

# SUSTAINABLE COTTENHAM

England & Wales · Charity number 1188763

## Details

---

**Status** Registered

**Legal form** CIO

**Registered** 2020-03-25

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 11 Margett Street  
Cottenham  
Cambridge  
CB24 8QY

**Phone** 01954251813

**Email** [chris@sustainablecottenham.org.uk](mailto:chris@sustainablecottenham.org.uk)

**Website** <http://www.sustainablecottenham.org.uk/>

## Activities

---

**Objects:** TO PROMOTE FOR THE BENEFIT OF THE PUBLIC IN AND AROUND THE CIVIL PARISH OF COTTENHAM CAMBRIDGESHIRE: (1) THE ADVANCEMENT OF EDUCATION IN THE SUBJECT OF SUSTAINABLE LIVING IN PARTICULAR, BUT NOT EXCLUSIVELY, BY RAISING AWARENESS OF THE ISSUES ASSOCIATED WITH SUSTAINABLE RESOURCE USE THE ADVANCEMENT OF EDUCATION IN THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE ENVIRONMENT, IN PARTICULAR BUT NOT EXCLUSIVELY BY ENCOURAGING THE PRUDENT USE OF NATURAL RESOURCES, REDUCING POLLUTION AND RAISING AWARENESS OF ENVIRONMENTAL ISSUES

**Activities:** - reducing single-use plastic (through awareness raising, liaison with residents, schools and groups and supported by Surfers Against Sewage)- advocating more sustainable diets and reduced food waste with plans to hold an Eco Eats festival in association with Cambridge Sustainable Food. - encouraging social sustainability through the fostering of Cottenham Connected

## Classification

---

- **How:** Provides Advocacy/advice/information
- **What:** Environment/conservation/heritage
- **Who:** The General Public/mankind

## Geography

- Cambridgeshire

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|--------|-------------|--------|-----------|
| 2025-12-31 | £2,838 | £1,613      | -      | -         |
| 2024-12-31 | £2,503 | £1,058      | -      | -         |
| 2023-12-31 | £225   | £393        | -      | -         |
| 2022-12-31 | £616   | £5,062      | -      | -         |
| 2021-12-31 | £8,732 | £5,681      | -      | -         |

## Trustees

| Name                     | Role  | Appointed  |
|--------------------------|-------|------------|
| Victoria Lacey           | Chair | 2021-11-08 |
| Beth Marie Fleetwood     |       | 2025-05-15 |
| Christine Jane Ward      |       | 2019-07-10 |
| Dr Simon Ingate          |       | 2026-03-12 |
| John Asher Scott         |       | 2025-05-15 |
| MARY PHILIPPA JANE HEATH |       | 2019-07-10 |

---

# Accounts

---



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 January 2025 Period start date**

**To 31 December 2025 Period end date**

**Charity name: Sustainable Cottenham**

**Charity registration number: 1188763**

## **Objectives and Activities**

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | <b>To promote for the benefit of the public in and around the civil parish of Cottenham Cambridgeshire:</b><br><b>(1) the advancement of education in the subject of sustainable living in particular, but not exclusively, by raising awareness of the issues associated with sustainable resource use</b><br><b>(2) the advancement of education in the conservation, protection and improvement of the environment, in particular but not exclusively by encouraging the prudent use of natural resources, reducing pollution and raising awareness of environmental issues.</b> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>Advocating more sustainable diets and reduced food waste through the Eco Eats project in association with Cambridge Sustainable Food;</b><br><b>Encouraging biodiversity and nature recovery;</b><br><b>Reducing single-use plastic (through awareness raising, liaison with residents, schools and groups and supported by Surfers Against Sewage)</b>                                                                                                                                                                                                                          |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | <b>The trustees have had regard to the Charity Commission's guidance on public benefit.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Policy on social investment including program related investment | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Contribution made by volunteers                                  | Para 1.38      | <b>We operate entirely by volunteer input. During the period we had 55 members actively involved through committee membership, contributing to website content, Facebook posts, articles for local newsletters and general planning, liaison and admin.</b> |
| Other                                                            |                |                                                                                                                                                                                                                                                             |

**Achievements and Performance**

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <b>Main activities in 2025:</b> <ul style="list-style-type: none"> <li>• Taking a leading role in Cottenham Parish Council's Climate and Ecological Emergency Working Group,</li> <li>• Continuing to advocate for more sustainable diets and reduced food waste as part of the Eco Eats project.</li> <li>• Supporting nature and biodiversity in Cottenham through the activities of the Nature Recovery group.</li> <li>• Running our second 'Swish' – an exchange of quality used clothes.</li> <li>• Running a Yard Sale to encourage reuse rather than sending items to landfill.</li> <li>• Continuing to provide free thermal imaging surveys to householders using a camera borrowed from Cambridge Carbon Footprint</li> <li>• Conducting two village litter picks (April and November)</li> <li>• Supporting Cottenham Repair Café which takes place every few months.</li> </ul> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                              |           |  |
|--------------------------------------------------------------|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |



|                                                                                  |           |                        |
|----------------------------------------------------------------------------------|-----------|------------------------|
| zero reserves                                                                    |           |                        |
| Details of fund materially in deficit                                            | Para 1.24 | <b>Not applicable.</b> |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>Not applicable.</b> |

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                                 |           |               |
|---------------------------------------------------------------------------------|-----------|---------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>Grants</b> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |               |
| A description of the principal risks facing the charity                         | Para 1.46 |               |
| Other                                                                           |           |               |

### **Structure, Governance and Management**

|                                                                                                                                                                           |           |                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                 |
| Type of governing document (trust deed, royal charter)                                                                                                                    | Para 1.25 | <b>Constitution for a CIO with voting members other than its charity trustees – using Charity Commission model constitution</b> |
| How is the charity constituted? (e.g unincorporated association, CIO)                                                                                                     | Para 1.25 | <b>Charitable Incorporated Organisation</b>                                                                                     |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>As per Clause 13 option 1 of the CIO model constitution Trustees are appointed by the membership and retire by rotation.</b> |

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                                           |           |                                                                                                                                             |
|-------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <b>Not applicable</b>                                                                                                                       |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>Sustainable Cottenham liaises with Surfers Against Sewage and Cambridge Sustainable Food but has no financial affiliation with them.</b> |
| Relationship with any related parties                                                     | Para 1.51 | <b>Not applicable</b>                                                                                                                       |

|       |  |  |
|-------|--|--|
| Other |  |  |
|-------|--|--|

## Reference and Administrative details

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| Charity name                | Sustainable Cottenham                                   |
| Other name the charity uses | Not applicable                                          |
| Registered charity number   | 1188763                                                 |
| Charity's principal address | 11 Margett Street<br>Cottenham<br>Cambridge<br>CB24 8QY |
|                             |                                                         |

## 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  | Christine Ward | Treasurer       | Since formation 25/3/20           |                                                               |
| 2  | Jane Heath     | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 3  | Vicky Lacey    | Chair           | 8/11/21                           |                                                               |
| 4  | John Scott     |                 | 15/5/25                           |                                                               |
| 5  | Beth Fleetwood | Co-Secretary    | 15/5/25                           |                                                               |
| 6  |                |                 |                                   |                                                               |
| 7  |                |                 |                                   |                                                               |
| 8  |                |                 |                                   |                                                               |
| 9  |                |                 |                                   |                                                               |
| 10 |                |                 |                                   |                                                               |
| 11 |                |                 |                                   |                                                               |
| 12 |                |                 |                                   |                                                               |
| 13 |                |                 |                                   |                                                               |
| 14 |                |                 |                                   |                                                               |
| 15 |                |                 |                                   |                                                               |
| 16 |                |                 |                                   |                                                               |
| 17 |                |                 |                                   |                                                               |
| 18 |                |                 |                                   |                                                               |
| 19 |                |                 |                                   |                                                               |
| 20 |                |                 |                                   |                                                               |

## Corporate trustees – names of the directors at the date the report was approved

| Director name  |  |  |
|----------------|--|--|
| Not applicable |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name   | Dates acted if not for whole year |  |
|----------------|-----------------------------------|--|
| Not applicable |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| Description of the assets held in this capacity                                                                               | Not applicable |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | Not applicable |

### Additional information (optional)

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

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

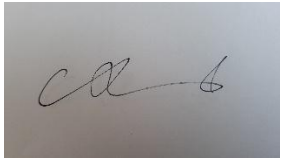
## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |                                                                                   |  |
|-------------------------------------|-----------------------------------------------------------------------------------|--|
| Signature(s)                        |  |  |
| Full name(s)                        | Christine Jane Ward                                                               |  |
| Position (eg Secretary, Chair, etc) | Treasurer                                                                         |  |
| Date                                | 23/3/26                                                                           |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Sustainable Cottenham CIO

