



# Trustees' Annual Report for the period

	Period start date			Period end date			
	Day	Month	Year	T c	Day	Month	Year
From	06	04	2024		05	04	2025

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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	Stephen MORRILL	Chair		
2	Mike JOSEPH	Treasurer		
3	Anthony THOMPSON			
4	John VIGOR			
5	Karen PAPWORTH			
6	Anne KING			
7	Mark BUNKER			
8	Matthew FOXALL			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

Names of chief executive or names of senior staff members (Optional information)



**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation, Foundation Model Registered 4 <sup>th</sup> January 2017
Trustee selection methods (eg. appointed by, elected by)	Five of the original trustees were members of the Project Group which started work on the burial ground project in 2011. The Trust welcomes applications from the local community for those wishing to become trustees, and seeks out suitably experienced replacements as needed. One new Trustee, Karen Papworth, recruited January 2020; another, Mike Joseph, in Feb 2022. Three further trustees have joined our meetings from the start of this reporting year to bring new, younger blood to the Trust.

**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 major risk could be loss of money from our bank account. Withdrawals are allowed only by cheque with 2 signatures out of 8 nominated (to HSBC) trustees. Trustees do not ever sign blank cheques. No risk to our income as 90% comes from burials and interment of ashes.

Volunteers are currently doing the upkeep, and spending on planting and fencing etc. is very low.

Trustees judge wilful damage to gravestones to be a very low risk, as is damage to our wall from motor vehicles. Slightly higher risk is a tree on the Common falling across our boundary and causing damage to hedge/fence/gravestones. Our bank balance would cover any immediate work needed.

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

Establish and provide a Burial Ground to be available to people residing in the neighbourhood who wish to be buried in Chipperfield.  
Undertake or procure the management of the Burial Ground  
Hold and administer the Burial Ground in trust to allow enjoyment thereof by the public  
Maintain and keep the Burial Ground in a good and decent state of repair



**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)**

The Chipperfield Project Group was formed by volunteers in 2011 when it became clear there were a limited number of spaces left for burials in St. Paul's Churchyard in Chipperfield. (No space for any new graves 2020 onwards)

The intention of the Project Group (and now of the Trust) is that burials will be able to continue for those from the wider ecclesiastical parish of Chipperfield who wish to be buried in the village of Chipperfield now that the churchyard is full.

The Diocese of St. Albans has a policy of not extending its churchyards, and so it was clear that the Project Group would have to find suitable land, obtain planning permission and establish a new burial ground.

The Trust became a charity on 4<sup>th</sup> January 2017 – with a Charitable Incorporated Organisation set up to be the holder of the land forming the future burial ground.

The Trust has never employed staff. In the early years Trustees made donations to provide starter funds in the bank account, and then continued local fund raising over 6 years until income from burials became available.

The work for this financial year to April 2025 has been to continue to maintain the grass and hedges, as well as the graves, in good order; and a trustee re-coated the double entrance gates and three benches for seating with Sadolin to keep the whole area appearing well cared for.

The first burial took place in October 2019, and in the period 6 Apr 2024 to 5 Apr 2025 there have been 2 interments of ashes and 7 burials in graves, so now a total of 17 graves and 11 stones with ashes underneath in the Burial Ground. This is slightly more than the project's expectation of 3 to 5 burials each year, possibly owing to wider awareness of the Burial Ground and the fact that it continues to look well maintained. The Trust continues to maintain an external footpath along two sides of the Burial Ground; this path gives access to several other paths across Chipperfield Common.

The Trustees understand what is meant by 'public benefit' and believe that this is described in this annual return. The Burial Ground Trustees continue to receive compliments from those who visit it and walk past it, and the wild area of longer grass at the far end now supports several varieties of wild flower and an increasing number of butterflies

The Trust does not own any possessions, or buildings. (But it does have a 125 yr lease on the Burial Ground). It continues to have public liability insurance with Zurich, renewed in May 2024

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



Income for the 2024-25 financial year is detailed in "E" below.

The Trust does not make grants to others.

