



**Trustees' Annual Report for the period**

**From 1st January 2019 To 31st December 2019**

**Charity name: Elsenham Community Association**

**Charity registration number: 302362**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>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.</p> <p>To maintain and manage Elsenham Memorial Hall for activities promoted by the Association and its constituent bodies in furtherance of the above objects.</p> <p>To produce Elsenham News to be delivered free to each household &amp; business in Elsenham.</p>
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	<p>Users of Elsenham Memorial Hall include:</p> <ul style="list-style-type: none"> <li>Elsenham Parish Council</li> <li>Elsenham Bowls Club</li> <li>Elsenham Church and St Mary's Fabric Fund</li> <li>Elsenham Church Lunch Club</li> <li>Elsenham Village Cafe</li> <li>Elsenham Flower Show Society</li> <li>Elsenham News</li> <li>Elsenham Primary School</li> <li>Elsenham Rainbows &amp; Brownies</li> <li>Elsenham Tennis Club</li> <li>Elsenham Tots &amp; Toddlers</li> <li>Elsenham Village History Society</li> <li>Elsenham W.I.</li> <li>Elsenham Youth Football Club</li> <li>Henham &amp; District Garden Society</li> <li>Little Fishes</li> <li>Slimming World</li> <li>Village Fete</li> <li>Line Dancing / Keep Fit / Yoga / Pilates / Zumba classes</li> </ul> <p>The ECA is also responsible for Village Santa event held in the Village Hall.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year Trustees were aware of the Charity Commission's guidance on public benefit.
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The ECA does not make grants.
Policy on social investment including program related investment	Para 1.38	Some funds are held in a Saffron Building Society interest bearing account.
Contribution made by volunteers	Para 1.38	All trustees and other volunteers give their time voluntarily and received no remuneration or other benefits from the Charity
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	<p>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.</p> <p>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 doubled since 2011. Elsenham News continues to be funded by advertising receipts.</p> <p>The ECA website is now well established, covering all events in Elsenham not just those held at the Memorial Hall.</p> <p>We have continued to be supported by our District Councillors who have used funds at their discretion to support Tots &amp; Toddlers Group.</p> <p>The Village Fete and Village Santa continue to be run for the benefit of the Village and proceeds are donated to the ECA.</p>

**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		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity is in a good financial position, but we need these reserves as we are planning to redevelop the toilet facilities in the near future
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held in a Saffron Building Society interest bearing account. A more detailed Reserves Policy is being written.
Amount of reserves held	Para 1.22	Approximately £59,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### 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	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.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Any surplus funds, which are not likely to be needed in the immediate future, are placed on deposit to earn interest.
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 (adopted 16 October 1969, updated 2 March 2012)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Charitable Organisation All residents of Elsenham Parish are automatically members of Elsenham Community Association.
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	There are 2 types of Trustees - those selected by the Village Organisations (see list of Charity Trustees) & Village representatives that are elected at the AGM. The AGM is open to all and everyone has a vote.

### 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	New Trustees are made aware of the Charity Commission's guidance on public benefit & GDPR and complete a Trustees Declaration to confirm that they are willing & eligible to be a Trustee
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Full Council of the ECA comprises the Charity Trustees. The Full Council delegates limited powers to a 6 person Executive Committee who take day-to-day responsibility for the running of the Charity. The Executive Committee elects its own officers.
Relationship with any related parties	Para 1.51	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. RCCE has been advising on the conversion of the charity to a Charitable Incorporated Organisation (CIO). An amended version of the ACRE Model has been used.
Other		Elsenham Community Association CIO has been approved by the Charity Commission & the Trustees have agreed that the new constitution will be adopted from 1st January 2020. All the assets of this charity will be vested in the new charity - charity number 1186436.