No.  
1188763

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2025

To

31/12/2025

### Section A Receipts and payments

|                                                       | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                        |                                      |                                     |                                 |                               |
| FECA grant                                            | 200                                    | -                                    | -                                   | 200                             | 250                           |
| Local Connection Fund grants                          | -                                      | -                                    | -                                   | -                               | 1,875                         |
| Employee Volunteering grant                           | -                                      | -                                    | -                                   | -                               | 87                            |
| Parish Council Grant                                  | 176                                    | -                                    | -                                   | 176                             | 160                           |
| Donations incl Yard Sale & Swish                      | 325                                    | -                                    | -                                   | 325                             | 101                           |
| Sale of recipe books                                  | 5                                      | -                                    | -                                   | 5                               | 30                            |
| Rotary Club car park fund                             | 2,000                                  | -                                    | -                                   | 2,000                           | -                             |
| Repair Café income                                    | -                                      | 133                                  | -                                   | 133                             | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>2,706</b>                           | <b>133</b>                           | <b>-</b>                            | <b>2,839</b>                    | <b>2,503</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>2,706</b>                           | <b>133</b>                           | <b>-</b>                            | <b>2,839</b>                    | <b>2,503</b>                  |
| <b>A3 Payments</b>                                    |                                        |                                      |                                     |                                 |                               |
| Insurance                                             | 142                                    | 30                                   | -                                   | 172                             | 157                           |
| SumUp terminal                                        | -                                      | -                                    | -                                   | -                               | 59                            |
| FECA membership                                       | 15                                     | -                                    | -                                   | 15                              | 15                            |
| Hall hire litter pick                                 | 160                                    | -                                    | -                                   | 160                             | 83                            |
| Website & domain                                      | 156                                    | -                                    | -                                   | 156                             | 94                            |
| Design & publicity materials                          | 295                                    | -                                    | -                                   | 295                             | 194                           |
| Grants                                                | 155                                    | -                                    | -                                   | 155                             | 299                           |
| Nature Recovery items                                 | 552                                    | -                                    | -                                   | 552                             | 87                            |
| Payment for events                                    | 10                                     | 99                                   | -                                   | 109                             | 70                            |
| <b>Sub total</b>                                      | <b>1,484</b>                           | <b>129</b>                           | <b>-</b>                            | <b>1,613</b>                    | <b>1,058</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>1,484</b>                           | <b>129</b>                           | <b>-</b>                            | <b>1,613</b>                    | <b>1,058</b>                  |
| <b>Net of receipts/(payments)</b>                     | <b>1,222</b>                           | <b>4</b>                             | <b>-</b>                            | <b>1,226</b>                    | <b>1,445</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>2,572</b>                           | <b>1,164</b>                         | <b>-</b>                            | <b>3,737</b>                    | <b>2,292</b>                  |
| <b>Cash funds this year end</b>                       | <b>3,794</b>                           | <b>1,168</b>                         | <b>-</b>                            | <b>4,962</b>                    | <b>3,737</b>                  |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                        | Current account                                        | 3,726                              | 1,168                            | -                               |
|                                                             | Cash                                                   | 68                                 | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                | <b>3,794</b>                       | <b>1,168</b>                     | <b>-</b>                        |
|                                                             | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|                                                             |                                                        | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                             | Details                                                | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                                 | Details                                                | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | Details                                                | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details                                                | 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                 |                                 |
|                                                             |                                                        |                                    |                                  |                                 |

---

# Accounts

---



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 January 2024 Period start date**

**To 31 December 2024 Period end date**

**Charity name: Sustainable Cottenham**

**Charity registration number: 1188763**

## **Objectives and Activities**

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | <b>To promote for the benefit of the public in and around the civil parish of Cottenham Cambridgeshire:</b><br><b>(1) the advancement of education in the subject of sustainable living in particular, but not exclusively, by raising awareness of the issues associated with sustainable resource use</b><br><b>(2) the advancement of education in the conservation, protection and improvement of the environment, in particular but not exclusively by encouraging the prudent use of natural resources, reducing pollution and raising awareness of environmental issues.</b> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>Advocating more sustainable diets and reduced food waste through the Eco Eats project in association with Cambridge Sustainable Food;</b><br><b>Encouraging biodiversity and nature recovery;</b><br><b>Reducing single-use plastic (through awareness raising, liaison with residents, schools and groups and supported by Surfers Against Sewage)</b>                                                                                                                                                                                                                          |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | <b>The trustees have had regard to the Charity Commission's guidance on public benefit.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Policy on social investment including program related investment | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Contribution made by volunteers                                  | Para 1.38      | <b>We operate entirely by volunteer input. During the period we had 40 members actively involved through committee membership, contributing to website content, Facebook posts, articles for local newsletters and general planning, liaison and admin.</b> |
| Other                                                            |                |                                                                                                                                                                                                                                                             |

**Achievements and Performance**

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <b>Main activities in 2024:</b> <ul style="list-style-type: none"> <li>• Taking a leading role in Cottenham Parish Council's Climate and Ecological Emergency Working Group,</li> <li>• Continuing to advocate for more sustainable diets and reduced food waste as part of the Eco Eats project.</li> <li>• Supporting nature and biodiversity in Cottenham through the activities of the Nature Recovery group.</li> <li>• Running our first 'Swish' – an exchange of quality used clothes.</li> <li>• Holding a Mass Unwrap at the Co-op in June to draw attention to the level of unnecessary plastic packaging on grocery items.</li> <li>• Running the reusable cup scheme at the 2024 Fen Edge</li> <li>• Continuing to provide free thermal imaging surveys to householders using a camera borrowed from Cambridge Carbon Footprint</li> <li>• Conducting two village litter picks (April and November)</li> <li>• Supporting Cottenham Repair Café which takes place every few months.</li> </ul> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                     |           |  |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 |  |
|-------------------------------------|-----------|--|

|                                                              |           |                       |
|--------------------------------------------------------------|-----------|-----------------------|
| Performance of fundraising activities against objectives set | Para 1.41 |                       |
| Investment performance against objectives                    | Para 1.41 |                       |
| Other                                                        |           | <b>Not applicable</b> |

## Financial Review

|                                                                     |           |                                                                                |                           |                                                                                                |                             |                    |
|---------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| Review of the charity's financial position at the end of the period | Para 1.21 | <b>The funds held at the end of the financial year totalled £3,736.57</b>      |                           |                                                                                                |                             |                    |
|                                                                     |           |                                                                                | <b>Unrestricted funds</b> | <b>Restricted: Cottenham Connected</b>                                                         | <b>Restricted: Eco Eats</b> | <b>Total funds</b> |
|                                                                     |           | <b>Receipts</b>                                                                | £                         | £                                                                                              | £                           | £                  |
|                                                                     |           | Grants & donations                                                             | 2,472.98                  | 0                                                                                              | 0                           | 2,472.98           |
|                                                                     |           | Sales of recipe book                                                           | 29.61                     | 0                                                                                              | 0                           | 29.61              |
|                                                                     |           | Sub-total                                                                      | 2,502.59                  | 0                                                                                              | 0                           | 2,502.59           |
|                                                                     |           | <b>Payments</b>                                                                |                           |                                                                                                |                             |                    |
|                                                                     |           | Running costs                                                                  | 633.49                    | 0                                                                                              | 424.39                      | 1057.98            |
|                                                                     |           | <b>Net cash funds for year</b>                                                 | 1,869.10                  | 0                                                                                              | -424.39                     | 1,444.61           |
|                                                                     |           | Transfer between funds                                                         | 269.10                    | 0                                                                                              | -269.10                     | 0                  |
|                                                                     |           | Cash funds from last year                                                      | 433.93                    | 445.37                                                                                         | 1,412.56                    | 2,291.86           |
|                                                                     |           | <b>Cash funds at year end</b>                                                  | 2,572.13                  | 445.37                                                                                         | 719.07                      | 3,736.57           |
|                                                                     |           |                                                                                |                           |                                                                                                |                             |                    |
|                                                                     |           | Statement explaining the policy for holding reserves stating why they are held | Para 1.22                 | <b>We hold cash reserves to allow expenditure to be carried forward into subsequent years.</b> |                             |                    |
| Amount of reserves held                                             | Para 1.22 | <b>The total funds carried forward into 2025 were £3,736.57</b>                |                           |                                                                                                |                             |                    |
| Reasons for holding zero reserves                                   | Para 1.22 | <b>Not applicable.</b>                                                         |                           |                                                                                                |                             |                    |
| Details of fund materially in deficit                               | Para 1.24 | <b>Not applicable.</b>                                                         |                           |                                                                                                |                             |                    |
| Explanation of any uncertainties                                    | Para 1.23 | <b>Not applicable.</b>                                                         |                           |                                                                                                |                             |                    |

|                                                 |  |  |
|-------------------------------------------------|--|--|
| about the charity continuing as a going concern |  |  |
|-------------------------------------------------|--|--|

