



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	01	01	2018		31	12	2018

## Section A Reference and administration details

**Charity name** Elsenham Community Association

**Other names charity is known by** ECA

**Registered charity number (if any)** 302362

**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	Allan Hathaway	Hon. Chair		Village Rep
2	Jill French	Hon. Secretary		Village Rep
3	Margaret Shaw	Hon. Treasurer		Village Rep
4	Jean Woollvin	Hon. Vice-Chair		Flower Show Society/Santa
5	Cheryl Rae	Executive Committee		Village Rep
6	Moyra Jackson	Executive Committee		W.I
7	Jean Platt			Bowls Club
8	Jennifer Jarvis			Brownies
9	Shirley Wilcock			Church Lunch Club
10	Lindsey Peters			Elsenham News
11	David Verlander			EVHS
12	Paul Jarvis			Football Club
13	Caryl Benner			Henham & District Garden Soc.
14	Jacqueline Stevens			Little Fishes
15	Graham Jackson			Neighbourhood Watch
16	Frances Lambert		until 8/11/2018	Parish Council
	John Minor		from 8/11/2018	Parish Council
17	Petrina Lees			Rainbows
18	Valerie Austin			St Mary's Fabric Fund
19	Avril Braidwood		until 12/6/2018	St Mary's PCC
20	Barry Halliwell			Tennis Club
21	Gill Hathaway			Village Rep
22	Sue Johnson			Village Rep
23	Peter Johnson			Village Rep

24	Peter Stewart		until 8/3/18	Village Rep
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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)	The Holding Trustees' responsibilities have been devolved to the Charity Commission. All Managing Trustees are members of the ECA Full Council. Representatives to the Full Council are appointed by Village Organisations, other Village Representatives are elected at the AGM.

### Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees give their time voluntarily and received no remuneration or other benefits

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.

From 25th May 2018 Elsenham Community Association (ECA) was governed by the General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998. It covers the collection, protection, use and rights in respect of the personal information that has been provided to the charity. All Trustees have agreed to use of personal information by the charity.

Permission has also been obtained from Trustees to give the Charity Commission details of their email address (if one exists) and phone number.

**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 & 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 Bowls Club  
Elsenham Church and St Mary's Fabric Fund  
Elsenham Church Lunch Club  
Elsenham Community Cafe  
Elsenham Flower Show Society  
Elsenham News  
Elsenham Primary School  
Elsenham Rainbows & Brownies  
Elsenham Tennis Club  
Elsenham Tots & Toddlers  
Elsenham Village History Society  
Elsenham W.I.  
Elsenham Youth Football Club  
Henham & District Garden Society  
Little Fishes  
Slimming World  
Village Fete  
Line Dancing / Keep Fit / Yoga / Pilates / Zumba classes

The ECA is also responsible for Village Santa event held in the Village Hall.

**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.

## 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 the completion of new housing the print run has increased significantly. Elsenham News continues to be funded by advertising receipts.

The ECA website is now well established: [www.essexinfo.net/eca/](http://www.essexinfo.net/eca/) and covers all events in Elsenham not just those held at the Memorial Hall.

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

The Village Fete 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

Reserves will be held in a Saffron Building Society interest bearing account. Whilst Interest rates are so low sufficient funds to cover annual expenditure will be held in the current account. £15,000 that was in the Elsenham News Account has been placed on deposit in the ECA Saffron Building Society interest bearing account.

### 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.

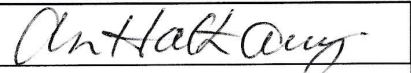

**Section F****Other optional information**

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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)	ALLAN HATHAWAY	MARGARET ANN SHAW
Position (eg Secretary, Chair, etc)	CHAIR	Treasurer
Date	14/03/2019	



Section A

Independent Examiner's Report

Report to the trustees/ members of ELSENHAM COMMUNITY ASSOC.

On accounts for the year ended DEC 2018 Charity no (if any)

Set out on pages 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and basis of report** As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Please delete the words in the brackets if they do not apply.*

Signed: Deborah Fry Date: 7/2/2019

Name: DEBORAH FRY.

