



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	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 (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.
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	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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the Charity Commission's guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	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.
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	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: • advocating more sustainable diets and reduced food waste. 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. • encouraging social sustainability through the fostering of Cottenham Connected, an initiative led by youth worker Andrea Cowley which aims to

		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. • 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. • 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.
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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		Not applicable

Financial Review

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

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	Grant funding
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	Constitution for a CIO with voting members other than its charity trustees – using Charity Commission model constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	As per Clause 13 option 1 of the CIO model constitution Trustees are appointed by the membership and retire by rotation.

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	Not applicable
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Sustainable Cottenham liaises with Surfers Against Sewage and Cambridge Sustainable Food but has no financial affiliation with them.
Relationship with any related parties	Para 1.51	Not applicable
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 Cottenham Cambridge 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				
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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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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 funds	Restricted funds - Cottenham Connected	Restricted funds - Eco Eats	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
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	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	8,688.50	43.33	8,731.83	300.00
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	8,688.50	43.33	8,731.83	300.00
A3 Payments					
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	-
	-	-	-	-	-
Sub total	167.56	708.05	341.55	1,217.16	450.36
A4 Asset and investment purchases, (see table)					
Furniture for Sunday Socials	-	4,203.24	-	4,203.24	-
Games & equipment	-	261.07	-	261.07	-
Sub total	-	4,464.31	-	4,464.31	-
Total payments	167.56	5,172.36	341.55	5,681.47	450.36
Net of receipts/(payments)	- 167.56	3,516.14	- 298.22	3,050.36	- 150.36
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	835.32	325.18	2,695.00	3,855.50	-
Cash funds this year end	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 to nearest £	Restricted funds - Cottenham Connected to nearest £	Restricted funds - Eco Eats to nearest £
B1 Cash funds	Current account	667.76	3,717.69	2,396.78
	Cash	-	123.63	-
		-	-	-
	Total cash funds	667.76	3,841.32	2,396.78
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds - Cottenham Connected to nearest £	Restricted funds - Eco Eats to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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