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |               |
|---------------------------------------------------------------------------------|-----------|---------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>Grants</b> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |               |
| A description of the principal risks facing the charity                         | Para 1.46 |               |
| Other                                                                           |           |               |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                 |
| Type of governing document<br>( <a href="#">trust deed</a> , <a href="#">royal charter</a> )                                                                              | Para 1.25 | <b>Constitution for a CIO with voting members other than its charity trustees – using Charity Commission model constitution</b> |
| How is the charity constituted?<br>( <a href="#">e.g unincorporated association</a> , CIO)                                                                                | Para 1.25 | <b>Charitable Incorporated Organisation</b>                                                                                     |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>As per Clause 13 option 1 of the CIO model constitution Trustees are appointed by the membership and retire by rotation.</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |                                                                                                                                             |
|-------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <b>Not applicable</b>                                                                                                                       |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>Sustainable Cottenham liaises with Surfers Against Sewage and Cambridge Sustainable Food but has no financial affiliation with them.</b> |
| Relationship with any related parties                                                     | Para 1.51 | <b>Not applicable</b>                                                                                                                       |
| Other                                                                                     |           |                                                                                                                                             |

## Reference and Administrative details

|                             |                       |
|-----------------------------|-----------------------|
| Charity name                | Sustainable Cottenham |
| Other name the charity uses | Not applicable        |
| Registered charity number   | 1188763               |

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| Charity's principal address | 11 Margett Street<br>Cottenham<br>Cambridge<br>CB24 8QY |
|                             |                                                         |

## 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  | Christine Ward  | Chair           | Since formation 25/3/20           |                                                               |
| 2  | Jane Heath      | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 3  | Justin Hiscock  | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 4  | Catherine Burch | Treasurer       | Since formation 25/3/20           |                                                               |
| 5  | Vicky Lacey     |                 | 8/11/21                           |                                                               |
| 6  |                 |                 |                                   |                                                               |
| 7  |                 |                 |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

## Corporate trustees – names of the directors at the date the report was approved

| Director name  |  |  |
|----------------|--|--|
| Not applicable |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name   | Dates acted if not for whole year |  |
|----------------|-----------------------------------|--|
| Not applicable |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| Description of the assets held in this capacity                                                                               | Not applicable |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | Not applicable |

### Additional information (optional)

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

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

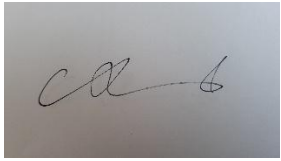
## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |                                                                                   |                  |
|-------------------------------------|-----------------------------------------------------------------------------------|------------------|
| Signature(s)                        |  |                  |
| Full name(s)                        | Christine Jane Ward                                                               |                  |
| Position (eg Secretary, Chair, etc) | Chair                                                                             | (at end of 2024) |
| Date                                | 19/5/2025                                                                         |                  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sustainable Cottenham CIO

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-24

To

31-Dec-24

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br><br>to the nearest<br>£ | Restricted<br>funds -<br>Cottenham<br>Connected<br><br>to the nearest £ | Restricted<br>funds - Eco<br>Eats<br><br>to the nearest £ | Total funds<br><br>to the nearest £ | Last year<br><br>to the nearest £ |
|-------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------|-----------------------------------|
| <b>A1 Receipts</b>                                    |                                                  |                                                                         |                                                           |                                     |                                   |
| FECA grant                                            | 250                                              | -                                                                       | -                                                         | 250                                 | -                                 |
| Local Connection Fund grants                          | 1,875                                            | -                                                                       | -                                                         | 1,875                               | -                                 |
| Employee Volunteering grant                           | 87                                               | -                                                                       | -                                                         | 87                                  | -                                 |
| Parish Council Grant                                  | 160                                              | -                                                                       | -                                                         | 160                                 | 160                               |
| Donations                                             | 101                                              | -                                                                       | -                                                         | 101                                 | -                                 |
| Sale of recipe books                                  | 30                                               | -                                                                       | -                                                         | 30                                  | 65                                |
|                                                       |                                                  |                                                                         |                                                           | -                                   | -                                 |
|                                                       |                                                  |                                                                         |                                                           | -                                   | -                                 |
| <b>Sub total (Gross income for AR)</b>                | <b>2,503</b>                                     | <b>-</b>                                                                | <b>-</b>                                                  | <b>2,503</b>                        | <b>225</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>2,503</b>                                     | <b>-</b>                                                                | <b>-</b>                                                  | <b>2,503</b>                        | <b>225</b>                        |
| <b>A3 Payments</b>                                    |                                                  |                                                                         |                                                           |                                     |                                   |
| Insurance                                             | 157                                              | -                                                                       | -                                                         | 157                                 | 157                               |
| SumUp terminal                                        | 59                                               | -                                                                       | -                                                         | 59                                  | -                                 |
| FECA membership                                       | 15                                               | -                                                                       | -                                                         | 15                                  | 15                                |
| Hall hire litter pick                                 | 83                                               | -                                                                       | -                                                         | 83                                  | 138                               |
| Website                                               | 94                                               | -                                                                       | -                                                         | 94                                  | 83                                |
| Design & publicity materials                          | 130                                              | -                                                                       | 65                                                        | 194                                 | -                                 |
| Grants                                                | -                                                | -                                                                       | 299                                                       | 299                                 | -                                 |
| Mulch (claimed from Emp. Vol.)                        | 87                                               | -                                                                       | -                                                         | 87                                  | -                                 |
| Payment for events                                    | 10                                               | -                                                                       | 60                                                        | 70                                  | -                                 |
| <b>Sub total</b>                                      | <b>633</b>                                       | <b>-</b>                                                                | <b>424</b>                                                | <b>1,058</b>                        | <b>393</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>633</b>                                       | <b>-</b>                                                                | <b>424</b>                                                | <b>1,058</b>                        | <b>393</b>                        |
| <b>Net of receipts/(payments)</b>                     | <b>1,869</b>                                     | <b>-</b>                                                                | <b>- 424</b>                                              | <b>1,445</b>                        | <b>- 168</b>                      |
| <b>A5 Transfers between funds</b>                     | <b>269</b>                                       | <b>-</b>                                                                | <b>- 269</b>                                              | <b>-</b>                            | <b>-</b>                          |
| <b>A6 Cash funds last year end</b>                    | <b>434</b>                                       | <b>445</b>                                                              | <b>1,413</b>                                              | <b>2,292</b>                        | <b>2,460</b>                      |
| <b>Cash funds this year end</b>                       | <b>2,572</b>                                     | <b>445</b>                                                              | <b>719</b>                                                | <b>3,737</b>                        | <b>2,292</b>                      |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                | Unrestricted funds              | Restricted funds - Cottenham Connected | Restricted funds - Eco Eats |
|-------------------------------------------------------------|--------------------------------------------------------|---------------------------------|----------------------------------------|-----------------------------|
| <b>B1 Cash funds</b>                                        |                                                        | to nearest £                    | to nearest £                           | to nearest £                |
|                                                             | Current account                                        | 2,514                           | 445                                    | 719                         |
|                                                             | Cash                                                   | 58                              | -                                      |                             |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             | <b>Total cash funds</b>                                | <b>2,572</b>                    | <b>445</b>                             | <b>719</b>                  |
|                                                             | (agree balances with receipts and payments account(s)) | OK                              | OK                                     | OK                          |
|                                                             |                                                        | Unrestricted funds              | Restricted funds - Cottenham Connected | Restricted funds - Eco Eats |
| <b>B2 Other monetary assets</b>                             | Details                                                | to nearest £                    | to nearest £                           | to nearest £                |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
| <b>B3 Investment assets</b>                                 | Details                                                | Fund to which asset belongs     | Cost (optional)                        | Current value (optional)    |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
| <b>B4 Assets retained for the charity's own use</b>         | Details                                                | Fund to which asset belongs     | Cost (optional)                        | Current value (optional)    |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
| <b>B5 Liabilities</b>                                       | Details                                                | 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                       |                             |
|                                                             |                                                        | Christine Ward                  |                                        |                             |
|                                                             |                                                        |                                 | 08/05/2025                             |                             |
| CCXX R2 accounts (SS)                                       | 2                                                      |                                 |                                        |                             |

