

# ELM PARK COMMUNITY ASSOCIATION

England & Wales - Charity number 1057074

## Details

---

**Other names** THE ASSEMBLY HALL - ELM PARK

**Status** Registered

**Legal form** Other

**Registered** 1996-07-24

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Elm Park Assembly Hall  
Eyhurst Avenue  
Hornchurch  
Essex  
RM12 4RA

**Phone** 07534 984043

**Email** [info@epca.org.uk](mailto:info@epca.org.uk)

**Website** <https://www.epca.org.uk>

## Activities

---

**Objects:** TO PROMOTE THE BENEFIT OF THE INHABITANTS OF HAVERING AND THE NEIGHBOURHOOD DEFINED BY HYLANDS, ST. ANDREWS, HACTON, AIRFIELD, SOUTH HORNCHURCH AND ELM PARK

**Activities:** Our Vision is to provide an enjoyable space that meets the needs of the community, where lasting memories can be made, friendships can be developed and provide a place where people feel welcome. Our Mission is to have a vibrant community centre for all to enjoy. Encourage healthy, inclusive social value which provides the opportunity for people to come together.

## Classification

---

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** HAVERING, AND THE NEIGHBOURHOOD DEFINED BY HYLANDS, ST. ANDREWS, HACTON, AIRFIELD, SOUTH HORNCHURCH AND ELM PARK
- Essex
- Havering

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-30	£84,845	£40,934	-	-
2024-05-30	£92,324	£87,357	-	-
2023-05-30	£63,720	£73,863	-	-
2022-06-15	£49,961	£16,267	-	-
2021-06-15	£20,286	£22,523	-	-

## Trustees

Name	Role	Appointed
<b>Rebecca Mazrreku</b>	Chair	2021-12-09
Andrew Whitton		2022-06-01
IAN NORRIS		2022-01-01
SUSAN BURCHELL		
TERESA PARISH		2022-01-01

**ELM PARK COMMUNITY ASSOCIATION**

England & Wales - Charity number 1057074

---

# Accounts

---



# **ELM PARK COMMUNITY ASSOCIATION**

**ANNUAL GENERAL MEETING**

**JUNE 2024 – JUNE 2025**

**Elm Park Community Association**  
**Eyhurst Avenue**  
**Elm Park**  
**RM12 4RA**

**Management Committee:**

**Chair –**

Rebecca Mazrreku – Elected October 2021, Appointed Chair 2023

**Treasurer -**

Andrew Whitton – Elected June 2022

Ian Norris – Health & Safety, Elected 2021

Teresa Parrish – Deputy Health & Safety, Elected 2021

Debbie Whitton – Events & Fundraising Lead, Elected 2022

Stephanie Nunn – Elected 2021

Sue Burchell – Elected 2021 (previous committee member)



Rebecca  
Mazrreku



Andrew  
Whitton



Ian  
Norris



Teresa  
Parish



Debbie  
Whitton



Stephanie  
Nunn



Sue  
Burchell

## Annual Report of Elm Park Community Association 2024 to 2025

2024–2025 has been one of meaningful growth, strengthened community bonds and renewed commitment to making Elm Park Community Association (EPCA) a thriving, inclusive and safe place for all to enjoy.

Following on from fact finding survey's we learnt what the community wanted, felt and thought about the association and we had some hard lessons to learn. We formalised a working group to develop a communication strategy and adopt Visions, Missions, Aims and Objectives that we can all value.

**Mission:** To have a vibrant community centre for all to enjoy. Encourage healthy, inclusive social value which provides the opportunity for people to come together.

### **Aims:**

- To constantly seek opportunities to improve facilities for all to enjoy
- To provide a mixture of activities and services that represent community need
- To provide a safe, well maintained environment that helps our users thrive and flourish
- To keep the community at the essence of everything we aim to achieve

### **Values:**

**Everyone Welcome** – Respect, Welcome, Listen, support, work in partnership and respond to the diversity of those we serve

**Passionate** – We are passionate about our hall because we care enough help keep the hall a vibrant well used facility

**Community At our Heart** – We understand that without the community supporting the Association, we have no Association!

**Activities For All** – Be flexible and responsive to opportunities and continually learn and evolve

**Tagline:** Because Community Matters

The Association has continued to build on the successes of the previous years and have continued to stay true to our Vision, Missions and Aims.

The Management Committee have worked tirelessly to continue the improvements required to the halls to ensure a safe environment for those to enjoy.

Like all the years previously, EPCA was dealt another setback, well two actually! The Chair of EPCA works closely with various teams and organisations in Havering and through partnerships with the Local Authority Housing Team she was made aware of Mears Group looking to undertake some social value.

When we met with Mears Group at the hall it was teaming with rain and in spectacular fashion the Annexe Hall ceiling was also re-inacting Niagara Falls! There was a great deal of pity taken on us and this became the groups focus for their social value contribution along with clearing the gutters.



At the end of their time in the hall they shared the unfortunate news that there was considerable structural damage to our roof and we would need to rectify this within 9-12 months. What was even more unfortunate is that communication went flat and the Association didn't have any further details and were going blind into the situation.

We had an initial inspection from an independent roofer who estimated the work to be in the region of £100,000!! This was almost breaking point, how on earth were we going to raise £100K for roof repairs? Our passions and drive took over, we knew we hadn't worked this long and this hard to throw in the towel and so began the mammoth fundraising task.

After around 6-8 months of solid fundraising we were just over a quarter of the way to our target and decided it was probably best to take another look at roofers and obtain some sound quotes. Boy did we receive some wild and wacky quotes and suggestions. We met some pushy traders who wanted us to sign on the dotted line immediately to secure the "deal" but it all sounded far good to be true and bells began to ring. We dismissed this quote and continued to seek alternative quotes, one in the region of £80,000 but didn't touch the existing roof but rather built one over the top. In all honestly we weren't sure that the existing roof could handle this given that we were informed there was structural damage, so continued our search.

We went out to the public and more or less begged for some help and was approached by a roofer who had been working in the local area and wanted to take a look. He was absolutely confident that the main issues were the gully and some repairs around the building to roof sections, soffits and fascias.

The Management Committee were confident in the advice provided and partnered with CSF Roofing and commenced the repairs.



Again, these roof repairs were not without issue. Half way through, a very kind person came and stole the lead flashings from the roof joins which resulted in us needing to spend more money to rectify the damage.

However, we cannot deny the results from the roofing facelifts, it has given the hall a fresh look, made us water tight and enabled us to focus on the next big hiccup!

That hiccup is the electrical wiring in the hall. Via our mandatory electrical safety inspection (EICR) it became apparent that whilst currently working and safe this would need replacing within the next 2 years to ensure that we remained compliant. We were initially quoted £40,000 but this is under review and we are hoping to commence electrical repairs by Summer 2026, watch this space!

Despite all the necessary remedial work required we are extremely conscious in ensuring that we don't hit our regular user groups in their pocket. This has meant that a lot of what we have achieved collectively this year has come from donations of items and donated time to get varying jobs and tasks completed.

The events and fundraising team have worked incredibly hard to bring a variety of activities and revenues into the hall. We have also been incredibly fortunate to have received some amazing fundraising support from the Wednesday Social Group, Elm Park Baptist Church, Dot and Doreen who knit furiously to sell their creations and Mary who literally flogs anything she can to raise a few bob. Their support has been incredible and we can't thank them enough for supporting the Management Committee with fundraising.

Over the last 12 months we have held some fantastic fundraising events, these are always amazing because they bring together so many different members of the community. We often hear how people look forward to our indoor boot sales, not only for the bargains and cake but they get to take a seat in the Tea Room and talk to people they've never met before. Our most successful fundraising event for this reporting year was the Murder Mystery which raised an incredible **£2,180**.

The total funds raised from fundraising this year is **£15,414.46**. This is in part down to every single person that volunteers, attends or organises these events. Everyone should feel proud of their involvement in achieving such a substantial amount and from the Management Committee we thank and praise you for your hard work, dedication and determination, we simply could not do it without you!



One of the areas we have struggled most with, is getting our user groups involved and supporting the hall outside of their hire commitments. We have received amazing support from Kaichou Kai Karate who by and large attends almost all of our fundraising events. Hornchurch Tutors have also provided raffle prizes, Spotlight Theatre facilitated a murder mystery evening and Maria from Zumba a Line Dancing and 70s evening. Some of the successes we have had are from our user groups buying into what we do. We are grateful that they choose our hall to run their activities from but it would be good to see them actively participating in securing the future of the hall by attending and supporting the activities.

Last reporting year we were able to share with you that managed to self-fund the warm hub from our fundraising events. After plenty of badgering and writing some funding applications we have managed to secure **£6,950** in funding to keep the Warm Hub open and free for attendees, something we are very proud of. The Management Committee are often asked why we don't charge attendees of the

Warm Hub but the answer is quite simple, why should we, especially when other warm hubs in Rainham, Harold Hill and Romford receive funding to deliver free Warm Hub Sessions. Why can't the residents of Elm Park be offered the same opportunities? We will continue to provide a free Warm Hub and Social Session for as long as we physically can because we know how vitally important this Wednesday group is to so many.



### A Snap Shot on the Management Committee's Achievements and Improvements at EPCA since 2021

The Committee have worked incredibly hard to make considerable improvements for the enjoyment of all hall users over the years!



In 2021 when we began managing the Hall, the tables and chairs used to be kept up and out against the hall walls which made keeping the hall clean and tidy exceptionally hard. The floor had been sanded within an inch of its life and had split and tape was being used mask the holes and there were green curtains hanging around the windows. The tables and chairs we inherited were heavy and extremely worn with the chairs having exposed screws and nails on the seat padding.

