

Elm Court Youth and Community Centre 363 Mutton Lane Potters Bar EN6 3BP
Charity CIO number 1189231

TRUSTEES ANNUAL REPORT 2024-25

Trustees

Margaret Ohren (Chair) Tom Shirley (Vice-Chair) Simon Coomes (Treasurer)
Lynn Jones, Pam Murphy, Bryan Stutter, Chris Sullivan, Fleur Albrecht

Elm Court is a Community Centre situated on a main road running through Potters Bar. The centre is registered with the Charity Commission as a Charitable Incorporated Organisation. It provides space for hire to organisations and the general public plus some events run by Elm Court. The Centre is mainly self-funding. As well as income from hiring the Centre runs weekly car boot sales through the summer sharing the income with local groups who help with the running. Elm Court is managed by a volunteer group of Trustees with the aid of three part time staff, a Centre Administrator, a caretaker and a Car Boot Manager. New Trustees and other volunteers are welcomed from anyone interested.

THANKYOU

We thank our staff for their continuing helpfulness in keeping the Centre open and welcoming all week. Thanks also to various Trustees and volunteers who fill in for busy times and times of staff sickness. Our Car Boot Manager retired after 25 years in the post and we thank her for all her help, sending her good wishes for the future.

We are lucky to have a good team working for Elm Court, both paid and as volunteers which includes the Trustees. We could do with more help and a continuous search is on, any suggestions welcome.

FINANCES

The year April 24-25 was our second full year of operating as a Charitable Incorporated Organisation.

The year ending 31st of March 2025 showed a surplus of £43,499.

This is made up of Interest from our Coif deposit of £29,250 and a Surplus of £14,238.

Income

Car boot income remained steady at £18,692 (previous year £18,513)

Total rents and hires increased by 22% to £79,115 for the year (previous year £64,589).

Little Elms showed an increase year on year of £8,263; this was due to a late payment from the previous year.

The remaining increase in rents and hires of circa £6k were due to the "September 2023 hiring fees increases" now showing for a full 12 months in the accounts (the previous year only showed the increases for 6 months increase). This increase was needed to cover the increased utility bills costs.

Expenditure

Expenditure reduced 15% to £84,392 (previous year £99,069)

This was mainly due to our Utility and waste costs reducing down by 33% from £26,491 to £17,649

During the year we refurbished the office, the lobby, the costume store, the old nursery office, the upstairs room overlooking the main road) and repaired the reoccurring hole in the car park.

Continuing work was carried out on the Electricity and Radiator systems. Rent remained at £50 per annum.

CAR BOOTS

The sales are an essential part of Elm Court finances, enabling the Centre to be self-funding, as well as providing welcome income to the various groups who help to run them. In 2024-25 the groups made nearly £30,000 between them and Elm Court raised £20,000. The first few were again cancelled due to weather conditions in April. A new (second hand) marquee was purchased in July which after a bit of refitting kept the canteen and customers dry. We need to look at whether improvements to the mechanics, equipment and staffing can be made and a working party has been set up for this.

LEASE

Negotiations between our solicitors and County Council continued. During the year we had concerns that County Council solicitors were watering down wording to give less certainty for future Trustees about leasing any redeveloped Elm Court Centre. Instead of a guarantee they said County will “act in good faith” and only “all reasonable endeavours” would be made to provide alternative premises during a redevelopment. However, the definition of redevelopment says it will “include” a new Community Centre for future occupation of Elm Court Trustees. We had asked our solicitor to push back on this but County would not move. Therefore, it will be up to community pressure and publicity to secure the best outcome for the Centre if this happens. Since the end of the financial year Government has brought in changes to Local Government whereby both County Council and also our Borough Council, Hertsmere, will disappear, subsumed by a much larger council area. Where this will all lead to is uncertain.

WEBSITE

Our new website went live on 20th January 2025. We now have an attractive, interactive and accessible site with pages for hirers if they wish, and a diary showing available slots enabling booking via the website.

