



Trustees' Annual Report for the period

From 1st January 2023 To 31st December 2023

Charity name: Elsenham Community Association CIO

Charity registration number: 1186436 (previously 302362)

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of Elsenham Community Association Charitable Incorporated Organisation (CIO) are to establish and run Elsenham Memorial Hall and to promote for the benefit of the inhabitants of the Parish of Elsenham ("area of benefit") without distinction of age, disability, nationality, gender, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.</p> <p>To act as an umbrella organisation for all village organisations within the Parish.</p> <p>To produce Elsenham News to be delivered free to each household & 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">Elsenham Parish CouncilElsenham Church and St Mary's Fabric FundElsenham Church Lunch ClubElsenham Village CafeElsenham Flower Show SocietyElsenham Rainbows & BrowniesElsenham Tennis ClubElsenham Tots & ToddlersElsenham Village History SocietyElsenham W.I.Elsenham Youth Football ClubHenham & District Garden SocietyLittle Fishes / Rascals / Dance SceneSlimming World / Patient Participation GroupVillage FeteKeep Fit / Yoga / Pilates / Zumba /Stretch classes

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.

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 COVID 19 pandemic no longer has an effect on the village. 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. A Warm Space hub was provided for Q1 2023 with funding from Essex Association of Local Councils</p> <p>We continued 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). Elsenham News continues to be funded by advertising receipts.</p> <p>The ECA website covers all events in Elsenham not just those held at the Memorial Hall.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
		We continue to raise funds towards the

Performance of fundraising activities against objectives set	Para 1.41	provision of an outside Toilet facility. Funds raised at the Village Fete and at a Christmas Market held at Golf World Stansted contributed to that fund. A grant has been obtained from Manchester Airports Group to provide a generator to be used by the ECA principally for the fete.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Most of our accrued income has now been spent on refurbishing the toilets. Hall bookings are healthy.
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. Our Reserves Policy is to hold £20,000 in reserve.
Amount of reserves held	Para 1.22	Approximately £22,000
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	Whilst the Charity is in a healthy position, the future of Elsenham News is uncertain. The expansion of the village (from 900 dwellings in 2001 to 2100 now) will make Elsenham News unviable without additional funding (it is impractical to increase advertising rates significantly). Additional source of income are being investigated.

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 management committee reviews charging policy annually to ensure that hiring income will cover the cost of refurbishment, maintenance, heating and cleaning. Our hire charges increased from 1st January 2023, mainly to cover increased Electricity charges. 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. (currently at 6%)

A description of the principal risks facing the charity	Para 1.46	Increasing Fuel costs will continue to make a financial strain on the organisation
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution (adopted 19th November 2019)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Incorporated Charitable Organisation (CIO).
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. Some representatives nominated by their organisation can choose not to be a Trustee.

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	General meetings of the ECA comprises the Charity Trustees and members nominated by other organisations. The AGM delegates limited powers to a 5 person Management Committee who take day-to-day responsibility for the running of the Charity. Other members of the community can attend and contribute to General meetings of the CIO, but only Trustees can vote.
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. Elsenham Parish Council continues to offer support & advice.

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 Management Committee (MC)		Village Rep / Fete
Moyra Jackson	Hon. Secretary (MC)		W.I
Margaret Shaw	Hon. Treasurer (MC)		Village Rep
Jean Woollvin			Flower Show Society
Cheryl Rae	Hon. Bookings Secretary (MC)		Village Rep
Jill French	(MC)	until 9/3/23	Village Rep
Sue Waite	Hon. Vice-Chair (MC)		Elsenham Village Cafe /Parish Council
David Verlander			EVHS
Gloria Easton			Henham & District Garden Soc
Petrina Lees			Village Rep
Valerie Austin			St Mary's Fabric Fund
Gill Hathaway			Village Rep
France Lambert			Village Rep
Jean Platt			Village Rep
Peter Johnson			Village Rep
Shirley Wilcock			Church Lunch Club
Ricky Lambourne		from 9/3/23	EYFC
Ian Jackson		from 9/3/23	Elsenham News
Jennifer Jarvis		from 9/3/23	Rainbows / Brownies

Reference and Administrative details

Charity name	Elsenham Community Association CIO
Other name the charity uses	ECA
Registered charity number	1186436
Charity's principal address	Elsenham Memorial Hall, Elsenham Playing Field, Off Leigh Drive, Elsenham, Bishop's Stortford CM22 6BY

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

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 Jones	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