We had a very small working group who gave the main hall a spruce up with a clean and lick of paint, the curtains were removed. EPCA obtained a very small grant from The National Lottery and purchased brand new tables and chairs, notice boards and external signage.



We were also very fortunate in spotting a company on Facebook that was offering a second hand kitchen from a job they were on to community members. Some great conversations were had and they offered to install the new units at no cost to the Association. The new units have really modernised the kitchen space and all we need now is new flooring. Via grants we were also able to purchase new kettles, urns and microwaves to add into both kitchens.



EPCA have also had all new fire doors installed, a new door to the annexe hall and three new ramps meaning the hall is now totally step free.



In addition to this we also overhauled the heating system, we used to have an overhead air heating system which was extremely noisy. This was upgraded to a full central heating system across both halls.



Most recently came the roof repairs, soffits and fascias which have greatly improved the external aesthetics.

## Chair's Report

It is my pleasure to present this year's Chair's Report for the Elm Park Community Association. As always, this report reflects not just the work of the Association but the collective strength, dedication and spirit of the community.

First, I want to take some time to remind everyone that EPCA is 100% volunteer led. Everyone involved with EPCA does so, in what very precious free time they have. Whether that is running an event, writing a policy, taking hall bookings, opening or closing the hall, the management committee and everyone involved are volunteers. Volunteers remain the backbone of everything we do and ensures that our community centre continues to thrive. To every volunteer who has given their time, energy and heart this year—**thank you**. Your contributions have made such a difference to countless residents and each other.

I must give a huge shout out to our fundraisers who have worked vigorously throughout the year to secure essential funds. Their creativity, enthusiasm and persistence have allowed us to maintain services, run vital programs and keep the doors of the community centre open.

I would also like to acknowledge the dedication of our Management Committee. Their guidance, leadership and behind-the-scenes work often go unseen but their impact is felt every day. From navigating complex administrative responsibilities to making difficult decisions about resources and priorities, the Committee has shown unwavering commitment to ensuring the stability and future of EPCA.

As many of you know, this year has not been without its challenges. Maintaining a vital community centre at the heart of Elm Park is no small task and we have faced ongoing struggles with repairs, maintenance and the general upkeep of our ageing building. Rising costs and limited funding have added pressure and there have been moments when the sustainability of our facilities felt uncertain. Yet, through determination, collaboration and sheer hard work, we have managed to keep the centre open, welcoming and safe for all who rely on it.

Despite these obstacles, our community spirit has remained strong. We continue to see the centre used for youth activities, senior support, cultural gatherings, educational workshops and countless everyday moments that bring residents together. This is a testament to the passion of everyone involved—proof that Elm Park truly pulls together when it matters most.

Looking ahead, we know there is more work to be done. With continued support from volunteers, fundraisers, partners and residents, I am confident that we can secure the future of EPCA and build upon the progress made this year.

Moving into 2025-26 I know that I echo the sentiments of the Management Committee when I say we are forever grateful for the support we receive already but we need more people power to make the Association even bigger and even better. Thank you once again for your unwavering support and commitment. It is an honour to serve as Chair and I look forward to another year of partnership, resilience and taking pride in our community.



**My heartfelt thanks and very best wishes**

**Rebecca Mazrreku**

The Management Committee over the last 12 months have worked really hard to try and welcome a diverse stream of Hall Hirers. We are really pleased to say that we have the following regular hall hirers:

- Arise
- Irish Dance School
- Hornchurch Tutors
- Hornchurch Allotment Society
- Hornchurch Darul Ummah
- Kaichou Kai Karate
- Little Poppets – Pre School
- LOGAC
- Narcotics Anonymous
- Spotlight Theatre Company
- Zumba

We still have popular demand for Adhoc hirers too, also choosing to host a variety of events from fundraisers to birthday parties and everything in between. We must pause to thank those that support the hall users, be it from Key Holding to Viewings, without that support we wouldn't have such a well-used community facility.

You may remember from last year we suffered a number of issues from leaky men's loo's to flooding in the main hall and pigeons nesting. We again have worked to rectify these issues and so far further reoccurrence of these problems has been kept at bay.

### Being Part of the Management Committee

We say this every year but it's very easy to forget that the Management Committee are volunteers who freely donate their time to the hall but being part of the committee is much, much more than attending a meeting, making a few decisions and popping off until the next one. This was one of the very main drivers in us changing our name from Executive Committee to Management Committee.

Being part of the Management Committee isn't about personal gain, yes, we all get a little buzz when we see things go well but there is often blood, sweat and a lot of hard graft to get things to go well.

Being volunteers and extremely busy means that our lives often pull in different directions and some of us are heavily involved with the running of the Association whilst others take a more back seat approach. With that being said, we all add a great deal of value into the Association when we can but we definitely could use some fresh input and ideas too. We are looking for more members to join the Management Committee but these must be independent from a current member and not a main figure on any of our user groups. This is to ensure that we can carry on achieving great things for everyone who uses our halls. If you would like to find out how you can play a part in such a worthwhile cause please get in touch.

### Finances

The Indoor Boot Sales have been a great source of fundraising having brought in **£9,033.01**. Our boot sales are very well attended with tables often selling out weeks in advance. For the first time ever we have seen queues at 9am for doors to open to the public for 10am with people rushing towards their favourite stalls. The EPCA tables are huge hits every month with the Association taking on surplus items that charity shops can't take. This led to a bumper boot sale in July which enabled EPCA

to sell a vast majority of donated items. Items that we haven't been able to sell at the boot sales are weighed in for extra money, repurposed or donated to charity shops. These boot sales take an incredible amount of organising and hard work to organise and we thank all those who support these monthly.

Our Tea Room is a roaring success, we now sell whole cakes which have proved a massive success and the bacon rolls literally fly out the door often selling out before the end. These are incredible boosts to our fundraising efforts and the incredible hard work from those who volunteer, cooking, baking, serving and washing up!

We tried a totally different type of fundraising event this year and partnered with Spotlight Theatre Company to host a Murder Mystery evening. Again this was hugely popular with tickets selling fast around 120 tickets EPCA raise an incredible **£2,180**. We have had lots of requests to host another one and we would like to say that we hope to be bringing this event back to our halls in 2025.

As always, if anyone has any further suggestions on event ideas, then we would love to hear them!

Here are a few reminders of a few of our events over the last 12 months:



EPCA also signed up to the Havering Local Lottery, this is a really simple way for the community to support us on a regular basis which is relatively hassle free for them and also EPCA. In 12 months we have raised £626, that's a lot of 50ps from those ticket sales. If you haven't done so already please sign up and support EPCA, it's really simple and costs £1 a ticket bought on a monthly basis or you can sign up for longer or pay in advance. Google Havering Local Lottery or ask one of the Committee members to help.

### Treasurers Report

We thought last financial year was busy but 2024-25 has been exceptionally full, with us not really taking our feet of the gas. The Association has worked tirelessly to become financially stable and are pleased to share we have had a financially productive year with us ending on a surplus, little shy of £44,000.00 which supports our future maintenance schedule greatly.

The main focus of the past year was to reduce our expenditure and increase our income where possible, to end the year once again in the black but with a substantial pot for us to make further physical improvements to the hall. I believe that we have taken great strides in achieving this, although I'm sure there is room for further improvements, which is what we continually strive for.

We saw a slight increase in our hall usage and are pleased to have been able to keep our prices competitive and fair. The hall is in popular demand but unfortunately we can't increase the number of days in a year for the hall to be available. Similarly with our fund raising activities we again saw a slight increase in revenue, with the majority of these funds come from EPCA using the hall to run events but again we can't increase the days in a year for the hall to be available for us to run Boot sales and event nights.

EPCA have seen a huge jump in donations throughout the year, more than double the previous year with this largely being the community getting behind the 'raise our roof' appeal. We would like to thank everybody regardless of how big or small the donation was, in the words of Tesco "Every little helps".

In the later part of 2023/2024 reporting period we began managing our bank accounts slightly differently with the hope of increasing any interest we earned. The view was to make a small increase in our income with no significant workload, again I am pleased to say this has been a success and we have more than doubled the interest earned compared to last year.

In respect of our expenditure, as we all know utilities, insurance and rent seem to always increase and unfortunately those are areas where we are unable to improve, however last year we didn't need to spend anywhere as much on equipment, nor the general upkeep of the hall.

The year-end summary shows the actual numbers but it doesn't highlight the savings made by our volunteers and committee members, who continually give their heart & soul to the running and upkeep of the hall. They work tirelessly and enthusiastically from the small jobs to the major works, whether it be collecting & delivering paperwork, collecting and sorting raffle prizes, minor repairs to the premises or organising events etc. Over the course of a year this saved the association a minimum of £22,000 - £25,000 in wages alone. I would personally like to thank all those that have supported EPCA in this way and express my gratitude for giving their free time generously, their continuous support and unwavering dedication, Thank you!

#### **Income**

Hall Hire	£61,364.25
Grants	£6,950.00
Donations	£1,635.44
Fundraising	£13,779.02
Banking Interest	£1,116.30

**Total Income** **£84,845.01**

#### **Expenditure**

Cleaning	£7,249.60
Equipment	£750.95
Memberships/Subscriptions	£50.00
Events	£467.27
Warm Hub	£526.04
Maintenance	£2,382.74
Insurance	£135.96
Utilities	£17,373.47
LBH Rent	£10,599.67
Business Rates	£853.29
IT/Web Maintenance	£312.02

**Total Expenditure** **£40,934.34**

It is important to note that whilst our closing balance looks healthy, we are obliged to hold 6 months reserves in case of winding down procedures. This balance also includes the funds to undertake the roof repairs which will considerably dent the overall figure. As we enter 2025-26 we are faced with the roof repairs which we were initially looking in the region of £100,000 which is a hefty chunk of our funds.

