



## **Trustees' Annual Report for the period**

**From 1st January 2024 To 31st December 2024**

**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 &amp; business in Elsenham.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Users of Elsenham Memorial Hall include:</p> <p>Elsenham Parish Council</p> <p>Elsenham Church and St Mary's Fabric Fund</p> <p>Elsenham Church Lunch Club</p> <p>Elsenham Village Cafe</p> <p>Elsenham Flower Show Society</p> <p>Elsenham Rainbows &amp; Brownies</p> <p>Elsenham Tennis Club</p> <p>Elsenham Tots &amp; Toddlers</p> <p>Elsenham Village History Society</p> <p>Elsenham W.I.</p> <p>Elsenham Youth Football Club</p> <p>Henham &amp; District Garden Society</p> <p>Little Fishes / Rascals / Dance Scene</p> <p>Slimming World / Patient Participation Group</p> <p>Village Fete</p> <p>Keep Fit / Yoga / Pilates / Zumba /Stretch classes</p>

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

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The ECA does not make grants.
Policy on social investment including program related investment	Para 1.38	Some funds are held in a Saffron Building Society interest bearing account.
Contribution made by volunteers	Para 1.38	All trustees and other volunteers give their time voluntarily and received no remuneration or other benefits from the Charity
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Memorial Hall continues to play an important role in the life of Elsenham and surrounding Villages, with Groups meeting on every day of the week.</p> <p>We continued to produce the Village Magazine "Elsenham News" which is produced by volunteers and, in 2024, 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	in 2024 we installed hot water and did some other improvements in the accessible toilet. With funding from the VCSE Energy Efficiency Scheme VCSE we had an Independent Energy Assessment (IEA) undertaken by Groundworks UK. They produced a Strategic Energy Report (SER) and an Energy Performance Certificate (EPC). We applied for funding from VCSE to install LED lighting, infra-red heating & solar panels. As we were unsuccessful in VCSE funding,
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		<p>we applied to the UK Shared Prosperity Funding for the maximum grant of £10,000. With that &amp; some of our own funds we have placed an order to install LED lighting &amp; infra-red heating. We have now applied to Uttlesford Zero Carbon Grant scheme to install Solar panels and associated battery storage.</p> <p>These measures will significantly reduce our electricity costs.</p>
Performance of fundraising activities against objectives set	Para 1.41	We continue to raise funds towards the provision of an outside Toilet facility. This fund now stands at £8,000.
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	Hall bookings are healthy. Successful Race Night, Quiz night & Fete have boosted our funds.
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 £31,000. £10,000 is committed to the LED lighting & infra-red heating.
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	<p>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, and further expansion planned) has made a printed edition of Elsenham News unviable. (it is impractical to increase advertising rates significantly).</p> <p>Elsenham News will only be available online from June 2025.</p>

### 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	<p>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.</p> <p>Village organisations and Charities are given a</p>
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		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 5.5%)
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution (adopted 19th November 2019)
How is the charity constituted? (e.g. <a href="#">unincorporated association</a> , 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		until 14/3/2024	Flower Show Society
Cheryl Rae	Hon. Bookings Secretary (MC)		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		until 14/3/2024	Village Rep
Peter Johnson			Village Rep
Shirley Wilcock			Church Lunch Club
Ricky Lambourne			EYFC
Ian Jackson			Elsenham News
Jennifer Jarvis		until 14/3/2024	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