## Reference and Administrative details

Charity name	Elsenham Community Association
Other name the charity uses	ECA
Registered charity number	302362
Charity's principal address	Elsenham Memorial Hall, Elsenham Playing Field, Off Leigh Drive, Elsenham, Bishop's Stortford 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)
Allan Hathaway	Hon. Chair		Village Rep
Jill French	Hon. Secretary		Village Rep
Margaret Shaw	Hon. Treasurer		Village Rep
Jean Woolvin	Hon. Vice-Chair		Flower Show Society/Santa
Cheryl Rae	Hon. Bookings Secretary		Village Rep
Moyra Jackson	Executive Committee		W.I
Jean Platt			Bowls Club
Jennifer Jarvis		until 14/3/2019	Brownies
Shirley Wilcock			Church Lunch Club
Lindsey Peters		until 14/3/2019	Elsenham News
David Verlander			EVHS
Paul Jarvis		until 14/3/2019	Football Club
Caryl Benner			Henham & District Garden Soc.
Jacqueline Stevens			Little Fishes
Graham Jackson			Neighbourhood Watch
John Minor			Parish Council
Petrina Lees			Rainbows / Brownies
Valerie Austin			St Mary's Fabric Fund
Barry Halliwell			Tennis Club
Gill Hathaway			Village Rep
Sue Johnson			Village Rep
Peter Johnson			Village Rep
Sue Waite			Elsenham Village Cafe

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
The Charity Commission		

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Mrs Debbie Fry	Elsenham

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

N/A

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A



### Other optional information

After 50 years this will be the final report of Elsenham Community Association in its unincorporated form. The current Trustees pay tribute to all the volunteers who have worked so hard on behalf of the Charity in that time.

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Allan Hathaway	Margaret Shaw
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	12th March 2020	





Section A

Independent Examiner's Report

Report to the  
trustees/directors/  
members of

Charity Name  
ELSENHAM COMMUNITY ASSOC.

On accounts for the year  
ended

31.12.2019

Charity no.: 302362 Company no.:

Set out on pages

1 (remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended

Responsibilities and  
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent  
examiner's statement

[The company'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 \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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: 29-2-2020

Name: DEBORAH FRY

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

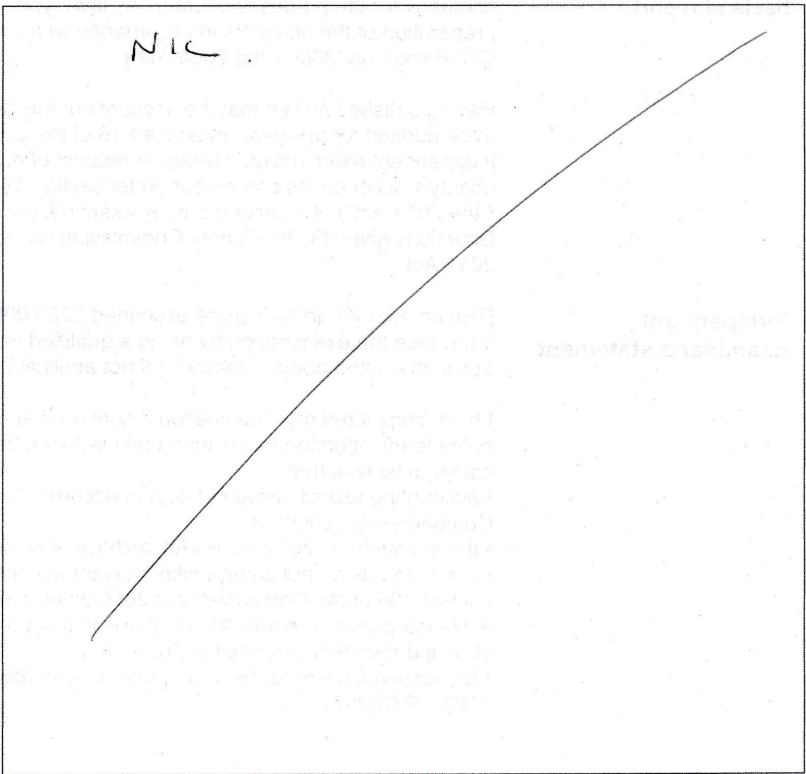
Address: 11 RIDLEY GARDENS, ELSENHAM  
BISHOPS STORTFORD, HERTS CM22 6LR