To the future, our aim is to continue finding ways to improve our income and reduce our costs where possible and with that “Substantial pot” we are carrying into 25-26, we have already had the long overdue roof repairs carried out and will be considering the next major project.



**Best Wishes**

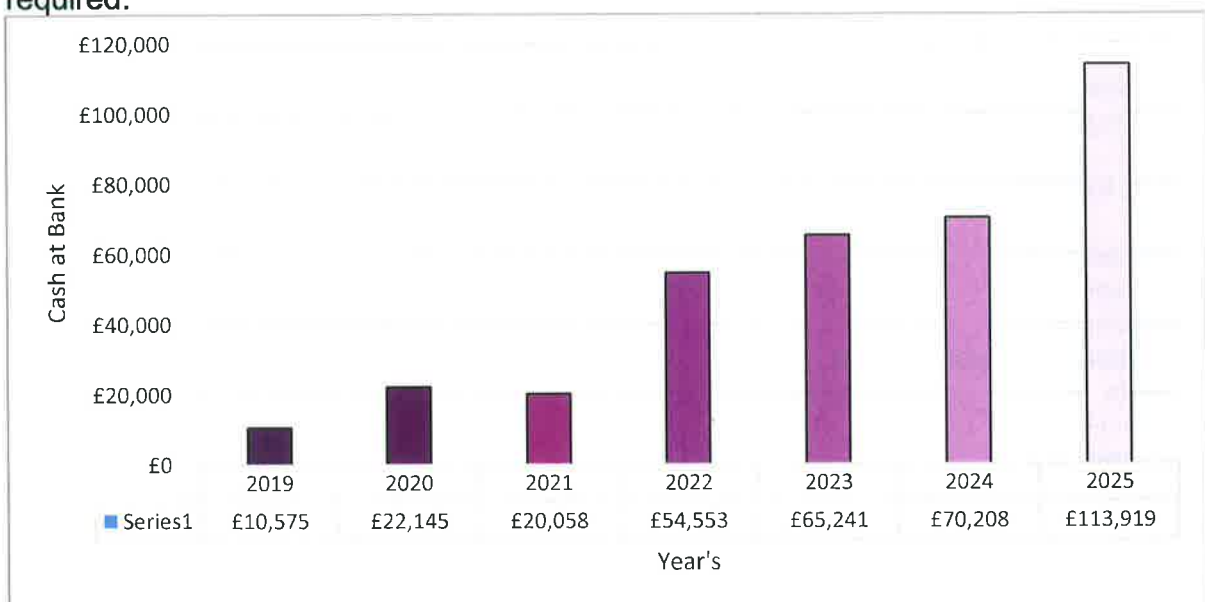
**Andrew Whitton**

**Priorities for 2025–2026**

1. **Increase Community Participation** by facilitating more community events to engage a wider audience.
2. **Expand the Management Committee** by actively recruiting members of the community to join the committee.
3. **Improve Connectivity** to EPCA by installing internet and WiFi facilities to broaden the hire options for conferences, training and meetings
4. **Continue to improve the facilities** by maintaining a safe, well looked after premises for all to enjoy.
5. **Develop a wider corporate partnership** to actively support the income generation of the Association and Social Value.

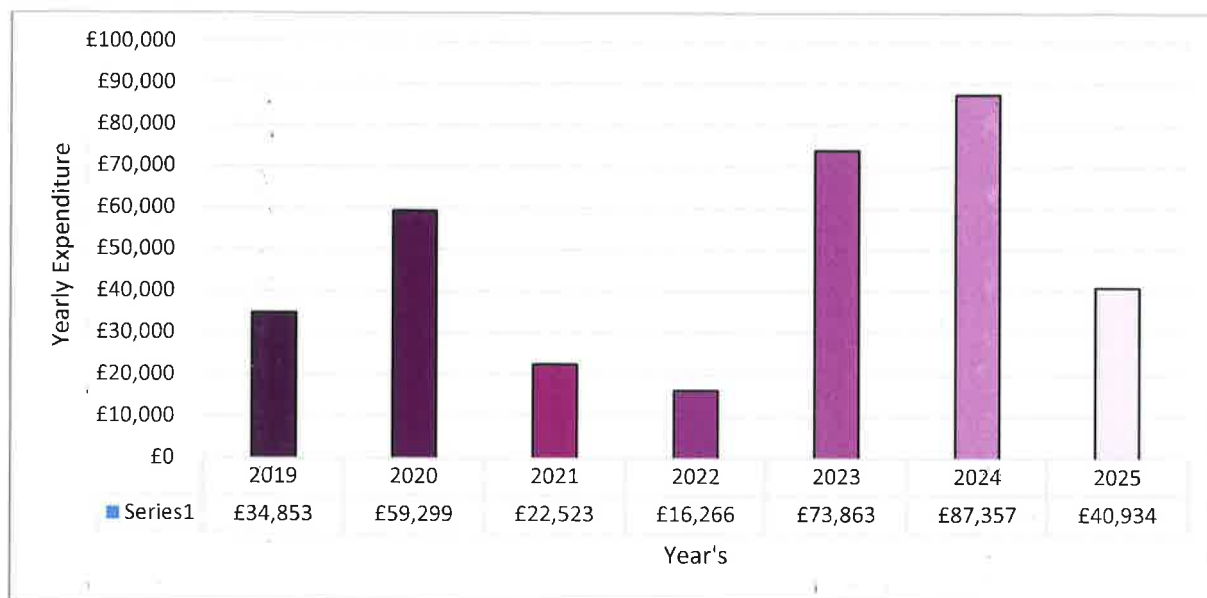
**A Snap Shot on the Management Committee’s Financial Strengthening of EPCA**

This is a look back on how the Management Committee have been able to grow the financial position of EPCA in order for them to undertake the remedial works required.



**\*Our 2025 cash at bank holds the money raised to complete the roof repairs which started in July after our accounts were finalised.**

Not only this but Charities are supposed to have a minimum of 6 months running costs to cover the organisations liabilities in the event of winding up procedures.



6 months running costs should cover a minimum of 6 months of your yearly expenditure.

EPCA's expenditure has fluctuated since the formalisation of the new committee in 2021 due to the grants received against delivering projects and also the heavy maintenance and emergency repairs required.

### The Future

EPCA only has a future if we still have members of the community behind the Association. Only if we can continue to on-board more groups, continue to keep on top of maintenance and continue to increase the income. This takes team work!

We already have some amazing people involved with keeping EPCA at the heart of the community but as always we need more help and support. We need fresh ideas, fresh passions and new vibrancy to continue to build on all that we already have.

Everybody has value that they can add no matter how big or small. We know that those reading this report are the ones already involved and heavily supporting the hall to thrive but we need you to spread the word. Share proudly with your friends, family and neighbours about what you do for the hall, encourage them to come and speak with some of the Management Committee and let's see if together we can inspire more people to join the team!

As always we are here to listen to suggestions and tips, constructive criticism is always welcome. We ask that with problems and issues raised, some thought into solutions also be offered. We ask as always for patience towards the Management Committee, we are human; we have feelings, personal lives and commitments outside of the Association. We value all of the input and suggestions given and whilst on the face of things they may not always be acted upon, they are always given great consideration.

As we look towards the next 12 months, we know that we will continue to build on the achievements of the past year. The Management Committee are tenacious and stubborn but 100% committed to the vision, mission and aims but most of all the Elm Park Community!

**The Management Committee Extend Our Thanks to:**

**Support Volunteers:**

- Linda
- Peter
- Rob
- Paul
- Shaz
- Shelley
- Kerry
- Ray

**Warm Hub Volunteers:**

- Sarah
- Keith
- Barbara
- Jane
- Sue
- Judy
- Lorraine

- Linda
- Denise
- Rose
- Dot
- Doreen
- Peter
- Lesley

**Young Volunteers**

- Lily
- Eleanor
- Aden

We thank all the volunteers who have dedicated their time throughout our reporting years of 2024-25.

We would also like to thank:

**Local Businesses:**

- Regal Fish Bar Elm Park

**Voluntary Sector Partners:**

- Havering Volunteer Centre
- B&D College

Thank you to everyone who has supported the Management Committee – you have been invaluable and should feel equally proud of your achievements.