The Trust has no investments, but does have a draft policy on investments likely to be adopted should UK interest rates rise and our bank balance approach £15,000. CCLA manages investments on behalf of C of E Schools and the Diocese, and the Trust will consider using them.

The Trustees are aware of the guidance on Public Benefit and no trustees have been paid for their work or contributions, or claimed any expenses other than reimbursement for materials.

The public benefits provided are:-

New space for burials and the interment of ashes

A 22 metre brick and flint front wall, with low gates, which has been praised by many and complements the village conservation area.

An attractive burial ground with flowers, and 3 benches on which to sit; and free access for the public at all times.

A path round the outside of the boundary hedge now heavily used by dog walkers and others. The Trust has re-surfaced this 77 metre path with arisings from trees felled locally.

- Volunteers are looking after the Burial Ground and assist with all the tasks. The Trust has not yet had to pay for any professional maintenance of grass or hedges, and has made two compost heaps to hold our mown grass cuttings

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

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

## Section D

## Achievements and performance

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

The work in the year up to April 2025 was:-

- Cutting of the hedge & grass; weeding & maintaining the graves.
- 7 burials and 2 interments of ashes.
- Front gates & benches re-coated again in Sadolin / Teak Oil

## Section E

## Financial review

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

The Trust does not have any reserves but is exploring a drafted policy during the next year. At the moment it still holds only a Current Account.

**Details of any funds materially in deficit**

None

**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.

Funds for the 24-25 financial year have come from burials and interments of ashes £8,850 and a £500 donation. One burial was into an existing grave, and one was of the Trust's previous treasurer for 10 years where trustees agreed not to charge his widow who is living in a care home.

The expenditure has been on public liability insurance, payment for water and admin costs. Total £376

The Trust has no investments, but a policy on investment has been drafted and will be considered as our bank balance increases. Funds are destined for maintenance as the number of graves increases.

## Section F

## Other optional information

Foreseeable expenditure for the 2025-26 year is:-

Low fencing to hide our waste bins and cones from view. (£400)

Public Liability Insurance (£200)

Replacement of any hedging plants that die

Maintenance of perimeter fence, 3 benches and the double gates. (£250)

Planting of more bulbs. A marker post for the ashes area.

No payments have been made to trustees other than to reimburse invoices for materials purchased for use in the maintenance of the burial ground.

Trust members and volunteers have been generous with their time, and in loaning equipment, supplying fuel, and providing refreshments for those working on the burial ground site.

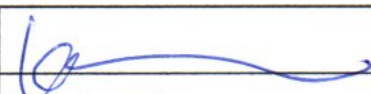
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)




Full name(s)

Mike Joseph

Stephen MORRILL

Position (eg Secretary,  
Chair,etc)

Treasurer

Chair

Date

19<sup>th</sup> July 2015





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Chipperfield Burial Ground Trust

No (if any)

1170966

## Receipts and payments accounts

CC16a

For the period  
from

Period start date

06.04.2024

To

Period end date

05/04/25

### 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>					
Donations	500	-	-	500	-
Interments	8,850	-	-	8,850	4,450
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	9,350	-	-	9,350	4,450
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	9,350	-	-	9,350	4,450
<b>A3 Payments</b>					
Insurance	167	-	-	167	160
Memorial stones	-	-	-	-	250
Bank charges	63	-	-	63	64
Water costs	90	-	-	90	90
Materials	-	-	-	-	23
Burials	-	-	-	-	120
Plaque	40	-	-	40	-
Postage	16	-	-	16	-
	-	-	-	-	-
<b>Sub total</b>	376	-	-	376	707
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	376	-	-	376	707
<b>Net of receipts/(payments)</b>	8,974	-	-	8,974	3,743
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	9,216	-	-	9,216	5,478
<b>Cash funds this year end</b>	18,190	-	-	18,190	9,221

## 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 £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>18,190</b>	<b>-</b>	<b>9,221</b>
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

*Simon*  
*[Signature]*

*S. Monahan*  
*M. JOSEPH*

*19/7/2025*  
*19/7/2025*