



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 01	Month 01	Year 2015	To	Day 31	Month 12	Year 2015

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Memorial Hall	
Playing Field off Leigh Drive	
Elsenham, Essex	
Postcode	CM22 6BY

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	Lynda Segar	Hon. Chair		Village Rep
2	Sue Johnson	Hon. Secretary		Village Rep
3	Margaret Shaw	Hon. Treasurer		Village Rep
4	Jean Woollvin	Hon. Vice-Chair		Flower Show Society/Santa
5	Allan Hathaway	Executive Committee		Elsenham News
6	Cheryl Rae	Executive Committee		Village Rep
7	Peter Johnson	Executive Committee		Village Rep
8	David Verlander	Custodian Trustee		Village Rep
9	Jean Platt			Bowls Club
10	Jennifer Jarvis			Brownies
11	Dieter Denis			Church Lunch Club
12	John Segar			Village Rep
13	Raymond Franklin	Custodian Trustee		EVHS
14	Paul Jarvis			Football Club
15	Janet Tulley			Henham & District Garden Soc.
16	Jacqueline Stevens			Little Fishes
17	Graham Jackson			Neighbourhood Watch
18	Frances Lambert			Parish Council
19	Petrina Lees			Rainbows
20	Valerie Austin			St Mary's Fabric Fund
21	Avril Braidwood			St Mary's PCC
22	Gill Hathaway			Village Rep
23	Caryl Benner			Village Rep
24	Peter Stewart			Village Rep

25	Valerie Shaida		W.I
26	Barry Halliwell	11/9/15 onwards	Tennis Club

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

Name	Dates acted if not for whole year
Paul Salvidge	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Ms Debbie Fry	

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

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (adopted 16 October 1969, updated 2 March 2012)
How the charity is constituted (eg. trust, association, company)	Association. All residents of Elsenham Parish are automatically members of Elsenham Community Association.
Trustee selection methods (eg. appointed by, elected by)	Representatives appointed by Village Organisations. Plus Village Representatives elected at the AGM.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>All trustees give their time voluntarily and received no remuneration or other benefits</p> <p>Elsenham Community Association is a member of the Rural Community Council of Essex (RCCE) Village Hall Advice and information service. RCCE provides advice and information on all aspects of Village Hall and Community Building management</p>
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Summary of the objects of the charity set out in its governing document

To promote the benefit of the inhabitants of the Parish of Elsenham without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
To maintain and manage Elsenham Memorial Hall for activities promoted by the Association and its constituent bodies in furtherance of the above objects.
To produce Elsenham News to be delivered free to each household 7 business in Elsenham.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year Trustees were aware of the Charity Commission’s guidance on public benefit.

Users of Elsenham Memorial Hall include:
Elsenham Parish Council
Elsenham Babes
Elsenham Brownies
Elsenham Bowls Club
Elsenham Church
Elsenham Church Lunch Club
Elsenham Flower Show Society
Elsenham News
Elsenham Primary School
Elsenham Rainbows
Elsenham Tennis Club
Elsenham Village History Society
Elsenham W.I.
Elsenham Youth Football Club
Henham & District Garden Society
Little Fishes
Slimming World
Village Fete and Craft Fair
Line Dancing / Keep Fit / Yoga / Pilates / Zumba classes

Additional details of objectives and activities (Optional information)

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

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

Empty box for optional information.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Memorial Hall continues to play an important role in the life of Elsenham and surrounding Villages, with Groups meeting on every day of the week..

We continue to produce the Village Magazine "Elsenham News" which is produced by volunteers and delivered free to each household in the village each month (except January). Due to increased costs in the maintenance of printing machinery, a decision was taken in 2015 to pay a commercial printer to print Elsenham News, although we retain full editorial control. Elsenham News intends to remain fully funded by advertising receipts.

In 2015 we developed the Elsenham Community Association (ECA) website, which, in conjunction with Elsenham News, is the repository of the Village Diary of Events.

During 2015 we paid to have the Memorial Hall professionally redecorated and installed new covers to protect users from excessive heat from storage heaters. We obtained 50% grant funding from Uttlesford District Council for this expenditure.

We have continued to be supported by our District Councillors who have used funds at their discretion to support the ECA and Village Fete.

The Village Fete and Craft Fair and Village Santa continue to be run for the benefit of the Village and proceeds are donated to the ECA.

Section E

Financial review

Brief statement of the charity's policy on reserves

A policy on reserves will be developed in 2016.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Any surplus funds, which are not likely to be needed in the immediate future, are placed on deposit to earn interest.
All funds we hold are currently unrestricted.
The executive committee reviews charging policy annually to ensure that hiring income will cover the cost of refurbishment, maintenance, heating and cleaning.
Village organisations and Charities are given a preferential rate of Hire.
Private & Small Commercial Hirers are given a rate that reflects local hall charging rates. Larger Commercial Hirers are charged appropriately.

Section F**Other optional information**

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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lyn Segar	Margaret Shaw
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	11th March 2016	