**Report to the trustees/  
members of**

Elm Park Community Association

**On accounts for the year  
ended**

31<sup>st</sup> May 2025

**Charity no  
(if any)**

1057074

**Set out on**

Page 2, as attached.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> May 2025.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

**Date:**

27<sup>th</sup> Sept 2025

**Name:**

Tim Steel

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

FCMA, CGMA

**Address:**

278 Goodwood Avenue,  
Hornchurch, Essex.  
RM12 6DH

**Elm Park Community Association**  
**Accounts for year-ending 31st May 2025**

**Charity No: 1057074**

**INCOME**

Hall Hire	£61,364.25
Grants	£6,950.00
Donations	£1,635.44
Fundraising	£13,779.02
Interest (Reserve Account)	£1,116.30
<b>Total Income</b>	<b>£84,845.01</b>

**EXPENDITURE**

Cleaning	£7,249.60
General Supplies	£233.33
Equipment	£750.95
Memberships/Subscriptions	£50.00
Events	£467.27
Warm Hub	£526.04
Maintenance	£2,382.74
Insurance	£135.96
Utilities	£17,373.47
Rent	£10,599.67
Business Rates	£853.29
Projects & Training	£0.00
IT/Website Maintenance	£312.02
<b>Total expenditure</b>	<b>£40,934.34</b>

**Surplus for 12 months to 31st May 2025** **£43,910.67**

<b>Balances at bank:</b>		<b>31st May 2025</b>
Opening Balance (1st June 2025)		£70,208.76
<i>Less</i> , deposits held as at 31st May 2024	-£ 1,000.00	
<i>Plus</i> , deposits held as at 31st May 2025	£ 800.00	(£200.00)
Surplus / Deficit		£43,910.67
<b>Closing Balance as at 31st May 2025</b>		<b>£113,919.43</b>

<b>Bank reconciliation, at NatWest</b>	<b>31st May 2025</b>
Current Account	£4,992.18
Reserve Account	£108,927.25
<b>Total balances at bank</b>	<b>£113,919.43</b>

The above accounts have been prepared on a receipts and payments basis, except that deposits are not taken to income until the relevant booking goes ahead.



Andy Whitton, Treasurer  
 27th Sept 2025

**ELM PARK COMMUNITY ASSOCIATION**

England & Wales - Charity number 1057074

---

# Accounts

---



# **ELM PARK COMMUNITY ASSOCIATION**

**ANNUAL GENERAL MEETING**

**JUNE 2023 – JUNE 2024**

**Elm Park Community Association**  
**Eyhurst Avenue**  
**Elm Park**  
**RM12 4RA**

**Management Committee:**

**Chair –**

Rebecca Mazrreku – Elected October 2021, Appointed Chair 2023

**Treasurer -**

Andrew Whitton – Elected June 2022

Ian Norris – Health & Safety, Elected 2021

Teresa Parrish – Deputy Health & Safety, Elected 2021

Debbie Whitton – Events & Fundraising Lead, Elected 2022

Stephanie Nunn – Elected 2021

Sue Burchell – Elected 2021 (previous committee member)

**Resigned:** Barry Mugglestone, 2023



Rebecca  
Mazrreku



Andrew  
Whitton



Ian  
Norris



Teresa  
Parrish



Debbie  
Whitton



Stephanie  
Nunn



Sue  
Burchell

## Annual Report of Elm Park Community Association 2023 to 2024

The past 12 months have been a journey of rediscovery, restructure and refocus for the Association. We have tried to hone in on what the community need is, the desires of our user groups, what we want to achieve as a management committee and how we want the Association to be represented amongst the community.

Looking back over 2022-23, the year had held way for a lot of aesthetical work with trying to solve neglected maintenance, modernise the space and make it more welcoming for new and existing users.

Heading into the current reporting year, we actually started our financial year in June 2023, with a very slightly negative balance to our finances. Despite this, the Association had no concerns as we had utilised our finances to overhaul the heating system. This was something that was of great need to all users. Like all new things, there were tremendous teething problems and we thank all of our hirers for persevering whilst we got the heating right.....and yes, it is right!

Unfortunately, our finances took another hit in terms of the rent we pay to the Local Authority. For whatever reason, the billing system had not updated and a rent increase had not been imposed in 2018, therefore this had now become an outstanding bill which needed to be paid. The Committee tried to argue that they cannot pay for something retrospectively and that the error was that of the Authority, however this had no bearing. Our hands were tied and we had to pay the backdated rent. Low and behold, a few short months later, EPCA were notified that we had again reached a point in our lease whereby our rent was due to increase again. Surely not, was our response but to no avail our rent increased again. Both the Chair and Treasurer of the Association held lengthy conversations with the Local Authority about ways forward. One of the suggestions made was to maximise our income potential and think about having a bar to sell alcohol. Obviously, they were reminded of the covenant held on the Association that denies the sale of alcohol. The Chair and Treasurer were then tasked to think about ways to maximise our income. The Management Committee have given this some in-depth thought and really gone outside the box in terms of ideas. However, every suggestion posed back to the Authority, results in costs ranging into the thousands at our own expense. For now, we have decided that the maximisation of our income is at where we can take it on the resources available to us at this time.

The Management Committee are constantly looking at ways to reduce our outgoing costs to run the charity. We feel that we have cut back services as much as we can, whilst still providing an all-round good experience for all. We are extremely conscious in ensuring that we don't hit our regular user groups in their pocket because they then have to put the costs onto the community and it becomes a vicious circle. This has meant that a lot of what we have achieved collectively this year has come from donations of items and donated time to get varying jobs and tasks completed.

This has not always been as smooth sailing as we hoped. One step is often taken forward and then a giant leap going back. For example, the heating system was installed, smart, neat and tidy but the remedial works subsequently meant that boxing in had to be removed. We have tried to repair the leak to the annexe roof to no avail and are now at a point whereby we have very little options left. The association was gifted a disabled access ramp, which came at a huge saving, however this had a slight tilt and no drainage installed, so when it rained the main hall flooded substantially. We have had a considerable amount of items donated in terms of improvements to the hall, a second kitchen and also some insulation and plaster boarding. We highly value these donations and often have to take them when

they become available but with our time being limited and not enough people power to get the jobs completed occasionally items are often left hanging around. This means by us trying to improve the conditions of the space we also upset some of our hirers with the items “left lying around” which results in the Management Committee having to smooth relationships with user groups.

Talking of smoothing relationships, the Management Committee spent a considerable amount of time with a small working group on restructuring the way we want to communicate and represent the Association. From various avenues, the Committee had received some negative feedback by methods of the way members of the community and user groups had been spoken to or communicated with. This blip obviously shocked many of the Association and we took swift action to rectify this by creating a Marketing and Communications plan. This is a big step for the Committee because for the last 3 years we have all been working with an idea of how we think we need to represent the Association. The Marketing and Communications Plan is the blueprint that we now use to provide excellent customer service. So far, all seems to be working well!

Over the last 12 months we have held some fantastic fundraising events, these are always amazing because they bring together so many different members of the community. We often hear how people look forward to our indoor boot sales, not only for the bargains and cake but they get to take a seat in the Tea Room and talk to people they’ve never met before. Our most successful fundraising event for this reporting year was the Evening of Mediumship with Bees which raised an incredible **£1,630**. However, what was most special about the evening was being part of peoples very sentimental moments. I know that everyone who attended felt part of a person’s journey and connection to their loved one.

The total funds raised from fundraising this year is **£12,444.93**. This is in part down to every single person that volunteers, attends or organises these events. Everyone should feel proud of their involvement in achieving such a substantial amount and from the Management Committee we thank and praise you for your hard work, dedication and determination, we simply could not do it without you!



Last reporting year we were able to share with you that we had received a small pot of money to deliver a warm hub / social session. Unfortunately when the funding expired we were left with a dilemma on whether to close the hub or keep it operating for the community. We managed to self-fund the hub from our fundraising events for a couple of months and were spurred on when we received funding from the National Lottery Community Fund to replace the tables and chairs for people attending the hub. This meant that they could now sit comfortable without back pain from uncomfortable seats. Members of the Management Committee did not rest there and constantly approached the Local Authority to ask why in partnership with the NHS they were able to fund warm hubs in Harold Hill, Harold Wood and Rainham and to remember the Warm Hub in Elm Park too. This badgering did not go unnoticed and we are pleased to share that the Warm Hub / Social Session received

funding of **£1,000** to continue. Let's hope that the people that hold the purse strings can see value in adding to free provisions in Elm Park and offering more to the local community but don't worry our Management Committee will be straight on the case again if not!



### Chair's Report

This never quite feels the way I would like it to when I express or write my thanks but I am genuinely so thankful, grateful and appreciative of all of the support the Association receives from people far and wide. We absolutely couldn't do a fraction of what we do without the support from the community and I sincerely hope that you all know, this AGM report is for you. It's to remind you of how far we have come together, how your £1 raffle ticket or slice of cake has made a difference, how together, no matter how big or small we all have a part to play in keeping the hall at the heart of the community!

We have worked really hard to continue to improve relationships between our user groups and the Management Committee. There are now more groups supporting our fundraising events and donating raffle prizes which is fantastic. We want our user groups to become just as invested as we are in seeing the hall thrive and will continue over the next 12 months to further reinforce those connections. Thank you to our user groups over the last year, new and old for supporting us and bearing with us whilst we undertake mass renovations and little tweaks here and there.

The EPCA Family have had some great achievements with events, fundraising and the continuation of the warm hub. The volunteers involved with these are second to none, from making cakes, to pouring cups of tea, shopping for supplies, sourcing donations and raffle prizes to taking bookings, whether you've rolled up your sleeves, swept a floor or sold a raffle ticket, whatever the part you played in these events, I thank you because without you, they simply wouldn't happen!

Everybody involved in the success of EPCA are volunteers, the events teams, Warm hub Crew, Tea Room Squad, Maintenance and Tidy up Team and Management Committee all give their time freely to see the hall become a success. There is an exceptional amount of hard work and commitment that go into running the Association. Volunteers turn up and muck in because they have the heart and the passion for the community – they are the heart in our logo keeping us all going, keeping us motivated and keeping us focused and I hope you share in my sentiment to them for their dedication to EPCA.

I would like to also take this opportunity to thank the previous Chair Barry Mugglestone for taking the reins when the Management Committee first

reformed. His involvement got us to where we are today and helped us to continue to thrive.

