



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2017		31	12	2017

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 Woolvin	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		from 11/5/2017	Church Lunch Club
10	Lindsey Peters		from 18/9/2017	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			Parish Council
17	Petrina Lees			Rainbows
18	Valerie Austin			St Mary's Fabric Fund
19	Avril Braidwood			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			Village Rep

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.

Section C Objectives and activities

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.

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 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.

The Hall was also used as a Polling Station 3 times in 2017.

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)

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/ 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 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

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.

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.

ELSENHAM COMMUNITY ASSOCIATION							
ACCOUNTS YEAR ENDING		31st December 2017					
Receipts				Expenditure			
Opening Balances				Closing Balances			
		2017	2016			2017	2016
Bank Accounts & Cash							
ECA	Savings Account	16,187.39	10,069.32		Savings Account	24,474.65	16,187.39
	Current Account	12,434.39	9,769.93	ECA	Current Account	13,180.13	12,434.39
	Cash	0.00	0.00		Cash	0.00	0.00
Magazine		16,620.97	16,961.76	Magazine		17,365.82	16,620.97
total		45,242.75	36,801.01			55,020.60	45,242.75
Fund Raising				Expenses			
Fete		3,095.95	3,017.57	Fete		1,383.00	1,512.50
Udc Grant for Fete		850.00	850.00				
Santa		1,754.85	1,732.80	Santa		990.48	875.01
Fund Raising Total		5,700.80	5,600.37			2,373.48	2,387.51
Other Income				Other Expenditure			
Interest		287.26	187.39	EVHS		48.75	0.00
				Other		190.94	286.91
Hall Receipts				Hall Expenditure			
Regular bookings		11,775.95	10,753.67		cleaning	1,843.97	1,878.31
one off bookings		2,657.50	1,987.50		utilities	1,711.99	1,746.58
Hall Receipts Total		14,433.45	12,741.17		insurance	1,010.80	981.80
					electrical	347.70	640.50
					plumbing	15.00	150.98
					extinguisher contract	131.76	204.74
					guttering/roof	3,120.00	109.53
					new signage	252.00	1,233.92
					alarm system	86.40	-
					curtain washing	107.30	-
					other maintenance	148.42	101.67
					gardening	0.00	23.95
total receipts re Hall		14,433.45	12,741.17	total expenditure re Hall		8,775.34	7,071.98
total ECA receipts		20,421.51	18,528.93	total ECA expenditure		11,388.51	9,746.40
Elsenham News Income		7,925.66	6,150.44	Elsenham News Expenditure		7,180.81	6,491.23
total income		28,347.17	24,679.37	total expenditure		18,569.32	16,237.63
		73,589.92	61,480.38			73,589.92	61,480.38
total grant receipts		850.00	850.00				
MAS							
26/01/17							