---

# Accounts

---



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 January 2023 Period start date**

**To 31 December 2023 Period end date**

**Charity name: Sustainable Cottenham**

**Charity registration number: 1188763**

## **Objectives and Activities**

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | <b>To promote for the benefit of the public in and around the civil parish of Cottenham Cambridgeshire:</b><br><b>(1) the advancement of education in the subject of sustainable living in particular, but not exclusively, by raising awareness of the issues associated with sustainable resource use</b><br><b>(2) the advancement of education in the conservation, protection and improvement of the environment, in particular but not exclusively by encouraging the prudent use of natural resources, reducing pollution and raising awareness of environmental issues.</b> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>Advocating more sustainable diets and reduced food waste through the Eco Eats project in association with Cambridge Sustainable Food; Reducing single-use plastic (through awareness raising, liaison with residents, schools and groups and supported by Surfers Against Sewage); encouraging social sustainability through the fostering of Cottenham Connected.</b>                                                                                                                                                                                                           |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | <b>The trustees have had regard to the Charity Commission's guidance on public benefit.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Policy on social investment including program related investment | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Contribution made by volunteers                                  | Para 1.38      | <b>We operate entirely by volunteer input. During the period we had 40 members actively involved through committee membership, contributing to website content, Facebook posts, articles for local newsletters and general planning, liaison and admin.</b> |
| Other                                                            |                |                                                                                                                                                                                                                                                             |

**Achievements and Performance**

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p><b>However, there have been three main activities in 2023:</b></p> <ul style="list-style-type: none"> <li>• <b>advocating more sustainable diets and reduced food waste.</b> Sustainable Cottenham was awarded a South Cambridgeshire District Council (SCDC) Zero Carbon Communities grant in 2020 to hold an Eco Eats festival in association with Cambridge Sustainable Food. We have also published a book of climate friendly recipes and about 120 have been sold.</li> <li>• <b>supporting nature and biodiversity in Cottenham through the activities of the Nature Recovery group.</b> Volunteers have sown a wildflower mini-meadow on the village green, helped create a pond on a field on Histon Road and improved woodland management at Fen Reeves wood. Achievements have been greatly helped through collaboration with Cottenham Parish Council and the New Life on the Old West project.</li> <li>• <b>reducing single-use plastic (through awareness raising, liaison with residents, schools and groups and supported by our participation in campaigns by Surfers Against Sewage).</b> We were proud to appoint our first Plastic Free Business Champion: Fen End Farm. In addition, Sustainable Cottenham has organised twice-yearly village litter picks and cycle-path clean-up working parties.</li> </ul> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                              |           |                       |
|--------------------------------------------------------------|-----------|-----------------------|
| Achievements against objectives set                          | Para 1.41 |                       |
| Performance of fundraising activities against objectives set | Para 1.41 |                       |
| Investment performance against objectives                    | Para 1.41 |                       |
| Other                                                        |           | <b>Not applicable</b> |

**Financial Review**

|                                                                                |           |                                                                                                |                           |                                        |                             |                    |
|--------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------|-----------------------------|--------------------|
| Review of the charity's financial position at the end of the period            | Para 1.21 | <b>The funds held at the end of the financial year totalled £2,459.89</b>                      |                           |                                        |                             |                    |
|                                                                                |           |                                                                                                | <b>Unrestricted funds</b> | <b>Restricted: Cottenham Connected</b> | <b>Restricted: Eco Eats</b> | <b>Total funds</b> |
|                                                                                |           | <b><i>Receipts</i></b>                                                                         | £                         | £                                      | £                           | £                  |
|                                                                                |           | Grants                                                                                         | 160.00                    | 0                                      | 0                           | 160.00             |
|                                                                                |           | Sales of recipe book                                                                           | 0                         | 0                                      | 65.00                       | 65.00              |
|                                                                                |           | Sub-total                                                                                      | 160.00                    | 0                                      | 65.00                       | 225.00             |
|                                                                                |           | <b><i>Payments</i></b>                                                                         |                           |                                        |                             |                    |
|                                                                                |           | Running costs                                                                                  | 393.03                    | 0                                      | 0                           | 393.03             |
|                                                                                |           | <b>Net cash funds for year</b>                                                                 | -233.03                   | 0                                      | 65.00                       | -168.03            |
|                                                                                |           | Cash funds from last year                                                                      | 666.96                    | 445.37                                 | 1,347.56                    | 2,459.89           |
|                                                                                |           | <b>Cash funds at year end</b>                                                                  | 433.93                    | 445.37                                 | 1,412.56                    | 2,291.86           |
|                                                                                |           |                                                                                                |                           |                                        |                             |                    |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <b>We hold cash reserves to allow expenditure to be carried forward into subsequent years.</b> |                           |                                        |                             |                    |
| Amount of reserves held                                                        | Para 1.22 | <b>The total funds carried forward into 2023 were £2,291.86</b>                                |                           |                                        |                             |                    |
| Reasons for holding zero reserves                                              | Para 1.22 | <b>Not applicable.</b>                                                                         |                           |                                        |                             |                    |
| Details of fund materially in deficit                                          | Para 1.24 | <b>Not applicable.</b>                                                                         |                           |                                        |                             |                    |
| Explanation of any                                                             | Para 1.23 | <b>Not applicable.</b>                                                                         |                           |                                        |                             |                    |

|                                                               |  |  |
|---------------------------------------------------------------|--|--|
| uncertainties about the charity continuing as a going concern |  |  |
|---------------------------------------------------------------|--|--|

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |                      |
|---------------------------------------------------------------------------------|-----------|----------------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>Grant funding</b> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |                      |
| A description of the principal risks facing the charity                         | Para 1.46 |                      |
| Other                                                                           |           |                      |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                 |
| Type of governing document<br>( <a href="#">trust deed</a> , <a href="#">royal charter</a> )                                                                              | Para 1.25 | <b>Constitution for a CIO with voting members other than its charity trustees – using Charity Commission model constitution</b> |
| How is the charity constituted?<br>(e.g. <a href="#">unincorporated association</a> , <a href="#">CIO</a> )                                                               | Para 1.25 | <b>Charitable Incorporated Organisation</b>                                                                                     |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>As per Clause 13 option 1 of the CIO model constitution Trustees are appointed by the membership and retire by rotation.</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |                                                                                                                                             |
|-------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <b>Not applicable</b>                                                                                                                       |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>Sustainable Cottenham liaises with Surfers Against Sewage and Cambridge Sustainable Food but has no financial affiliation with them.</b> |
| Relationship with any related parties                                                     | Para 1.51 | <b>Not applicable</b>                                                                                                                       |
| Other                                                                                     |           |                                                                                                                                             |

## Reference and Administrative details

|                             |                       |
|-----------------------------|-----------------------|
| Charity name                | Sustainable Cottenham |
| Other name the charity uses | Not applicable        |
| Registered charity number   | 1188763               |

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| Charity's principal address | 11 Margett Street<br>Cottenham<br>Cambridge<br>CB24 8QY |
|                             |                                                         |

## 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  | Christine Ward  | Chair           | Since formation 25/3/20           |                                                               |
| 2  | Jane Heath      | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 3  | Justin Hiscock  | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 4  | Catherine Burch | Treasurer       | Since formation 25/3/20           |                                                               |
| 5  | Vicky Lacey     |                 | 8/11/21                           |                                                               |
| 6  |                 |                 |                                   |                                                               |
| 7  |                 |                 |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

## Corporate trustees – names of the directors at the date the report was approved

| Director name  |  |  |
|----------------|--|--|
| Not applicable |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name   | Dates acted if not for whole year |  |
|----------------|-----------------------------------|--|
| Not applicable |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| Description of the assets held in this capacity                                                                               | Not applicable |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | Not applicable |

### Additional information (optional)

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

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |                     |  |
|-------------------------------------|---------------------|--|
| Signature(s)                        |                     |  |
| Full name(s)                        | Christine Jane Ward |  |
| Position (eg Secretary, Chair, etc) | Chair               |  |
| Date                                | 04/6/2024           |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sustainable Cottenham CIO