Whilst we have grown and developed leaps and bounds since our last AGM, I know that we still have a long way to go. The Management Committee still have efforts to make in ensuring that we all work in unison and support each other. We still have some ground to cover in ensuring that we invite more members of the community to feel the benefits of the Association and all that we achieve together. With our biggest need being to develop and continue to improve the features at the hall by undertaking maintenance and works. I must pay great thanks to those that form the Management Committee and those in the wider Committee that continue to support all that we do. I may not always have the opportunity to thank each and every one of you for the part you play but I am always forever extremely thankful for you all. Each of you inspire me to continue to make positive changes, I feel your passion in what you do and I know that this not only encourages me to take action but others around you too.

Our growth and development as an Association has led us to become busier with users groups at the hall, the need to fundraise to keep going has led to bigger and better events and the never ending maintenance has led to us needing more help.

Moving into 2024-25 I know that I echo the sentiments of the Management Committee when I say we are forever grateful for the support we receive already but we need more people power to take the Association even bigger and even better. We welcome members of the community to join our EPCA Family at any time, if you are at a loose end and want to be part of something special then we are waiting to hear from you.



**My heartfelt thanks and very best wishes**

**Rebecca Mazrreku**

The Management Committee over the last 12 months have worked really hard to try and welcome a diverse stream of Hall Hirers. We are really pleased to say that the halls have gone from 10 regular users to 14 user groups across the entire week. We still have popular demand for Adhoc hirers too, also choosing to host a variety of events from fundraisers to birthday parties and everything in between. We must pause to thank those that support the hall users, be it from Key Holding to Viewings, without that support we wouldn't have such a well-used community facility.

We have not been without our challenges this year. There have been pigeons nesting, damaged floors and leaks galore.



Some of the worst flooding had to have been in the main hall. Many a time, user groups and Committee Members spent hours trying to mop, what seemed like a never ending amount of water. Heavy rainfall, a slight tilt on the ramp and leaves in the gulley's contributed to the flooding and unfortunately some additional damage to the floor. Nevertheless, we did have some volunteers come to our rescue and installed additional drainage, which touch wood, has worked a treat!

Our male toilets were also out of action for a considerable amount of time, with the root cause being, well, roots! It would appear that the drainage outside may have shifted due to tree roots and caused some debris to enter the system. When we

have a higher than usual amount of male attendees using the facilities, this causes the drainage to back up and flood the gents loos. We kindly had a local plumber come along on his Saturday off and take a look and provide some suggestions. Unfortunately we are currently in a back and forth with the Local Authority as to whose responsibility the drainage system is, so watch this space!

We have continued as best as possible to precede with various maintenance works at the hall. Our next big project that we are working towards is new LED lighting throughout the building, a streamlined fuse board system and a few upgrades to sockets and switches. Again, a local Electrician has come to our rescue and has been working for the last 9 months to source various components at either cost or donated by other local businesses. EPCA will still have a considerable amount of expenditure alongside the hard work of the Electrician to source elements but it will be nowhere near what it would be if we were to go out to market value. We are really excited to get the ball rolling and again modernise another element to the hall enhancing the experience for all those who use the space. If anyone would like to add any donations of materials/services to improve the halls or offers of help we would very much welcome the support.

### **Being Part of the Management Committee**

We say this every year but it's very easy to forget that the Management Committee are volunteers who freely donate their time to the hall but being part of the committee is much, much more than attending a meeting, making a few decisions and popping off until the next one. This was one of the very main drivers in us changing our name from Executive Committee to Management Committee.

The Association takes managing an asset like the hall with great consideration. The Hall is very much an asset, one that takes constant thought and attention. Being 'Executive' screams decision maker and the Chair of EPCA did not want anyone under any disillusionment that being part of the Committee was purely a "yes" or "no" every few weeks at a meeting. A meeting was called to discuss individual roles within the previously named Executive Committee and all members were asked what they wanted from being part of the group. The only real answer was to see the hall thrive and be at the heart of the community. Being part of the Management Committee isn't about personal gain, yes, we all get a little buzz when we see things go well but there is often blood, sweat and a lot of hard graft to get things to go well.

After lengthy discussions we feel that Management Committee is the most appropriate way of describing what we do. We still have a tremendous amount of work to do as a Management Committee, not only in terms of managing the asset but actually working as a team. We are a work, very much still in progress but there is progress nonetheless. The Management Committee are a great team, there is always fun to be had and enjoyment in seeing things change for the better. If you would like to be part of the Management Committee then please come forward and join the team!

### **Finances**

The events & fundraising team have had yet another outstanding year. We again looked at what was and equally wasn't working in terms of our events and fundraising and pooled ideas for a fresh start. This led to Table Tops becoming Indoor Boot Sales, Specific Craft and Small Business events as well as some larger celebratory events and fundraisers.

Teresa kicked off our Indoor Boot Sales by managing the booking in system and ensuring that we had a nicely packed hall. The Indoor Boot Sales have been a great

source of fundraising having brought in **£8,158.93**. Teresa made the decision to step away from organising the Indoor Boot Sales due to needing to focus her attention on her future plans. We thanked Teresa at our May 2024 Boot Sale by presenting her with some flowers as a small token of our appreciation. The Events and Fundraising Team have now taken over the organising of the Indoor Boot Sales and they have continued to grow from the foundations laid previously. We have opened the side door and passing footfall has increased which has led to an incredible amount of people coming through the door. Indoor Boot Sales are now sell out events every month with people desperately trying to book in last minute.

Our Quiz nights also continue to prove popular, as soon as one finishes there are calls for the next. Quiz nights take an exceptional amount of planning between our Quiz Master and the Events and Fundraising Team but again hard work prevails as these have raised **£2,596**.

We tried a totally different type of fundraising event this year, one that our Fundraising and Events Lead had tried previously somewhere else and that was our Evening of Mediumship with Bec's. Again this was hugely popular with tickets selling fast but I know when we say, this event became more than just fundraising. It was an incredible special evening, with shared tears, love and joy at others getting much needed and cherished messages. The wonderful Bec's very kindly donated her time on the evening which helped EPCA raise an incredible **£1,630**. We have had lots of requests to host another one and we would like to say that we hope to be bringing this event back to our halls in 2025. As always, if anyone has any further suggestions on event ideas, then we would love to hear them!

Here are a few reminders of a few of our events over the last 12 months:



We have also had a successful year of grant funding and have been successful in securing income from:

- Groundworks Tesco Bags - £1,500
- National Lottery Award for All - £9,800
- Warburtons - £400
- LBH Warm Hub - £1,000

This is a total of £12,700 brought into EPCA in grants alone, this has enabled the Association to again enhance and improve aspects of the hall.

The Groundworks Tesco Bags fund enabled the Association to upgrade their Fire Extinguishers and make remedial works to the fire exits. This was vital for the

Association as we had fire exits that were not secure and mechanisms that were failing, this funding enabled us to make these improvements that also reduced heat escape. This ultimately helped with lowering our utility expenditure.

Our biggest funding obtained was from the National Lottery Awards for All funds. This enabled EPCA to install an external sign and notice board, as well as internal notice boards to promote the activities of user groups and the Association. This fund also enabled the Committee to further purchase 50 chairs and 10 tables for the annexe with the sole purpose of improving the comfort of attendees to the warm hub. We have also been able to upgrade our email and website platforms to have a more professional look and feel. If you haven't seen the website please go to [www.epca.org.uk](http://www.epca.org.uk).

We also received funding from Warburtons to improve facilities at our warm hub and monthly boot sales. We purchased urns, pump flasks, hotplates and microwaves with this funding which all helps with what we are able to offer and provide in terms of refreshments.

Lastly, what feels like a victory is the funding received from NEL/LBH for the warm hub. This took tenacity to obtain, an awful lot of door knocking and reminding lots of people that Elm Park has a warm hub and that they should be funded just like others in the borough. Until this funding was obtained EPCA were running the warm hub by self-funding and often at a loss and despite offers of paying from attendees, the Committee felt strongly against this.



## Treasurers Report

2023 – 2024 has been an exceptionally busy, but very productive and successful year financially for the Association as reported in the year-end financial summary, even with some large expenditure we have managed to remain in the black, ending the year with a surplus just shy of £5000.

Some of the financial highlights are a 50% increase in Hall Hire revenue, an increase of just under 50% in Grants and almost doubling our Fundraising efforts. With this increased revenue we could afford to completely refurbish the heating system. We also manage to keep our overall running costs similar to the previous year despite the “cost of living” increases; the exception was our rent which unfortunately increased quite dramatically.

The year-end summary shows the actual numbers, but it doesn't highlight the savings made by our volunteers and committee members, who give their heart & soul to the running and upkeep of the hall. They work tirelessly and enthusiastically from the small jobs to the major works, whether it be collecting & delivering paperwork, collecting and sorting raffle prizes, repairs to the premises, organising events etc. Over the course of a year this saved the Association approximately £20,000 - £22,000 if they were paid wages. I would personally like to thank them and express my gratitude for their continuous dedication.

Moving forward, our revenue is still increasing with the help of more fundraising through the regular monthly boot sales & craft fairs and the introduction of themed nights such as the Medium Night. With our income improving it is our hope to arrange for the main hall floor to be repaired and the hall roof to be replaced.

On closing, our accountant that has verified our accounts for the Association has had some circumstances in his personal life and has decided to retire, we are grateful for his support over the past years and wish him all the best.

If you also know anyone who has spare time that would like to donate their time to the hall please let any of the committee know, we need all the help we can get.