**Section B Disclosure**

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

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

NIL



ELSENHAM COMMUNITY ASSOCIATION		Charity Number 302362						
ACCOUNTS YEAR ENDING		31st December 2019						
<b>Receipts</b>				<b>Expenditure</b>				
<b>Opening Balances</b>				<b>Closing Balances</b>				
		<b>2019</b>	<b>2018</b>			<b>2019</b>	<b>2018</b>	
<b>Bank Accounts &amp; Cash</b>								
ECA	Savings Account	48,173.38	24,474.65	ECA	Savings Account	59,173.19	48,173.38	
	Current Account	15,059.88	13,180.13		Current Account	9,115.29	15,059.88	
	Cash	0.00	0.00		Cash	0.00	0.00	
Magazine		1,352.96	17,365.82	Magazine	12,500 in ECA accounts	1,860.97	1,352.96	15,000 transferred to ECA accounts
<b>total</b>		<b>64,586.22</b>	<b>55,020.60</b>			<b>70,149.45</b>	<b>64,586.22</b>	
<b>Fund Raising Income</b>				<b>Fund Raising Expenses</b>				
Fete		2,120.69	3,086.66	Fete		1,108.20	944.68	
Udc Grant for Fete		0.00	800.00					
Santa		1,504.92	1,205.36	Santa		1,003.10	536.01	
<b>Fund Raising Total</b>		<b>3,625.61</b>	<b>5,092.02</b>			<b>2,111.30</b>	<b>1,480.69</b>	
<b>Other Income</b>				<b>Other Expenditure</b>				
EVHS		-	-	EVHS		32.51	75.00	
Tots & Toddlers		1,286.55	808.84	Tots & Toddlers		704.80	498.00	
Interest		999.81	698.73	Other (€250 contribution towards CCTV)		481.09	240.60	
Elsenham News transfer		-	15,000.00	Elsenham News transfer		2,500.00	-	
<b>Hall Receipts</b>				<b>Hall Expenditure</b>				
Regular bookings		13,408.13	12,821.04		cleaning	2,233.69	1,753.72	cleaning
one off bookings (2019 3 elections)		3,211.00	1,754.00		utilities	2,635.24	2,506.85	utilities
Key deposits		-10.00	135.00		new door key system	-	607.80	new door key system
<b>Hall Receipts Total</b>		<b>16,609.13</b>	<b>14,710.04</b>		insurance & memberships	682.64	412.49	insurance
					electrical	369.01	387.82	electrical
					plumbing	155.69	58.05	plumbing
					extinguisher/fire blanket	216.48	131.76	extinguisher contract
					paving front of hall	1,930.00	1,632.00	guttering/roof/fascia
					chair cleaning	240.00	348.25	new table trolley
					new kitchen hatch	534.90	195.41	new kitchen equipment
					other maintainence	78.53	147.01	other maintainence
					garden reburishment	2,560.00	255.70	gardening
<b>total receipts re Hall</b>		<b>16,609.13</b>	<b>14,710.04</b>	<b>total expenditure re Hall</b>		<b>11,636.18</b>	<b>8,436.86</b>	
<b>total ECA receipts</b>		<b>22,521.10</b>	<b>36,309.63</b>	<b>total ECA expenditure</b>		<b>17,465.88</b>	<b>10,731.15</b>	
<b>Elsenham News Income</b>		<b>10,771.30</b>	<b>8,163.14</b>	<b>Elsenham News Expenditure</b>		<b>10,263.29</b>	<b>9,176.00</b>	
				Elsenham News transfer			15,000.00	
<b>total income</b>		<b>33,292.40</b>	<b>44,472.77</b>	<b>total expenditure</b>		<b>27,729.17</b>	<b>34,907.15</b>	
<b>income plus funds</b>		<b>97,878.62</b>	<b>99,493.37</b>			<b>97,878.62</b>	<b>99,493.37</b>	
<b>total grant receipts</b>								
	Tots & Toddlers	400.00	800.00	fete				
Balance held on behalf of EVHS		0.00	32.51					
Balance held on behalf of Tots & Toddlers		1,032.39	450.64					
Balance held by Buzz catering		0	60.02					
Balance of Key deposits		240.00	250.00					
MAS 01/01/2020								