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-23

To

31-Dec-23

### Section A Receipts and payments

|                                                          | Unrestricted<br>funds | Restricted<br>funds -<br>Cottenham<br>Connected | Restricted<br>funds - Eco<br>Eats | Total funds      | Last year         |
|----------------------------------------------------------|-----------------------|-------------------------------------------------|-----------------------------------|------------------|-------------------|
|                                                          | to the nearest £      | to the nearest £                                | to the nearest £                  | to the nearest £ | to the nearest £  |
| <b>A1 Receipts</b>                                       |                       |                                                 |                                   |                  |                   |
| FECA grant                                               |                       | -                                               | -                                 | -                | 250.00            |
| Local Connection Fund grants                             | -                     | -                                               | -                                 | -                | -                 |
| Cambridgeshire Communities Foundation grant              | -                     | -                                               | -                                 | -                | -                 |
| Donations                                                | -                     | -                                               | -                                 | -                | -                 |
| Parish Council grant                                     | 160.00                | -                                               | -                                 | 160.00           | 144.00            |
| Sale of recipe books                                     | -                     | -                                               | 65.00                             | 65.00            | 222.28            |
|                                                          | -                     | -                                               | -                                 | -                | -                 |
|                                                          | -                     | -                                               | -                                 | -                | -                 |
| <b>Sub total (Gross income for AR)</b>                   | <b>160.00</b>         | <b>-</b>                                        | <b>65.00</b>                      | <b>225.00</b>    | <b>616.28</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>160.00</b>         | <b>-</b>                                        | <b>65.00</b>                      | <b>225.00</b>    | <b>616.28</b>     |
| <b>A3 Payments</b>                                       |                       |                                                 |                                   |                  |                   |
| Insurance                                                | 157.00                | -                                               | -                                 | 157.00           | 157.00            |
| Hall hire                                                | -                     | -                                               | -                                 | -                | 120.00            |
| FECA membership                                          | 15.00                 | -                                               | -                                 | 15.00            | 15.00             |
| Hall hire litter pick                                    | 138.23                | -                                               | -                                 | 138.23           | 140.00            |
| Website                                                  | 82.80                 | -                                               | -                                 | 82.80            | 82.80             |
| Design & publicity materials                             | -                     | -                                               | -                                 | -                | 440.50            |
| Printing (recipe book)                                   | -                     | -                                               | -                                 | -                | 711.00            |
| Refreshments                                             | -                     | -                                               | -                                 | -                | -                 |
| Repayment of Cambridgeshire Communities Foundation grant | -                     | -                                               | -                                 | -                | 3,395.95          |
| <b>Sub total</b>                                         | <b>393.03</b>         | <b>-</b>                                        | <b>-</b>                          | <b>393.03</b>    | <b>5,062.25</b>   |
| <b>A4 Asset and investment purchases. (see table)</b>    |                       |                                                 |                                   |                  |                   |
| Furniture for Sunday Socials                             | -                     | -                                               | -                                 | -                | -                 |
| Games & equipment                                        | -                     | -                                               | -                                 | -                | -                 |
| <b>Sub total</b>                                         | <b>-</b>              | <b>-</b>                                        | <b>-</b>                          | <b>-</b>         | <b>-</b>          |
| <b>Total payments</b>                                    | <b>393.03</b>         | <b>-</b>                                        | <b>-</b>                          | <b>393.03</b>    | <b>5,062.25</b>   |
| <b>Net of receipts/(payments)</b>                        | <b>- 233.03</b>       | <b>-</b>                                        | <b>65.00</b>                      | <b>- 168.03</b>  | <b>- 4,445.97</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>666.96</b>         | <b>445.37</b>                                   | <b>1,347.56</b>                   | <b>2,459.89</b>  | <b>6,905.86</b>   |
| <b>Cash funds this year end</b>                          | <b>433.93</b>         | <b>445.37</b>                                   | <b>1,412.56</b>                   | <b>2,291.86</b>  | <b>2,459.89</b>   |

Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                | Unrestricted funds              | Restricted funds - Cottenham Connected | Restricted funds - Eco Eats |
|-------------------------------------------------------------|--------------------------------------------------------|---------------------------------|----------------------------------------|-----------------------------|
|                                                             |                                                        | to nearest £                    | to nearest £                           | to nearest £                |
| B1 Cash funds                                               | Current account                                        | 433.93                          | 321.74                                 | 1,143.46                    |
|                                                             | Cash                                                   | -                               | 123.63                                 | 269.10                      |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             | <b>Total cash funds</b>                                | <b>433.93</b>                   | <b>445.37</b>                          | <b>1,412.56</b>             |
|                                                             | (agree balances with receipts and payments account(s)) | OK                              | OK                                     | OK                          |
|                                                             |                                                        | Unrestricted funds              | Restricted funds - Cottenham Connected | Restricted funds - Eco Eats |
|                                                             |                                                        | to nearest £                    | to nearest £                           | to nearest £                |
| B2 Other monetary assets                                    |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
|                                                             |                                                        | -                               | -                                      | -                           |
| B3 Investment assets                                        |                                                        | Fund to which asset belongs     | Cost (optional)                        | Current value (optional)    |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
| B4 Assets retained for the charity's own use                |                                                        | Fund to which asset belongs     | Cost (optional)                        | Current value (optional)    |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
|                                                             |                                                        |                                 | -                                      | -                           |
| B5 Liabilities                                              |                                                        | 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                       |                             |
|                                                             |                                                        | Catherine Burch                 |                                        |                             |
|                                                             |                                                        |                                 |                                        |                             |

---

# Accounts

---



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 January 2022 Period start date**

**To 31 December 2022 Period end date**

**Charity name: Sustainable Cottenham**

**Charity registration number: 1188763**

## **Objectives and Activities**

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | <b>To promote for the benefit of the public in and around the civil parish of Cottenham Cambridgeshire:</b><br><b>(1) the advancement of education in the subject of sustainable living in particular, but not exclusively, by raising awareness of the issues associated with sustainable resource use</b><br><b>(2) the advancement of education in the conservation, protection and improvement of the environment, in particular but not exclusively by encouraging the prudent use of natural resources, reducing pollution and raising awareness of environmental issues.</b> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>Advocating more sustainable diets and reduced food waste through the Eco Eats project in association with Cambridge Sustainable Food; Reducing single-use plastic (through awareness raising, liaison with residents, schools and groups and supported by Surfers Against Sewage); encouraging social sustainability through the fostering of Cottenham Connected.</b>                                                                                                                                                                                                           |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | <b>The trustees have had regard to the Charity Commission's guidance on public benefit.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Policy on social investment including program related investment | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Contribution made by volunteers                                  | Para 1.38      | <b>We operate entirely by volunteer input. During the period we had 50 members actively involved through committee membership, contributing to website content, Facebook posts, articles for local newsletters and general planning, liaison and admin.</b> |
| Other                                                            |                |                                                                                                                                                                                                                                                             |

**Achievements and Performance**

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p><b>However, there have been three main activities in 2022:</b></p> <ul style="list-style-type: none"> <li>• <b>advocating more sustainable diets and reduced food waste.</b> Sustainable Cottenham was awarded a South Cambridgeshire District Council (SCDC) Zero Carbon Communities grant in 2020 to hold an Eco Eats festival in association with Cambridge Sustainable Food and has been further supported indirectly by a grant from the SCDC ZCC fund (2021) to Cambridge Sustainable Food to enable them to deliver additional activities in Cottenham in 2022. Disco Soup was a success at Cottenham Primary School. The stand and the demonstrations at the Fen Edge Festival were also popular. We have also published a book of climate friendly recipes and about 100 have been sold.</li> <li>• <b>supporting nature and biodiversity in Cottenham through the activities of the Nature Recovery group.</b> Volunteers have sown a wildflower mini-meadow on the village green, helped create a pond on a field on Histon Road and improved woodland management at Fen Reeves wood. Achievements have been greatly helped through collaboration with Cottenham Parish Council and the New Life on the Old West project.</li> <li>• <b>reducing single-use plastic</b> (through awareness raising, liaison with residents, schools and groups and supported by our participation in</li> </ul> |

|  |  |                                                                                                                                                                                                                                                    |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | campaigns by Surfers Against Sewage). We were proud to appoint our first Plastic Free Business Champion: Fen End Farm. In addition, Sustainable Cottenham has organised twice-yearly village litter picks and cycle-path clean-up working parties. |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |                       |
|--------------------------------------------------------------|-----------|-----------------------|
| Achievements against objectives set                          | Para 1.41 |                       |
| Performance of fundraising activities against objectives set | Para 1.41 |                       |
| Investment performance against objectives                    | Para 1.41 |                       |
| Other                                                        |           | <b>Not applicable</b> |