**Best Wishes**

**Andrew Whitton**

## **The Future**

EPCA only has a future if we still have members of the community behind the Association. Only if we can continue to on-board more groups, continue to keep on top of maintenance and continue to increase the income. This takes team work!

We already have some amazing people involved with keeping EPCA at the heart of the community but as always we need more help and support. We need fresh ideas, fresh passions, new vibrancy to continue to build on all that we already have.

Everybody has value that they can add no matter how big or small. We know that those reading this report are the ones already involved and heavily supporting the hall to thrive but we need you to spread the word. Share proudly with your friends, family and neighbours about what you do for the hall, encourage them to come and speak with some of the Management Committee and let's see if together we can inspire more people to join the team!

We are also really passionate about involving younger people in the hall. We know that the future success of EPCA lies in getting younger people to be invested and passionate about seeing the hall succeed. Those younger people are the future Management Committee members, we need them invested in the hall now so that they can continue to grow on the passions and foundations that we all pave. If you know a young person looking to build skills, confidence or has some time to spare to lend a hand, then we would love to hear from them.

As always we are here to listen to suggestions and tips, constructive criticism is always welcome. We ask that with problems and issues raised some thought into solutions also be offered. We ask as always for patience towards the Management Committee, we are human; we have feelings, personal lives and commitments outside of the Association. We value all of the input and suggestions given and whilst on the face of things they may not always be acted upon, they are always given great consideration.

As you have read from the report previously we are not without challenges. The roof is going to be a huge challenge and we will need to take lots of advice as it will need to be treated professionally by council contractors at the committee's expense.

We will be installing LED lighting to become more environmentally friendly, this is going to be a huge undertaking and will require a total rewire. With this again we will be asking all user groups and beneficiaries of the hall to bear with us as this will require some patience whilst the install is undertaken.

**ELM PARK COMMUNITY ASSOCIATION**  
**Balance Sheet for Accounts ending 31st May 2024**

**Charity No: 1057074**  
**Current and Reserve Account**

<b>INCOME</b>	<b>£</b>
Hall Hire	61,164.75
Grants	12,700.00
Donations	671.04
Fundraising	12,444.93
Interest	544.26
Deposits	4,800.00

**92,324.98**

<b>EXPENDITURE</b>	<b>£</b>
Cleaning	5,553.52
General Supplies	284.35
Equipment	6,601.71
Membership/Subscriptions	50.00
Events	1,122.17
Warm Hub	1,027.06
Maintenance	39,515.67
Insurance	96.00
Utilities	14,536.56
Rent	12,464.49
Business Rates	338.60
IT/Website Maintenance	557.53
Deposit Returns	5,210.00

**87,357.66**

**Surplus/Deficit 4,967.32**

**Opening Balance Brought Forward 65,241.44**

**Surplus/Deficit 4,967.32**

**Closing Balance @ 31st May 2024 70,208.76**

Current and Reserve Account

£

Opening Balances Brought Forward	65,241.44
Surplus/Deficit	4,967.32
Closing Balances @ 31st May 2024	<b>70,208.76</b>

Balance of Accounts held :

NatWest Current Account	11,397.81
NatWest Reserve Account	58,810.95
Overall Closing Balance @ 31st May 2023	<b>70,208.76</b>

There are current Liabilities of £1,000 relevant to Deposit Returns

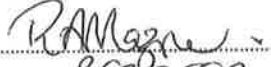
Accounting Policies :

The accounts are prepared on a cash received and paid basis


The Association writes off all asset purchases in the year of expenses under non-recurring expenditure

No provision is made for accruals or prepayments

Approved by the Managing Committee on 15-09-2024 and signed on its behalf by :

  
Name : REBECCA MARRICK  
Date : 15-09-2024.

Independent Examiners Report

  
Name :  
Date: 12/9/2024

We will also be aiming towards repairing/replacing the flooring to both halls as well as the soffits and fascias to prevent the wildlife from nesting.

As we look towards the next 12 months, we know that we will continue to build on the achievements of the past year. The Management Committee are tenacious and stubborn but 100% committed to the vision, mission and aims but most of all the Elm Park Community!

### **The Management Committee Extend Our Thanks to:**

#### **Support Volunteers:**

- Linda
- Peter
- Rob
- Paul
- Shaz
- Shelley
- Kerry
- Ray
- Sarah
- Keith
- Barbara
- Eni
- Gillian
- Jane
- Sue
- Steve
- Jackie
- Judy
- Ann
- Lorraine

#### **Warm Hub Volunteers:**

- Linda
- Denise
- Kerry
- Rose
- John
- Julie
- Dot
- Doreen
- Peter
- Lesley
- Neil
- Lisa
- Sophie

#### **Young Volunteers**

- Lily
- Eleanor
- Aden
- Tudor
- Andre

We thank all the volunteers who have dedicated their time throughout our reporting years of 2023-24.

We would also like to thank:

#### **Local Businesses:**

- Lads and Dad's Barbers
- Regal Fish Bar Elm Park
- Lauren Smee Scentsy
- Laura McConkey Avon Rep
- Figure Shapers Elm Park

#### **Voluntary Sector Partners:**

- Dagenham & Redbridge FC
- Havering Volunteer Centre
- B&D College

**Thank you to everyone who has supported the Management Committee – you have been invaluable and should feel equally proud of your achievements.**





**ELM PARK COMMUNITY ASSOCIATION**

England & Wales - Charity number 1057074

---

# Accounts

---



# **ELM PARK COMMUNITY ASSOCIATION**

**ANNUAL GENERAL MEETING**

**JUNE 2022 – JUNE 2023**

**Elm Park Community Association**  
**Eyhurst Avenue**  
**Elm Park**  
**RM12 4RA**

**Executive Committee:**

**Chair –**

Barry Mugglestone – Elected October 2021

**Vice Chair –**

Rebecca Mazrreku – Elected October 2021

**Treasurer -**

Andrew Whitton – Elected June 2022

**Secretary -**

Julie Wilkes – Resigned June 2023

**Executive Members -**

Ian Norris – Health & Safety

Teresa Parrish – Deputy Health & Safety

Debbie Whitton – Events & Fundraising Lead

Stephanie Nunn

Sue Burchell

Bookings Officer - Rebecca Mazrreku



Barry  
Mugglestone



Rebecca  
Mazrreku



Andrew  
Whitton



Ian  
Norris



Teresa  
Parrish



Debbie  
Whitton



Stephanie  
Nunn



Sue  
Burchell

## Annual Report of Elm Park Community Association 2022 to 2023

The past 12 months have been both exciting and challenging for the Association, there have been some amazing and positive changes made to the aesthetics of the building which we are all really proud of.

We started our financial year in June 2022, having made positive inroads compared to the previous year but also knowing that we still had a long way to go.

The most pressing issue that we needed to address was the hall hire process and trying to standardise what our hirers were paying and coming up with a system of processing payments.

It's no secret that when the committee began this journey; that the charity held £5,000 in the bank having depreciated funds of £25,000 over the previous 5 years. This in itself posed a challenge, in that, if we did not rectify this immediately then it was impossible for the hall to function.

The Executive Committee began analysing the running costs of the hall and looking in to what our regular weekly hirers were charged versus our ad-hoc hirers and where we could apply varying rates and discounts. What we wanted to achieve was a structure that was fair across the board, ensured the safe running of the halls and protecting our regular users and fellow charities and community groups. This meant that we devised 3 levels of payment structures, Ad-hoc hirers (one day here and there), regular hirers (weekly) and charity and community group rates. We undertook research of local halls in the area and looked in to the size of their venues compared to ours and took in to account our predicted running costs for the coming year.

After many discussions we came up with a collective decision that we felt fair. Our regular hirers are provided with a 10% discount on their hourly rate compared to ad-hoc hirers and our charity and community groups are provided with a 14.5% discount. This was implemented immediately for all new user groups, however we knew that for the groups who had been self-managing' their hall fees this would be challenging. We offered staggered increments to both Little Poppets and The Horticultural Guild as both of these groups would be the greatest affected.

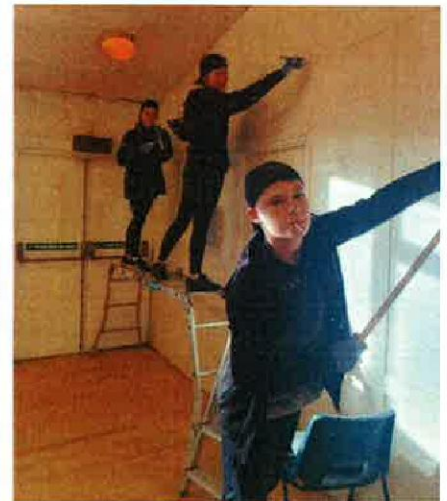
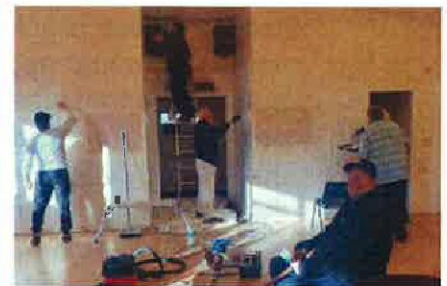
We are really pleased to have been able to negotiate with the majority of our user groups and come to a mutually beneficial agreement. As the Horticultural Guild were a community group we were able to extend greater relief to them by offering a community rate that provided them with an extra hour free of charge toward their hire plus the 14.5% discounted rate. Throughout 2022 we also provided them with the use of the annexe on show days free of charge.