Relevant professional qualification(s) or body (if any):

INSTITUTE OF INTERNAL AUDITORS  
- PIIA  
- MIIA

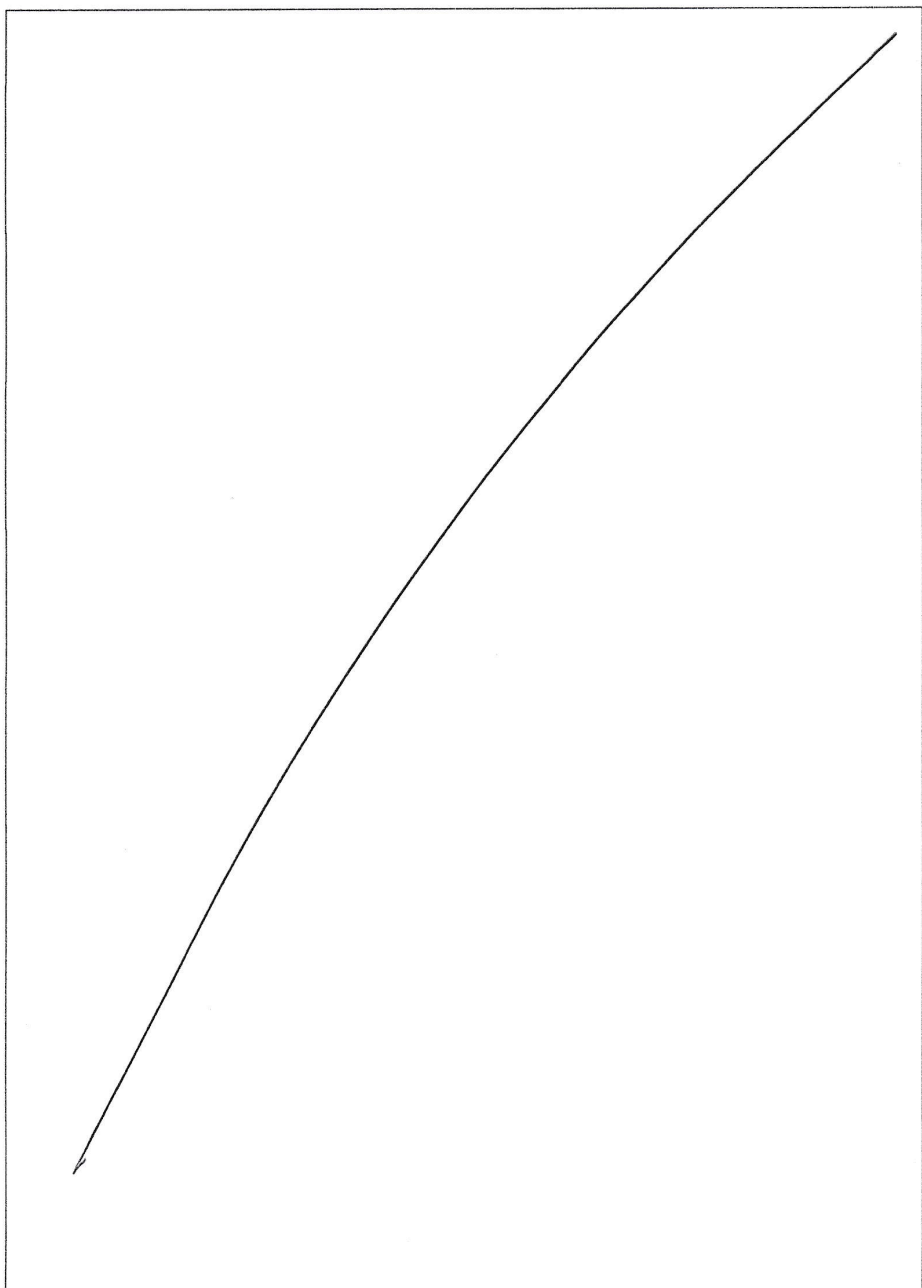
Address:

11 RIDLEY GARDENS
ELSENHAM
CM22 6LR.

**Section B Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.



ELSENHAM COMMUNITY ASSOCIATION							
ACCOUNTS YEAR ENDING		31st December 2018					
<b>Receipts</b>				<b>Expenditure</b>			
<b>Opening Balances</b>				<b>Closing Balances</b>			
		<b>2018</b>	<b>2017</b>			<b>2018</b>	<b>2017</b>
<i>Bank Accounts &amp; Cash</i>							
ECA	Savings Account	24,474.65	16,187.39	ECA	Savings Account	48,173.38	24,474.65
	Current Account	13,180.13	12,434.39		Current Account	15,059.88	13,180.13
	Cash	0.00	0.00		Cash	0.00	0.00
Magazine		17,365.82	16,620.97	Magazine (£15,000 transferred to ECA savings account)		1,352.96	17,365.82
<b>total</b>		<b>55,020.60</b>	<b>45,242.75</b>			<b>64,586.22</b>	<b>55,020.60</b>
<b>Fund Raising Income</b>				<b>Fund Raising Expenses</b>			
Fete		3,086.66	3,095.95	Fete		944.68	1,383.00
Udc Grant for Fete		800.00	850.00				
Santa		1,205.36	1,754.85	Santa		536.01	990.48
<b>Fund Raising Total</b>		<b>5,092.02</b>	<b>5,700.80</b>			<b>1,480.69</b>	<b>2,373.48</b>
<b>Other Income</b>				<b>Other Expenditure</b>			
EVHS		0.00	0.00	EVHS		75.00	48.75
Tots & Toddlers		808.84	0.00	Tots & Toddlers		498.00	0.00
Interest		698.73	287.26	Other		240.60	190.94
Elsenham News transfer		15,000.00	-				
<b>Hall Receipts</b>				<b>Hall Expenditure</b>			
Regular bookings		12,821.04	11,775.95		cleaning	1,753.72	1,843.97
one off bookings		1,754.00	2,657.50		utilities	2,506.85	1,711.99
Key deposits		135.00	-		insurance	412.49	1,010.80
<b>Hall Receipts Total</b>		<b>14,710.04</b>	<b>14,433.45</b>		electrical	387.82	347.70
					plumbing	58.05	15.00
					extinguisher contract	131.76	131.76
					guttering/roof/fascia	1,632.00	3,120.00
					new table trolley	348.25	252.00
					new kitchen equipment	195.41	86.40
					new door key system	607.80	107.30
					other maintainence	147.01	148.42
					gardening	255.70	0.00
<b>total receipts re Hall</b>		<b>14,710.04</b>	<b>14,433.45</b>	<b>total expenditure re Hall</b>		<b>8,436.86</b>	<b>8,775.34</b>
<b>total ECA receipts</b>		<b>36,309.63</b>	<b>20,421.51</b>	<b>total ECA expenditure</b>		<b>10,731.15</b>	<b>11,388.51</b>
<b>Elsenham News Income</b>		<b>8,163.14</b>	<b>7,925.66</b>	<b>Elsenham News Expenditure</b>		<b>9,176.00</b>	<b>7,180.81</b>
				Elsenham News transfer		15,000.00	
<b>total income</b>		<b>44,472.77</b>	<b>28,347.17</b>	<b>total expenditure</b>		<b>34,907.15</b>	<b>18,569.32</b>
<b>income plus funds</b>		<b>99,493.37</b>	<b>73,589.92</b>			<b>99,493.37</b>	<b>73,589.92</b>
<b>total grant receipts</b>		<b>800.00</b>	<b>850.00</b>				
Balance held on behalf of EVHS		32.51	107.51				
Balance held on behalf of Tots & Toddlers		450.64	139.80				
Balance held by Buzz catering		60.02	-				
Balance of Key deposits		260.00	125.00				
MAS							
10/02/19							