## Financial Review

|                                                                     |           |                                                                                                |                           |                                        |                             |                    |
|---------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------|-----------------------------|--------------------|
| Review of the charity's financial position at the end of the period | Para 1.21 | <b>The funds held at the end of the financial year totalled £2,459.89</b>                      |                           |                                        |                             |                    |
|                                                                     |           |                                                                                                | <b>Unrestricted funds</b> | <b>Restricted: Cottenham Connected</b> | <b>Restricted: Eco Eats</b> | <b>Total funds</b> |
|                                                                     |           | <b><i>Receipts</i></b>                                                                         | £                         | £                                      | £                           | £                  |
|                                                                     |           | Grants                                                                                         | 394.00                    | 0                                      | 0                           | 394.00             |
|                                                                     |           | Sales of recipe book                                                                           | 0                         | 0                                      | 222.28                      | 222.28             |
|                                                                     |           | Sub-total                                                                                      | 394.00                    | 0                                      | 222.28                      | 616.28             |
|                                                                     |           | <b><i>Payments</i></b>                                                                         |                           |                                        |                             |                    |
|                                                                     |           | Running costs                                                                                  | 394.80                    | 0                                      | 1,271.50                    | 1,666.30           |
|                                                                     |           | Return of grant                                                                                | 0                         | 3,395.95                               | 0                           | 3,395.95           |
|                                                                     |           | <b>Net cash funds for year</b>                                                                 | -0.80                     | -3395.95                               | -1,049.22                   | -4,445.97          |
|                                                                     |           | Cash funds from last year                                                                      | 667.76                    | 3,841.32                               | 2,396.78                    | 6,905.86           |
|                                                                     |           | <b>Cash funds at year end</b>                                                                  | 666.96                    | 445.37                                 | 1,347.56                    | 2,459.89           |
| Statement explaining the policy for holding reserves                | Para 1.22 | <b>We hold cash reserves to allow expenditure to be carried forward into subsequent years.</b> |                           |                                        |                             |                    |

|                                                                                  |           |                                                                 |
|----------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------|
| stating why they are held                                                        |           |                                                                 |
| Amount of reserves held                                                          | Para 1.22 | <b>The total funds carried forward into 2023 were £2,459.89</b> |
| Reasons for holding zero reserves                                                | Para 1.22 | <b>Not applicable.</b>                                          |
| Details of fund materially in deficit                                            | Para 1.24 | <b>Not applicable.</b>                                          |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>Not applicable.</b>                                          |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |                      |
|---------------------------------------------------------------------------------|-----------|----------------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>Grant funding</b> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |                      |
| A description of the principal risks facing the charity                         | Para 1.46 |                      |
| Other                                                                           |           |                      |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                 |
| Type of governing document (trust deed, royal charter)                                                                                                                    | Para 1.25 | <b>Constitution for a CIO with voting members other than its charity trustees – using Charity Commission model constitution</b> |
| How is the charity constituted? (e.g unincorporated association, CIO)                                                                                                     | Para 1.25 | <b>Charitable Incorporated Organisation</b>                                                                                     |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>As per Clause 13 option 1 of the CIO model constitution Trustees are appointed by the membership and retire by rotation.</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |                                                                                |
|-------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <b>Not applicable</b>                                                          |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>Sustainable Cottenham liaises with Surfers Against Sewage and Cambridge</b> |

|                                       |           |                                                                     |
|---------------------------------------|-----------|---------------------------------------------------------------------|
|                                       |           | <b>Sustainable Food but has no financial affiliation with them.</b> |
| Relationship with any related parties | Para 1.51 | <b>Not applicable</b>                                               |
| Other                                 |           |                                                                     |

## Reference and Administrative details

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| Charity name                | Sustainable Cottenham                                   |
| Other name the charity uses | Not applicable                                          |
| Registered charity number   | 1188763                                                 |
| Charity's principal address | 11 Margett Street<br>Cottenham<br>Cambridge<br>CB24 8QY |
|                             |                                                         |

## 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  | Christine Ward  | Chair           | Since formation 25/3/20           |                                                               |
| 2  | Jane Heath      | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 3  | Justin Hiscock  | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 4  | Catherine Burch | Treasurer       | Since formation 25/3/20           |                                                               |
| 5  | Vicky Lacey     |                 | 8/11/21                           |                                                               |
| 6  |                 |                 |                                   |                                                               |
| 7  |                 |                 |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

## Corporate trustees – names of the directors at the date the report was approved

| Director name  |  |  |
|----------------|--|--|
| Not applicable |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name   | Dates acted if not for whole year |  |
|----------------|-----------------------------------|--|
| Not applicable |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| Description of the assets held in this capacity                                                                               | Not applicable |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | Not applicable |

### Additional information (optional)

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

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |                     |  |
|-------------------------------------|---------------------|--|
| Signature(s)                        |                     |  |
| Full name(s)                        | Christine Jane Ward |  |
| Position (eg Secretary, Chair, etc) | Chair               |  |
| Date                                | 14/4/2023           |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sustainable Cottenham CIO

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-22

To

31-Dec-22

### Section A Receipts and payments

|                                                          | Unrestricted<br>funds | Restricted<br>funds -<br>Cottenham<br>Connected | Restricted<br>funds - Eco<br>Eats | Total funds       | Last year        |
|----------------------------------------------------------|-----------------------|-------------------------------------------------|-----------------------------------|-------------------|------------------|
|                                                          | to the nearest £      | to the nearest £                                | to the nearest £                  | to the nearest £  | to the nearest £ |
| <b>A1 Receipts</b>                                       |                       |                                                 |                                   |                   |                  |
| FECA grant                                               | 250.00                | -                                               | -                                 | 250.00            | -                |
| Local Connection Fund grants                             | -                     | -                                               | -                                 | -                 | 4,597.00         |
| Cambridgeshire Communities Foundation grant              | -                     | -                                               | -                                 | -                 | 4,015.00         |
| Donations                                                | -                     | -                                               | -                                 | -                 | 119.83           |
| Parish Council grant                                     | 144.00                | -                                               | -                                 | 144.00            | -                |
| Sale of recipe books                                     | -                     | -                                               | 222.28                            | 222.28            | -                |
|                                                          | -                     | -                                               | -                                 | -                 | -                |
|                                                          | -                     | -                                               | -                                 | -                 | -                |
| <b>Sub total (Gross income for AR)</b>                   | <b>394.00</b>         | <b>-</b>                                        | <b>222.28</b>                     | <b>616.28</b>     | <b>8,731.83</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>394.00</b>         | <b>-</b>                                        | <b>222.28</b>                     | <b>616.28</b>     | <b>8,731.83</b>  |
| <b>A3 Payments</b>                                       |                       |                                                 |                                   |                   |                  |
| Insurance                                                | 157.00                | -                                               | -                                 | 157.00            | 242.56           |
| Hall hire                                                | -                     | -                                               | 120.00                            | 120.00            | 528.00           |
| FECA membership                                          | 15.00                 | -                                               | -                                 | 15.00             | 15.00            |
| Hall hire litter pick                                    | 140.00                | -                                               | -                                 | 140.00            | -                |
| Website                                                  | 82.80                 | -                                               | -                                 | 82.80             | -                |
| Design & publicity materials                             | -                     | -                                               | 440.50                            | 440.50            | 346.55           |
| Printing (recipe book)                                   | -                     | -                                               | 711.00                            | 711.00            | -                |
| Refreshments                                             | -                     | -                                               | -                                 | -                 | 85.05            |
| Repayment of Cambridgeshire Communities Foundation grant | -                     | 3,395.95                                        | -                                 | 3,395.95          | -                |
| <b>Sub total</b>                                         | <b>394.80</b>         | <b>3,395.95</b>                                 | <b>1,271.50</b>                   | <b>5,062.25</b>   | <b>1,217.16</b>  |
| <b>A4 Asset and investment purchases, (see table)</b>    |                       |                                                 |                                   |                   |                  |
| Furniture for Sunday Socials                             | -                     | -                                               | -                                 | -                 | 4,203.24         |
| Games & equipment                                        | -                     | -                                               | -                                 | -                 | 261.07           |
| <b>Sub total</b>                                         | <b>-</b>              | <b>-</b>                                        | <b>-</b>                          | <b>-</b>          | <b>4,464.31</b>  |
| <b>Total payments</b>                                    | <b>394.80</b>         | <b>3,395.95</b>                                 | <b>1,271.50</b>                   | <b>5,062.25</b>   | <b>5,681.47</b>  |
| <b>Net of receipts/(payments)</b>                        | <b>- 0.80</b>         | <b>- 3,395.95</b>                               | <b>- 1,049.22</b>                 | <b>- 4,445.97</b> | <b>3,050.36</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>667.76</b>         | <b>3,841.32</b>                                 | <b>2,396.78</b>                   | <b>6,905.86</b>   | <b>3,855.50</b>  |
| <b>Cash funds this year end</b>                          | <b>666.96</b>         | <b>445.37</b>                                   | <b>1,347.56</b>                   | <b>2,459.89</b>   | <b>6,905.86</b>  |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                          | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds - Cottenham Connected<br>to nearest £ | Restricted funds - Eco Eats<br>to nearest £ |
|-----------------------------------------------------|--------------------------------------------------------|------------------------------------|--------------------------------------------------------|---------------------------------------------|
| <b>B1 Cash funds</b>                                | Current account                                        | 666.96                             | 321.74                                                 | 1,133.46                                    |
|                                                     | Cash                                                   | -                                  | 123.63                                                 | 214.10                                      |
|                                                     |                                                        | -                                  | -                                                      | -                                           |
|                                                     | <b>Total cash funds</b>                                | <b>666.96</b>                      | <b>445.37</b>                                          | <b>1,347.56</b>                             |
|                                                     | (agree balances with receipts and payments account(s)) | OK                                 | OK                                                     | OK                                          |
|                                                     |                                                        | Unrestricted funds                 | Restricted funds - Cottenham Connected                 | Restricted funds - Eco Eats                 |
| <b>B2 Other monetary assets</b>                     | Details                                                | to nearest £                       | to nearest £                                           | to nearest £                                |
|                                                     |                                                        | -                                  | -                                                      | -                                           |
|                                                     |                                                        | -                                  | -                                                      | -                                           |
|                                                     |                                                        | -                                  | -                                                      | -                                           |
|                                                     |                                                        | -                                  | -                                                      | -                                           |
|                                                     |                                                        | -                                  | -                                                      | -                                           |
|                                                     |                                                        | -                                  | -                                                      | -                                           |
| <b>B3 Investment assets</b>                         | Details                                                | Fund to which asset belongs        | Cost (optional)                                        | Current value (optional)                    |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
| <b>B4 Assets retained for the charity's own use</b> | Details                                                | Fund to which asset belongs        | Cost (optional)                                        | Current value (optional)                    |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
|                                                     |                                                        |                                    | -                                                      | -                                           |
| <b>B5 Liabilities</b>                               | Details                                                | 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 |
|------------------------|-----------------|------------------|
| <i>Catherine Burch</i> | Catherine Burch | 22/3/23          |