However come Winter 2022, we had to again review our costings due to the energy crisis as this hit us too. The committee decided that we would ourselves shoulder the energy increases rather than passing these on to our user groups. This meant that we had to reduce the amount of gift in kind we offered towards our charity and community groups. We were pleased to agree, that we could still provide one hour free of charge towards hire to enable them to set up and tidy up however, we could no longer sustain free annexe hire because it was costing the association to light and heat the space. This was a tough decision to make however, one vital in times where the association struggled to pay the increasing energy bills.

Winter 2022 came with further issues, the heating system failed us yet again and meant that we could not permit our groups to use the space in such conditions and offered refunds where applicable. Having made another temporary repair we knew

that the system needed replacing ASAP, we obtained quotes which were coming out at in excess of £35,000! This would require some serious fundraising and the committee would need to go back to the drawing board and figure out how to raise the funds. What was very clear from us all was that increasing our hire fees was an option that no one was prepared to take.

Over the festive period of 2022, Dulux paint store donated us around 40L of paint and with some funds raised from the festive fair we purchased a little more and the tools required to be able to give the main hall a much needed facelift into modern times. We had volunteers from both the committee and the community come forward pick up a paint brush and spend 2 days transforming the hall. It made such an incredible difference and there were lots of "WOWs" from groups entering the hall. We must thank the paint team volunteers who gave up their time between Christmas and New Year to lend a hand but a big thank you also goes to the young volunteers that came along to help too. Young people get a lot of stick in our community so it's important to highlight that not all are bad eggs and we have some great young people that give up their time to help their community. We know that these young volunteers will grow up to share the same community passion and love for the hall that we all do.



The association continued to build on the previous 6 months of events and worked hard to bring in events that were different that would appeal to a broader range of the community and also help raise funds towards the boiler repairs. Our table tops have

been a huge success, the tea room is a massive hit and our Quiz nights are well attended. These events have been the bulk of our fundraising achievements so in February 2023 we launched an events and fundraising sub-committee. Following on from the establishment of the committee we applied for the Mayor of London's Community Weekend Fund and were successfully awarded £1,300 to host a community cultural weekend. Again this was a steep learning curve for the committee as none of us appreciated just how expensive cultural entertainment would be. Nevertheless, we managed to secure a Pearly King and Queen, a Bollywood Dancer and a Dhol Drummer to attend. Everyone who attended fed back that they had a lovely day and really enjoyed the entertainment and the activities provided. We spent around 6 hours decorating the hall for this event, creating cultural displays and features around the hall and we had colourful bunting hanging from the ceiling. Which by the morning of the event had fallen to the ground but we were determined to make the hall look wonderful and stuck them back in place, thankfully they lasted the event. Whilst this wasn't designed to be a fundraising event, we still managed to raise money on the day towards our boiler fund!



## Chair's Report

I would like it put on record my thanks to all the Executive Committee for their time, support and efforts in all the tasks they have undertaken during the last year. Opening the hall for users, DIY days, fundraising and all the associated financial and administration tasks, without these people I am sure we would be handing the keys back to the London Borough of Havering. On behalf of the residents of Elm Park thank you.

We are now financially more secure, but there will be challenges next year with the rises in the cost of living and energy supplies. I am very proud of what the committee has achieved this year, new Fire Doors, a new Heating System, Kitchen and redecoration.

We have a good working relationship with the user groups, we had a challenge with the finances and yes we did have to increase what they paid, but without these hard conversations we would not have survived.

This committee takes the running of the hall and the safety very seriously. When we took the management of the hall over, the shrubs were higher than the fences and we cut them back, we made sure fire doors were replaced, we marked where people couldn't park their vehicles and we installed a new ramp to make the hall accessible to all.

In conclusion, it is not just about the committee, we have had many volunteers who helped on table top days, at the warm hub (which I must say was a major success) and in general and I give sincere thanks to all.

## **Best Wishes**

### **Barry Mugglestone**

Up until February 2023, Stephanie had been looking after all of the hall bookings, arranging viewings and who would be opening and closing the hall for hirers. From discussions with Stephanie and the committee it was decided that the months ahead may become busier for Stephanie and that we needed to pass on the baton to someone else. She did a fantastic job and we would like to thank her for managing the bookings for the past year; it's not a small task at all.

May and April were busy months for the hall; we received a grant from the National Lottery Awards For All and a portion of this fund was to improve fire and security in the building. We engaged a new, more cost appropriate fire extinguisher company who came and assessed the building, made recommendations and replaced all units on the premises. During these months we also had an electrical safety test, undertook a building risk assessment and emergency lighting check; we then moved onto the fire exit doors. The committee decided that the doors and push bars needed replacing and we set about obtaining quotes to have these replaced; we have successfully replaced all 4 fire exit doors and mechanisms. We also arranged for new signage promoting the hall and have a notice board to go up externally too, all from this fund. We are also extremely proud to now have a proper access ramp to the main hall with safety railings; this will make a huge difference for those with access requirements when visiting our halls.



April 2023 and the long bank holiday weekend saw the prime opportunity for the committee to tackle the hall floor and finally get rid of the taped over holes. With left over money raised from the festive fair the committee were able to have the holes resin filled but due to the wear and tear the colour could not be matched. The floor is in a poor condition and from advice received, we were informed that we could not sand or stain the floor and the only option was to use hard wearing floor paint. Two volunteers, one from the exec and one from the community committee then spent bank holiday Friday painting the floor. When the floor was finished it looked fabulous and really made the hall look modern, the majority of the feedback received have been positive regarding the floor. Unfortunately, because the floor could not be sanded there was no key for the paint to absorb and it has scuffed and scraped far

more than we imagined but nevertheless it is still a darn sight better than the tape that previously adorned the floor.



### **Being Part of the Executive Committee**

It's very easy to forget that the executive committee are volunteers who freely donate their time to the hall but being part of the executive committee is much, much more than attending a meeting, making a few decisions and popping off until the next one.

For many of us we have extremely busy lives, full time jobs, parenting and grand parenting duties and heaven forbid some kind of family/down time. However, the hall is never far from our day to day or week to week lives, we don't have the luxury of caretakers, maintenance people, building managers or building faculties, the executive committee are all of those services.

Being part of the executive committee isn't always fun, it can be at times, very time consuming but we are so invested in ensuring Elm Park has access to a community centre, hall and hub that when we look back, reflect and look at the supportive team around us it makes it all worth it.

There are times that haven't been easy; we've faced tough decisions and problematic hirers. Even though there have been tears, sleepless nights, worry, upset and all the rollercoaster emotions that go with being part of the exec, we do operate as one committee. We are safe and confident in the knowledge that any decisions made by the committee are done, openly, together and agreed.

### **Finances**

The events & fundraising team have been working exceptionally hard, table top sales and quiz nights are still proving exceedingly popular and remain part of our stable fundraising plan. From January 2022 – July 2023 both Rose and Julie have been looking after the table top sales but have decided to take a break and pass the baton on. We would like to thank them both for the time they have given to the table top

sales and hope that they will still be involved with the events and fundraising committee. For now the events and fundraising committee will be hosting the table top sales.

Here are a few reminders of our events over the last 12 months:



We have also had a successful year of grant funding and have been successful in securing income from:

- Tesco – Bags for Life Fund - £1,500
- Ford Britain - £2,900
- NHS Community Chest - £4,330
- Mayor of London - £1,300



The Ford Britain funding, which was awarded in September 2022 but took an awful long time to reach us along with some money from fundraising enabled us to purchase 20 5ft tables and 150 new chairs for the main hall. The new tables are much lighter than the smaller 4ft tables and with the previous chairs becoming thread bare new chairs where a priority. We would not have been able to purchase these items without obtaining the small pots of grant funding to back up our fundraising events that help us to make such big changes.

We were really proud to receive NHS Community Chest Funding which enabled the committee to open a warm hub / social session. We were able to use the funds to purchase a new urn, toaster, kettle, refreshments, table cloths and all the items

needed to make guests feel welcome and valued. We could not have facilitated the hub without the volunteers who come along and help make it a success but we must pay particular thanks to both Linda and Kerry who go the extra mile each session. Unfortunately the funding has come to an end but we have been able to facilitate the hub bi-weekly by utilising a small portion of our fundraising to self-fund the sessions.



As well as grants and fund raising, lettings are our main source of income. We have had a core band of hirers, Little Poppets, Kaichou Kai Karate, Zumba, Hornchurch and Upminster Tutors, Arise, LOGAC, SHAAF and Ballroom Dancing. We have also had a very successful year of ad-hoc hirers who have utilised the hall for children's parties, life ceremonies, baptisms, baby showers and engagement parties to name a few.

### **Treasurers Report**

When Listening to Sue's report this time last year I thought to myself "I have got this in hand" and in a blink of an eye, here I am reporting on the past year.

I was handed this role on the understanding that 2 hours a month would be all it would take to get the Associations financial controls in hand. In reality it's more like 20 hours a month and a few sleepless nights, however it has been a successful year, which makes it all worth it!

We have increased the usage of the hall with regular hirers as well as ad-hoc hires enabling us to keep our heads above water. However, it has not been without challenges, the local authority decided that in 2018 the Association should have had an increase in the rent. This meant that effective immediately the rent increased and we subsequently owed 4 years of backdated rent. Fast forward to October 2022 we were then faced with the increased energy costs; both of these resulted in very careful considerations and many discussions. We made the decision that we need to increase our hire charges across the board to reflect the rental increase the hall had received but we would absorb any increases in utilities for as long as possible. We had to increase our hall hire charges otherwise the hall wouldn't survive but are pleased to say that at this stage the Association, although have received extortionate energy bills have not passed any of these costs onto our users.

