Secretary, Chair, etc)	Acting Chair	Secretary
Date	19 October 2023	19 October 2023



Charity Name Cottenham Dissenters' Cemetery CIO	No (if any) 1160345
--	------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01-Jan-22	To	Period end date 31-Dec-22
---------------------	--------------------------------	----	------------------------------

Section A Receipts and payments

	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 £
A1 Receipts					
Grants	3,000	-	-	3,000	5,500
Donations					130
Fees	715	-	-	715	605
Interest on building society account	57	-	-	57	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,772	-	-	3,772	6,235
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,772	-	-	3,772	6,235
A3 Payments					
Water rates	76			76	146
Insurance	259			259	258
Cemetery maintenance	2,458	-	-	2,458	2,352
Tax on interest	-	-	-	-	-
Administrative costs	-	-	-	-	-
	-	-	-	-	-
Sub total	2,793	-	-	2,793	2,756
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	- 2,793	-	-	- 2,793	- 2,756
Net of receipts/(payments)	3,772	-	-	3,772	3,479
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,000	-	-	20,000	16,521
Cash funds this year end	20,979	-	-	20,979	20,000

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	20,959	-	-
	Total cash funds	20,979	-	-
	<small>(agree balances with receipts and payments account(s))</small>		OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
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>Ann Scott</i>	Ann Scott	18/10/2023	
	<i>Philip Saunders</i>	Philip Saunders	18/10/2023	