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Declarations

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

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Allan Hathaway	Margaret Shaw
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

14th March 2024

ELSENHAM COMMUNITY ASSOCIATION			Charity Number	1186436				
ACCOUNTS YEAR ENDING			31st December 2023					
Receipts					Expenditure			
Opening Balances					Closing Balances			
		2023	2022				2023	2022
Bank Accounts & Cash								
ECA	Savings Account	31,864.80	60,579.91		ECA	Savings Account	30,511.67	31,864.80
	Current Account 1	26,046.93	14,777.29			Current Account 1	4,831.12	26,046.93
	Current Account 2	3.30	4.92			Current Account 2	3.42	3.30
	Cash	0.00	0.00			Cash	0.00	0.00
		57,915.03	75,362.12				35,346.21	57,915.03
Elsenham News					Elsenham News plus 3,300 in ECA accounts			
		1,662.69	4,179.24				1,982.07	1,678.03
total								
		59,577.72	79,541.36				37,328.28	59,593.06
Fund Raising Income					Fund Raising Expenses			
Donations towards outside toilet			620.00	1,140.00				
Fete Income			4,603.86	3,190.05	Fete Expenditure			1,291.00
								1,290.00
MAG grant for Fete generator			864.13					
Santa sale of surplus toys			-	40.00	2024 Race Night deposit			125.00
Fund Raising Total			6,087.99	4,370.05				1,416.00
								1,290.00
Other Income					Other Expenditure			
Fete profit donated to outside toilet			2,000.00	-	Fete profit donated to toilet			2,000.00
								-
Tots & Toddlers			306.70	748.31	Tots & Toddlers			570.55
								546.31
Interest			1,511.67	1,284.89	Other			153.32
								200.84
EALC Grant for Warm Place			-	960.00	Warm Place expenditure			960.00
								-
		3,818.37	2,993.20		Elsenham News transfer			3,200.00
							6,883.87	747.15
Hall Receipts					Hall Expenditure			
					cleaning			2,281.44
								2,007.13
Regular bookings			11,693.58	10,402.58	utilities			4,220.37
								4,906.63
one off bookings			1,579.00	1,299.63	insurance & memberships			1,003.83
								960.92
Key deposits			20.00	0.00	key deposits			10.00
								0.00
Hall Bookings Total			13,292.58	11,702.21	electrical			219.37
								94.80
					extinguisher contract			140.40
								140.40
					toilet remodelling			29,525.25
								27,799.89
					maintenance			137.23
								39.96
					curtain tie backs			80.00
								0.00
CCTV ex PC			150.00	150.00	gardening			0.00
								175.67
UDC for toilet heating				1,500.00				
total receipts re Hall			13,442.58	13,352.21	total expenditure re Hall			37,617.89
								36,125.40
total ECA receipts			23,348.94	20,715.46	total ECA expenditure			45,917.76
								38,162.55
Elsenham News Income			11,278.86	7,420.73	Elsenham News Expenditure			10,959.48
								9,921.94
total income			34,627.80	28,136.19	total expenditure			56,877.24
								48,084.49
income plus funds			94,205.52	107,677.55				
							94,205.52	107,677.55
Total ECA Funds (unreserved)			23,564.34	47,506.30				
Reserved Funds								
Reserved for Outside Toilet			4,827.50	2,207.50				
Reserved for 2024 Fete			2,206.99					
Total reserved funds			7,034.49	2,207.50				
Non-ECA funds								
Balance held on behalf of Elsenham N			3,300.00	6,500.00				
Balance held on behalf of Tots & Tod			1,217.38	1,481.23				
Balance of Key deposits			230.00	220.00				
Total Non-ECA funds			4,747.38	8,201.23				
			35,346.21	57,915.03				
Total grant receipts (for Charity Commission reporting)								
EALC for Warm Space			0.00	960.00				
UDC towards toilet heating			0.00	1,500.00				
MAS								
31/12/23								



Section A

Independent Examiner's Report

Report to the trustees/
members of

ELSENHAM COMMUNITY ASSOC.

On accounts for the year
ended

DEC 23

Charity no
(if any)

1186436

Set out on pages

2

(remember to include the page numbers of addendum sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD / MM / YYYY.

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").

Independent
examiner's statement

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.

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

- 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.

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

Signed:

Deborah Jones

Date:

24-2-24

Name:

DEBORAH JONES

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

MIA
AIA

Address:

11 RIDLEY GARDENS
ELSENHAM

BISHOPS STORTFORD, CM22 6UB

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

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

NONE