We have had an incredible amount of support over the past 12 months, from donations, gift of time, products and maintenance. We have been able to calculate the time and donations etc and equate these to a value, this is known as cost avoidance. Cost Avoidance is a term used to depict an item or object that ordinarily would have a cost behind it; the object or item still has a value and it's important to recognise these avoidances. EPCA's Cost avoidance for the past 12 months has been in excess of £20,000, that is an incredible saving and everyone who has donated their time, skill, expertise or an item has equated to that staggering saving!

You may have noticed another achievement that we are all very proud of and that is the new heating system throughout the hall. This is going to make a huge difference

for our user groups just on the reduction of noise alone when using the system. For once, we are looking forward to a cold snap to test it all out.

One of our next projects will be the roof which has been troubling us for a number of years. This will take some considerable fund raising. Talking of Fundraising we have had another excellent year with grant applications which is no easy task as well as some amazing community events that have really helped us tread water.

Now for the part everyone is looking for, over the last 12 months our income was just over £63,000 but our expenditure was over £73,000 with our biggest outgoing being utilities and maintenance. This means that we had a £10,000 over spend, this eats into our reserves and that we will begin our next financial year working even harder.

I would also like to take this opportunity to remind everyone that we are not a business; we are a charity run by volunteers. Most of us have full time jobs that are demanding and any spare time we do have is going towards running the hall. We are a not for profit organisation which means that we have to be fair and also accountable for the decisions we make. Believe it or not the committee has a heart, we don't always want to make some of the decisions that we do but we have to if we want to keep this hall here, open and serving the community.

Thank you to all those that have made what we are trying to achieve a little easier and as always we thank you for your patience and understanding.

## **Best Wishes**

### **Andrew Whitton**

Unfortunately this year we say goodbye to Elm Park Horticultural Guild, who made the decision to relocate to a new premises. The committee did extend an olive branch and asked them to reconsider however wheels were already in motion by the time we were made aware. The Committee would like to take this opportunity to wish them then very best of luck as they settle into their new home for future shows.

We have been very fortunate in having a kitchen gifted to the hall by DSW Contractors LTD. Our previously annexe hall kitchen was tired, dated and had a leaky kitchen tap but with thanks to Debbie and her beady eye she spotted a pre-loved kitchen being donated on a local eco site and we were lucky enough to be selected to receive it. Dave from DSW Contractors LTD was amazing from start to finish, he made this kitchen fit our space, you would never know it was pre-loved and he did all of this on his gift of time too. We will be eternally grateful for his support in supplying and fitting this kitchen to the association as it has made a huge difference to the volunteers at the warm hub.



## The Future

The future is bright, we expect challenges and further rent increases imposed by the local authority, high utility bills and expected repairs.

However we can report that the Committee have just installed a brand new central heating system, our fundraising efforts and support from the community has been incredible and we no longer have a noisy, unreliable system but rather child safe radiators and a Wi-Fi controlled heating system – very modern!

We are not without challenges, our roof and floor is still in need of attention. Unfortunately every time it rains the hall still floods and is now lifting the flooring. We have had both the main and annexe hall roof looked at and repaired on more than one occasion but unfortunately nothing seems to be holding. The roof is going to be a huge challenge and we will need to take lots of advice as it will need to be treated professionally by council contractors at the committee's expense.

We would also like to install LED lighting to become more environmentally friendly as well as replace the soffits and fascias to prevent the birds and squirrels nesting and who knows maybe some external insulation to reduce those costly energy bills!

Our events and fundraising team are looking into events to host over the next 12 months and will be rebranding table top sales into Indoor Boot Sales and hosting specific craft fairs a number of times throughout the year. A member of the community shared why, as a small local business they no longer attended the table top sales and we felt that we needed to do something that could support our local crafters and businesses. We felt being more specific with Indoor Boot Sales and Craft Fairs was a positive step forward and a way to best serve the desires of the community. You said and we listened!

## In Closing

They say it takes a village to raise a child and the same can be said for community halls. We have and continue to receive fantastic support, from those who attend the events, those that help set up, run stalls, run tea rooms, collect raffle prizes and preloved items to help us income generate and those that help with the maintenance days too. We know that not everyone has the time to give to the hall so we too appreciate all those who share the events and what's going on at the hall.

We are making good progress in keeping this hall at the heart of the community but we still have a long way to go and hope that you continue to join us on this journey.

**Thank you to everyone who has supported the Executive Committee – you have been invaluable and should feel equally proud of your achievements.**





**ELM PARK COMMUNITY ASSOCIATION**  
**Balance Sheet for Accounts ending 31st May 2023**

**Charity No: 1057074**  
**Business Current Account**

<b>INCOME</b>	<b>£</b>
Hall Hire	42,692.85
Grants	8,530.00
Fundraising	7,597.20
Deposits	4,900.00
	<b>63,720.05</b>

<b>EXPENDITURE</b>	<b>£</b>
Cleaning	5,224.21
Telephone	60.00
Sraronery	108.47
Miscellaneous	477.28
Maintenance	11,030.54
Insurance	96.00
Electric	3,933.02
Gas	7,381.27
Rent	7,181.24
Water Rates	869.80
Transfer to Reserve Account	20,000.00
Projects and Training	12,254.35
Business Rates	317.00
Deposit Returns	4,930.00
	<b>73,863.18</b>

Surplus/Deficit	<b>(10,143.13)</b>
Opening Balance Brought Forward	35,117.88
Surplus/Deficit	<b>(10,143.13)</b>
Closing Balance @ 31st May 2023	<b>24,974.75</b>



ELM PARK COMMUNITY ASSOCIATION  
Balance Sheet for Accounts ending 31st May 2023

Charity No: 1057074

	Current Account	Reserve Account
	£	£
Opening Balances Brought Forward	35,117.88	20,080.27
Surplus/Deficit	(10,143.13)	20,186.42
Closing Balances @ 31st May 2023	<b>24,974.75</b>	<b>40,266.69</b>
Represented by:		
Overall Closing Balance @ 31st May 2023	<b>65,241.44</b>	

Accounting Policies :

The accounts are prepared on a cash received and paid basis

The Association writes off all asset purchases in the year of expenses under non-recurring expenditure

No provision is made for accruals or prepayments

Approved by the Managing Committee on 21/10/23 2023 and signed on its behalf by :

Name ; [Signature]

Date : 21/10/23

Independent Examiners Report

Name : BRIAN PETERS

Date: 9/10/2023



**ELM PARK COMMUNITY ASSOCIATION**

England & Wales - Charity number 1057074

---

# Accounts

---

**ELM PARK COMMUNITY ASSOCIATION  
FINANCIAL STATEMENTS  
YEAR ENDED 15 JUNE 2022**

**Charity No: 1057074**

**ELM PARK COMMUNITY ASSOCIATION  
FINANCIAL STATEMENTS  
YEAR ENDED 15 JUNE 2022**

**Charity No: 1057074**

	<u>2022</u>		<u>2021</u>	
	£	£	£	£
<b>Income</b>				
Hall Hire Charges	30,812.00		2,045.00	
Grants	12,167.00		18,241.00	
Bank Compensation	550.00		0.00	
Tabletop Sales	5,723.20		0.00	
Quiz Events	706.20		0.00	
Bank Interest	2.54	49,960.94	0.46	20,286.46
<b>Expenditure</b>				
Cleaning & Caretaking	899.55		3,238.36	
General Supplies	445.31		0.00	
Maintenance	1,427.99		2,782.72	
Insurance	962.71		907.13	
Community Subscriptions	20.00		0.00	
Electricity	0.00		3,781.84	
Gas	2,899.42		4,391.80	
Gas Servcing & Repairs	2,130.00		0.00	
Rent	6,572.81		6,370.00	
Water Rates	0.00		731.76	
Business Rates	908.69		0.00	
Trade Refuse	0.00		19.56	
Accountants Fees	0.00		300.00	
		16,266.48		22,523.17
<b>Net Surplus/Deficit for the Year</b>		33,694.46		2,236.71
Opening Bank Balance at 16 June 2021		20,058.82		22,295.53
Excess Income /(Expenditure)		53,753.28		20,058.82
Hire Deposits Held		800.00		0.00
Funds		54,553.28		20,058.82
Represented by:				
Closing Bank Balances at 15 June 2022		54,553.28		20,058.82

Approved by the Managing Committee on 28<sup>th</sup> November 2022 and signed on its behalf by:

Name: B. MAGLESTONS  
Dated: 29.11.22

Independent Examiners Report

Name: B. PETERS.  
Date: 22/11/2022

**ELM PARK COMMUNITY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 15 JUNE 2022**

**Charity No: 1057074**

**1 Accounting Policies**

a. The accounts are prepared on a cash received and paid basis

b. The Association writes off all asset purchases in the year of expenses under non-recurring expenditure.

d. No provision is made for accruals or prepayments.

The Association has provided for refundable hire deposits held at the accounts date amounting to £800 in these accounts

**2 Bank**

		£	£
Balance per Bank Statements			
Current Account	15 June 2022		35,117.88
Deposit Account	15 June 2022		20,080.27
Balance per Cash Book - Current Account	15 June 2022		34,473.01
Balance per Deposit Account	15 June 2022		20,080.27
Total Bank Balance Funds at 15 June 2022			54,553.28

**3 Grants**

Omicron Grant	£2,667.00
Local Authority Grant	£9,500.00

**4 Electricity**

There is no charge in the accounts as the electricity account is in credit

**5 Bank Compensation**

Paid to the Association in respect of a poor service complaint