Trustee name	Dates acted if not for whole year	
None		

## 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
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details



N/A

## Other optional information

## 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)	Trustee / Outgoing Chairman	Treasurer
Date	13th March 2025	

ELSENHAM COMMUNITY ASSOCIATION			Charity Number	1186436					
ACCOUNTS YEAR ENDING			31st December 2024						
Receipts					Expenditure				
Opening Balances					Closing Balances				
			2024	2023			2024	2023	
Bank Accounts & Cash									
ECA	Savings Account 1	30,511.67	31,864.80		ECA	Savings Account 1	37,542.91	30,511.67	
	Savings Account 2	-	-			Savings Account 2	11,006.10	-	
	Current Account 1	4,831.12	26,046.93			Current Account 1	1,142.54	4,831.12	
	Current Account 2	3.42	3.30			Current Account 2	3.42	3.42	
	Cash	0.00	0.00			Cash	0.00	0.00	
		35,346.21	57,915.03				49,694.97	35,346.21	
Elsenham News		1,982.07	1,662.69		Elsenham News	plus 1,300 in ECA accounts	4,004.04	1,982.07	plus 3,300 in ECA accounts
total			37,328.28	59,577.72			53,699.01	37,328.28	
Fund Raising Income					Fund Raising Expenses				
Donations towards outside toilet			620.00						
MAG grant for Fete generator			864.13		Fete generator (part)		864.13		
Fete Income			3,643.97	4,603.86	Fete Expenditure		2,169.38	1,291.00	
Race Night Income			1,949.70		Race Night Expenditure		550.95	125.00	
Quiz Night Income			1,097.00		Quiz Night Expenditure		463.36		
Donations			200.00		2025 Race Night deposit		125.00		
Fund Raising Total			6,890.67	6,087.99			4,172.82	1,416.00	
Other Income					Other Expenditure				
Fete profit donated to outside toilet			1,422.50	2,000.00	Fete profit donated to outside toilet		1,422.50	2,000.00	
Quiz profit donated to outside toilet			550.00		Quiz profit donated to outside toilet		550.00		
Race Night profit donated to toilet			1,200.00		Race Night profit donated to toilet		1,200.00		
Tots & Toddlers			528.23	306.70	Tots & Toddlers		590.80	570.55	
EAGLES			67.80		EAGLES		18.00		
Interest			2,037.34	1,511.67	Other		269.20	153.32	
			5,805.87	3,818.37	Warm Place expenditure			960.00	
					Elsenham News transfer		2,000.00	3,200.00	
							6,050.50	6,883.87	
Hall Receipts					Hall Expenditure				
Regular bookings			14,683.47	11,693.58	cleaning		2,631.20	2,281.44	
one off bookings			2,650.68	1,579.00	utilities		4,389.77	4,220.37	
Key deposits			125.00	20.00	insurance & memberships		1,033.31	1,003.83	
					key deposits		105.00	10.00	
Hall Bookings Total			17,459.15	13,292.58	electrical			219.37	
					extinguisher contract		140.40	140.40	
Udc re accessible toilet upgrade			400.00		toilet remodelling		2,325.91	29,525.25	
					maintenance		491.03	137.23	
CCTV ex PC			150.00	150.00	curtain tie backs			80.00	
UKSPF via UDC for heating & lighting			10,000.00		gardening		16.99	0.00	
					heating & lighting		5,000.00		
total receipts re Hall			28,009.15	13,442.58	total expenditure re Hall		16,133.61	37,617.89	
total ECA receipts			40,705.69	23,348.94	total ECA expenditure		26,356.93	45,917.76	
Elsenham News Income			12,971.16	11,278.86	Elsenham News Expenditure		10,949.19	10,959.48	
total income			53,676.85	34,627.80	total expenditure		37,306.12	56,877.24	
income plus funds			91,005.13	94,205.52			91,005.13	94,205.52	
Total ECA Funds (unreserved)			37,597.50	23,564.34					
Reserved Funds									
Reserved for Outside Toilet			8,000.00	4,827.50					
Reserved for 2025 Fete			1,342.86	2,206.99					
Total reserved funds			9,342.86	7,034.49					
Non-ECA funds									
Balance held on behalf of Elsenham News			1,300.00	3,300.00					
Balance held on behalf of Tots & Toddlers			1,154.81	1,217.38					
Balance held on behalf of EAGLES			49.80						
Balance of Key deposits			250.00	230.00					
Total Non-ECA funds			2,754.61	4,747.38					
			49,694.97	35,346.21					
Total grant receipts (for Charity Commission reporting)									
UKSPF via UDC for heating & lighting			10,000.00						
Udc re accessible toilet upgrade			400.00						





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's report  
on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

ELSENHAM COMMUNITY ASSOCIATION

On accounts for the year  
ended

31 DEC 24

Charity no  
(if any)

1186436

Set out on pages

(Insert page numbers of accounts examined)

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, you are responsible for the preparation of the  
accounts in accordance with the Charities Act 2011 ("the Act").

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

Independent  
examiner's statement

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

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

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

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

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

Signed:

Deborah Jones

Date:

29-1-25

Name:

DEBORAH JONES

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

MIAA