---

# Accounts

---



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 January 2021 Period start date**

**To 31 December 2021 Period end date**

**Charity name: Sustainable Cottenham**

**Charity registration number: 1188763**

## **Objectives and Activities**

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | <b>To promote for the benefit of the public in and around the civil parish of Cottenham Cambridgeshire:</b><br><b>(1) the advancement of education in the subject of sustainable living in particular, but not exclusively, by raising awareness of the issues associated with sustainable resource use</b><br><b>(2) the advancement of education in the conservation, protection and improvement of the environment, in particular but not exclusively by encouraging the prudent use of natural resources, reducing pollution and raising awareness of environmental issues.</b> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>Advocating more sustainable diets and reduced food waste through the Eco Eats project in association with Cambridge Sustainable Food; Reducing single-use plastic (through awareness raising, liaison with residents, schools and groups and supported by Surfers Against Sewage); encouraging social sustainability through the fostering of Cottenham Connected.</b>                                                                                                                                                                                                           |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | <b>The trustees have had regard to the Charity Commission's guidance on public benefit.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Policy on social investment including program related investment | Para 1.38      | <b>Not applicable</b>                                                                                                                                                                                                                                       |
| Contribution made by volunteers                                  | Para 1.38      | <b>We operate entirely by volunteer input. During the period we had 40 members actively involved through committee membership, contributing to website content, Facebook posts, articles for local newsletters and general planning, liaison and admin.</b> |
| Other                                                            |                |                                                                                                                                                                                                                                                             |

**Achievements and Performance**

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p><b>COVID-19 restrictions have been in force since Sustainable Cottenham was converted to a charity and this has limited what it has been able to achieve. However, there have been four main activities in 2021:</b></p> <ul style="list-style-type: none"> <li>• <b>advocating more sustainable diets and reduced food waste.</b></li> </ul> <p>Sustainable Cottenham was awarded a South Cambridgeshire District Council (SCDC) Zero Carbon Communities grant in 2020 to hold an Eco Eats festival in association with Cambridge Sustainable Food. Plans had to change because of COVID but we were able to adapt the project and held our first live Eco Eats event in September 2021 at Cottenham Allotments and Pavilion. The weather was summery and over 180 adults and children took part in a wide range of things veggie and fruity. It demonstrated what could be achieved by collaboration with similar-minded village groups and businesses: Fen End Farm, Bushel Box Farm Shop, Willingham, Cottenham Community Allotment, Cottenham WI and The Co-op supermarket. Eco Eats has been further supported indirectly by a grant from the SCDC ZCC fund (2021) to Cambridge Sustainable Food to enable them to deliver additional activities in Cottenham in 2022.</p> <ul style="list-style-type: none"> <li>• <b>encouraging social sustainability through the fostering of Cottenham Connected, an initiative led by youth worker Andrea Cowley which aims to</b></li> </ul> |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>reduce social isolation through inter-generational social events and activities. Because many of the participants are elderly and the events need to be held inside, these activities were particularly disrupted by COVID restrictions. However, we were able to restart them in September 2021 and held 3 monthly Sunday Socials before Omicron forced their suspension until further notice. Approximately 30 – 40 people aged between 4 and 90 attended each Sunday Social during autumn 2021. The main funding was from Cambridge Community Foundation's (CCF's) Cultivate Fund plus the Local Connections Fund for comfortable chairs, tables and games and equipment.</p> <ul style="list-style-type: none"> <li>• supporting nature and biodiversity in Cottenham through the activities of the Nature Recovery group. Volunteers have sown a wildflower mini-meadow on the village green, helped create a pond on a field on Histon Road and improved woodland management at Fen Reeves wood. Achievements have been greatly helped through collaboration with Cottenham Parish Council and the New Life on the Old West project.</li> <li>• reducing single-use plastic (through awareness raising, liaison with residents, schools and groups and supported by our participation in campaigns by Surfers Against Sewage). We were proud to appoint our first Plastic Free Business Champion: Fen End Farm. In addition, Sustainable Cottenham has organised twice-yearly village litter picks and cycle-path clean-up working parties. We carried out a brand audit after the summer litter pick and the biggest 'culprits' were Red Bull, Lucozade and Coca Cola.</li> </ul> |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                              |           |                       |
|--------------------------------------------------------------|-----------|-----------------------|
| Achievements against objectives set                          | Para 1.41 |                       |
| Performance of fundraising activities against objectives set | Para 1.41 |                       |
| Investment performance against objectives                    | Para 1.41 |                       |
| Other                                                        |           | <b>Not applicable</b> |

## Financial Review

|                                                                                  |           |                                                                                                |                           |                                        |                             |                    |
|----------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------|-----------------------------|--------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <b>The funds held at the end of the financial year totalled £6,905.86</b>                      |                           |                                        |                             |                    |
|                                                                                  |           |                                                                                                | <b>Unrestricted funds</b> | <b>Restricted: Cottenham Connected</b> | <b>Restricted: Eco Eats</b> | <b>Total funds</b> |
|                                                                                  |           | <b>Receipts</b>                                                                                | £                         | £                                      | £                           | £                  |
|                                                                                  |           | Grants                                                                                         | 0                         | 8612.00                                |                             | 8612.00            |
|                                                                                  |           | Donations                                                                                      | 0                         | 76.50                                  | 43.33                       | 119.83             |
|                                                                                  |           | Sub-total                                                                                      | 0                         | 8688.50                                | 43.33                       | 8731.83            |
|                                                                                  |           | <b>Payments</b>                                                                                |                           |                                        |                             |                    |
|                                                                                  |           | Running costs                                                                                  | 167.56                    | 708.05                                 | 341.55                      | 1217.16            |
|                                                                                  |           | Furniture & equipment                                                                          | 0                         | 4464.31                                | 0                           | 4464.31            |
|                                                                                  |           | <b>Net cash funds for year</b>                                                                 | -167.56                   | 3516.14                                | -298.22                     | 3050.36            |
|                                                                                  |           | Cash funds from last year                                                                      | 835.32                    | 325.18                                 | 2695.00                     | 3855.50            |
|                                                                                  |           | <b>Cash funds at year end</b>                                                                  | 667.76                    | 3841.32                                | 2396.78                     | 6905.86            |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <b>We hold cash reserves to allow expenditure to be carried forward into subsequent years.</b> |                           |                                        |                             |                    |
| Amount of reserves held                                                          | Para 1.22 | <b>The total funds carried forward into 2022 were £6,905.86</b>                                |                           |                                        |                             |                    |
| Reasons for holding zero reserves                                                | Para 1.22 | <b>Not applicable.</b>                                                                         |                           |                                        |                             |                    |
| Details of fund materially in deficit                                            | Para 1.24 | <b>Not applicable.</b>                                                                         |                           |                                        |                             |                    |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>Not applicable.</b>                                                                         |                           |                                        |                             |                    |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                      |           |                      |
|----------------------------------------------------------------------|-----------|----------------------|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | <b>Grant funding</b> |
| Investment policy and objectives including any                       |           |                      |

