



Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	January	2023	To	31	December	2023

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	Jan.-July	
2	James Nathan Blunt			
3	Miranda Ann Bonner		Jan. only	
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 repeatedly considered the processes by which they co-opted additional trustees. Whilst no formal policy was adopted it informed the successful election and induction of new trustees in early 2024.

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 five times plus once to consider the preemptory resignation of the chair. The principal matter was the design and associated development control application for change of use for the cemetery extension that was ultimately obtained in early 2024.
- The cemetery was used for its primary purpose. One burial took place, facilitated trustees clearing the remaining space at short notice.
- The contract for maintaining parts of the cemetery was renewed and extended at the start of the year but after the contractor withdrew it was decided to see if we could rely on volunteers alone. A deliberate outreach programme (group

Section D Achievements and performance

visit, display at Parish Council event, participation in Heritage Open Days, posts on social media) produced a number of offers of help. Consequently, clear-up mornings were re-started, a trustee took on the role of co-ordinator, formal volunteer agreements were introduced and a record kept of volunteer hours.

- Additionally, fences were repaired (by the contractor) and emergency repairs made to the store, which was also cleared of lumber, to make safe.
- A process and associated fee and application form was agreed for monument cleaning.

Section E Financial review

Brief statement of the charity's policy on reserves

The CIO's balance increased owing chiefly to uncertainty of costs that might be involved in a development control application and associated landscape, fencing, etc., 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 - it is anticipated these will be revised in 2025 once the configuration and costs of the extension becomes clearer. Funding from the Ebenezer Trusts is for particular maintenance matters.

Fees were reviewed in January 2023 and 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>James Blunt</i>	<i>Philip Saunders</i>
Full name(s)	James Nathan Blunt	Philip Charles Saunders
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	9 October 2024	9 October 2024



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-23	To	Period end date 31-Dec-23

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	4,440	-	-	4,440	3,000
Donations		-	-	-	
Fees	640	-	-	640	715
Interest on building society account	389	-	-	389	76
		-	-	-	-
Sub total (Gross income for AR)	5,469	-	-	5,469	3,791
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,469	-	-	5,469	3,791
A3 Payments					
Water rates	79			79	76
Insurance	272			272	259
Cemetery maintenance	2,781	-	-	2,781	2,458
Tax on interest		-	-	-	-
Administrative costs		-	-	-	-
		-	-	-	-
Sub total	3,132	-	-	3,132	2,793
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,132	-	-	3,132	2,793
Net of receipts/(payments)	2,337	-	-	2,337	3,791
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,016	-	-	21,016	20,018
Cash funds this year end	23,353	-	-	23,353	21,016

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		-	-
	Total cash funds	-	-	-
	<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>Sarah Crisall</i>	Sarah Crisall	09/10/2024	
	<i>James Blunt</i>	James Blunt	09/10/2024	