



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	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	However, there have been three main activities in 2023: • 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. We have also published a book of climate friendly recipes and about 120 have been sold. • 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.

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 £2,459.89				
			Unrestricted funds	Restricted: Cottenham Connected	Restricted: Eco Eats	Total funds
		<i>Receipts</i>	£	£	£	£
		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
		<i>Payments</i>				
		Running costs	393.03	0	0	393.03
		Net cash funds for year	-233.03	0	65.00	-168.03
		Cash funds from last year	666.96	445.37	1,347.56	2,459.89
		Cash funds at year end	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	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 2023 were £2,291.86				
Reasons for holding zero reserves	Para 1.22	Not applicable.				
Details of fund materially in deficit	Para 1.24	Not applicable.				
Explanation of any	Para 1.23	Not applicable.				

uncertainties about the charity continuing as a going concern		
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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	
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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	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 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		-	-	-	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
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	160.00	-	65.00	225.00	616.28
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	160.00	-	65.00	225.00	616.28
A3 Payments					
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
Sub total	393.03	-	-	393.03	5,062.25
A4 Asset and investment purchases, (see table)					
Furniture for Sunday Socials	-	-	-	-	-
Games & equipment	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	393.03	-	-	393.03	5,062.25
Net of receipts/(payments)	- 233.03	-	65.00	- 168.03	- 4,445.97
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	666.96	445.37	1,347.56	2,459.89	6,905.86
Cash funds this year end	433.93	445.37	1,412.56	2,291.86	2,459.89

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
		-	-	-
	Total cash funds	433.93	445.37	1,412.56
	(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		