BUILDING

The building was again well-used with little spare capacity. We are available for hire seven days a week, including evenings with all the administration, cleaning and wear and tear which accompanies this. We continue to have a variety of groups and individuals hiring the facilities proving the need for such a building. It is pleasing that our users are generally very cooperative towards each other, allowing for swift turnover at the end of hires. During the year redecoration and repairs were carried out around Centre activities including decorating of the nursery rooms adding fingerguards on nursery doors, new door security mechanism fitted, carpets cleaned and new curtain rail plus those described in the Finance Report.

Leaks – Any old building is susceptible to leaks, especially as the year had several periods of heavy rain. We had several leak issues in the year and various bits of roof were repaired as needed.

Safety checks etc As we were working towards the new lease, County was handing over responsibility for a number of checks previously undertaken by them, plus new laws have added to this. The Centre is now responsible for all electrical and fire safety which involves carrying out and paying for various health and safety registration, keeping of registers for eg cleaning materials, ladders, kitchen hygiene, fire regulations, water and asbestos checks.

GROUNDS

We keep reminding the County Property contractors that County had promised to secure the field boundary and to remove the rubbish between us and surrounding houses. Until this happens there will be repeated incursions from the houses usually children playing or dogs being let loose. But we had an incident where builders, living in a caravan were doing more than this highlighting that County really has to take this seriously. County surveyor returned to finish the tree survey at the front of the building. We tried a No Mow May experiment on the grass at the front of the Centre. There were mixed feelings about this. We had two Saturday morning volunteer clean ups for tidying and clearing rubbish and unused materials.

ASSET OF COMMUNITY VALUE

The current registration ends in November 2025 so a renewal application was started in January.
7th November 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Elm Court Youth and Community Centre
Elm Court Youth + Community Centre

Receipts and payments accounts

CC16a

For the period from 01/4/24 to 31/3/25

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	-	-	-	-	-
Rent & Hire	79,115	-	-	79,115	64,589
Fundraising income	18,692	-	-	18,692	18,513
Interest on deposit account	29,260	-	-	29,260	24,612
Sundry	822	-	-	822	-
Sub total (Gross income for AR)	127,889	-	-	127,889	107,714
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	127,889	-	-	127,889	107,714
A3 Payments					
Car boots costs	3,424	-	-	3,424	4,751
Cleaning costs	17,372	-	-	17,372	14,745
General & Water Rates	4,835	-	-	4,835	3,678
L&H, Alarm	14,660	-	-	14,660	23,049
Admin costs	17,210	-	-	17,210	15,031
Insurance	1,646	-	-	1,646	1,486
Ground rent	50	-	-	50	50
Care taking & Grounds maintenance	2,339	-	-	2,339	3,499
Professional Fees	3,601	-	-	3,601	11,161
Repair & Maintenance	14,269	-	-	14,269	18,692
Equipment cost	3,237	-	-	3,237	644
Sundry expenses	1,577	-	-	1,577	2,283
TV Licence	170	-	-	170	-
Sub total	84,390	-	-	84,390	99,069
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	84,390	-	-	84,390	99,069
Net of receipts/(payments)	43,499	-	-	43,499	8,645
A5 Transfers between funds					
Transfer from former charity	-	-	-	-	-
A6 Cash funds last year end	605,342	-	-	605,342	596,697
Cash funds this year end	648,841	-	-	648,841	605,342

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash & Bank	31,516	-	-
		-	-	-
		-	-	-
	Total cash funds	31,516		
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	COLF Charities Deposit Fund	617,387	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Accruals	960	-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

ELM COURT YOUTH & COMMUNITY CENTRE

**On accounts for the year
ended**

31/03/2025

**Charity no
(if any)**

1189231

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.03.2024.

**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:

28/10/2025

Name:

Dean G Coothapen (FCCA Msc)

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

Chartered Certified Accountant

Address:

54 Sun Street

Waltham Abbey
Essex
EN9 1EJ

Section B**Disclosure**

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.