|                                                         |           |  |
|---------------------------------------------------------|-----------|--|
| social investment policy adopted                        | Para 1.46 |  |
| A description of the principal risks facing the charity | Para 1.46 |  |
| Other                                                   |           |  |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                 |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | <b>Constitution for a CIO with voting members other than its charity trustees – using Charity Commission model constitution</b> |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | <b>Charitable Incorporated Organisation</b>                                                                                     |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>As per Clause 13 option 1 of the CIO model constitution Trustees are appointed by the membership and retire by rotation.</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |                                                                                                                                             |
|-------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | <b>Not applicable</b>                                                                                                                       |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>Sustainable Cottenham liaises with Surfers Against Sewage and Cambridge Sustainable Food but has no financial affiliation with them.</b> |
| Relationship with any related parties                                                     | Para 1.51 | <b>Not applicable</b>                                                                                                                       |
| Other                                                                                     |           |                                                                                                                                             |

## Reference and Administrative details

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| Charity name                | Sustainable Cottenham                                   |
| Other name the charity uses | Not applicable                                          |
| Registered charity number   | 1188763                                                 |
| Charity's principal address | 11 Margett Street<br>Cottenham<br>Cambridge<br>CB24 8QY |
|                             |                                                         |

## 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  | Christine Ward  | Chair           | Since formation 25/3/20           |                                                               |
| 2  | Jane Heath      | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 3  | Justin Hiscock  | Co-Secretary    | Since formation 25/3/20           |                                                               |
| 4  | Catherine Burch | Treasurer       | Since formation 25/3/20           |                                                               |
| 5  | Vicky Lacey     |                 | 8/11/21                           |                                                               |
| 6  |                 |                 |                                   |                                                               |
| 7  |                 |                 |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

## Corporate trustees – names of the directors at the date the report was approved

| Director name  |  |  |
|----------------|--|--|
| Not applicable |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |
|                |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name   | Dates acted if not for whole year |  |
|----------------|-----------------------------------|--|
| Not applicable |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| Description of the assets held in this capacity                                                                               | Not applicable |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | Not applicable |

### Additional information (optional)

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

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |                     |  |
|-------------------------------------|---------------------|--|
| Signature(s)                        |                     |  |
| Full name(s)                        | Christine Jane Ward |  |
| Position (eg Secretary, Chair, etc) | Chair               |  |
| Date                                | 22/3/2022           |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sustainable Cottenham CIO

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-21

To

31-Dec-21

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds | Restricted<br>funds -<br>Cottenham<br>Connected | Restricted<br>funds - Eco<br>Eats | Total funds      | Last year        |
|-------------------------------------------------------|-----------------------|-------------------------------------------------|-----------------------------------|------------------|------------------|
|                                                       | to the nearest £      | to the nearest £                                | to the nearest £                  | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                    |                       |                                                 |                                   |                  |                  |
| FECA grant                                            | -                     | -                                               |                                   | -                | 300.00           |
| Local Connection Fund grants                          | -                     | 4,597.00                                        |                                   | 4,597.00         | -                |
| Cambridgeshire Communities Foundation grant           | -                     | 4,015.00                                        | -                                 | 4,015.00         | -                |
| Donations                                             | -                     | 76.50                                           | 43.33                             | 119.83           | -                |
|                                                       | -                     | -                                               | -                                 | -                | -                |
|                                                       | -                     | -                                               | -                                 | -                | -                |
|                                                       | -                     | -                                               | -                                 | -                | -                |
|                                                       | -                     | -                                               | -                                 | -                | -                |
| <b>Sub total (Gross income for AR)</b>                | -                     | 8,688.50                                        | 43.33                             | 8,731.83         | 300.00           |
| <b>A2 Asset and investment sales, (see table).</b>    |                       |                                                 |                                   |                  |                  |
|                                                       | -                     | -                                               | -                                 | -                | -                |
|                                                       | -                     | -                                               | -                                 | -                | -                |
| <b>Sub total</b>                                      | -                     | -                                               | -                                 | -                | -                |
| <b>Total receipts</b>                                 | -                     | 8,688.50                                        | 43.33                             | 8,731.83         | 300.00           |
| <b>A3 Payments</b>                                    |                       |                                                 |                                   |                  |                  |
| Insurance                                             | 92.56                 | 150.00                                          | -                                 | 242.56           | 242.56           |
| Hall hire                                             | 60.00                 | 384.00                                          | 84.00                             | 528.00           | -                |
| FECA membership                                       | 15.00                 | -                                               | -                                 | 15.00            | -                |
| Hall hire litter pick                                 | -                     | -                                               | -                                 | -                | -                |
| Website                                               | -                     | -                                               | -                                 | -                | 82.80            |
| Design & publicity materials                          | -                     | 89.00                                           | 257.55                            | 346.55           | 125.00           |
|                                                       | -                     | -                                               | -                                 | -                | -                |
| Refreshments                                          | -                     | 85.05                                           | -                                 | 85.05            | -                |
|                                                       | -                     | -                                               | -                                 | -                | -                |
| <b>Sub total</b>                                      | 167.56                | 708.05                                          | 341.55                            | 1,217.16         | 450.36           |
| <b>A4 Asset and investment purchases, (see table)</b> |                       |                                                 |                                   |                  |                  |
| Furniture for Sunday Socials                          | -                     | 4,203.24                                        | -                                 | 4,203.24         | -                |
| Games & equipment                                     | -                     | 261.07                                          | -                                 | 261.07           | -                |
| <b>Sub total</b>                                      | -                     | 4,464.31                                        | -                                 | 4,464.31         | -                |
| <b>Total payments</b>                                 | 167.56                | 5,172.36                                        | 341.55                            | 5,681.47         | 450.36           |
| <b>Net of receipts/(payments)</b>                     | - 167.56              | 3,516.14                                        | - 298.22                          | 3,050.36         | - 150.36         |
| <b>A5 Transfers between funds</b>                     | -                     | -                                               | -                                 | -                | -                |
| <b>A6 Cash funds last year end</b>                    | 835.32                | 325.18                                          | 2,695.00                          | 3,855.50         | -                |
| <b>Cash funds this year end</b>                       | 667.76                | 3,841.32                                        | 2,396.78                          | 6,905.86         | 3,855.50         |

## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds - Cottenham Connected<br>to nearest £ | Restricted funds - Eco Eats<br>to nearest £ |
|----------------------|--------------------------------------------------------|------------------------------------|--------------------------------------------------------|---------------------------------------------|
| <b>B1 Cash funds</b> | Current account                                        | 667.76                             | 3,717.69                                               | 2,396.78                                    |
|                      | Cash                                                   | -                                  | 123.63                                                 | -                                           |
|                      |                                                        | -                                  | -                                                      | -                                           |
|                      | <b>Total cash funds</b>                                | <b>667.76</b>                      | <b>3,841.32</b>                                        | <b>2,396.78</b>                             |
|                      | (agree balances with receipts and payments account(s)) | OK                                 | OK                                                     | OK                                          |

|                                 | Details | Unrestricted funds<br>to nearest £ | Restricted funds - Cottenham Connected<br>to nearest £ | Restricted funds - Eco Eats<br>to nearest £ |
|---------------------------------|---------|------------------------------------|--------------------------------------------------------|---------------------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                                      | -                                           |
|                                 |         | -                                  | -                                                      | -                                           |
|                                 |         | -                                  | -                                                      | -                                           |
|                                 |         | -                                  | -                                                      | -                                           |
|                                 |         | -                                  | -                                                      | -                                           |
|                                 |         | -                                  | -                                                      | -                                           |

|                             | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

|                                                     | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |

|                       | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

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

Signature

Print Name

Date of approval

Catherine Burch

Catherine Burch

16 / 03 / 2022