



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 01	Year 2016		Day 31	Month 12	Year 2016

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Memorial Hall	
Playing Field off Leigh Drive	
Elsenham, Essex	
Postcode	CM22 6BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lynda Segar	Hon. Chair	until 11/7/16	Village Rep
2	Jill French	Hon. Secretary	from 13/5/2016	Village Rep
3	Margaret Shaw	Hon. Treasurer		Village Rep
4	Jean Woollvin	Hon. Vice-Chair		Flower Show Society/Santa
5	Allan Hathaway	Hon. Chair from 9/9/16		Elsenham News
6	Cheryl Rae	Executive Committee		Village Rep
7	Moyra Jackson	Executive Committee	from 11/3/16	W.I
8	Jean Platt			Bowls Club
9	Jennifer Jarvis			Brownies
10	Dieter Denis			Church Lunch Club
11	John Segar		until 19/4/16	Village Rep
12	David Verlander			EVHS
13	Paul Jarvis			Football Club
14	Caryl Benner			Henham & District Garden Soc.
15	Jacqueline Stevens			Little Fishes
16	Graham Jackson			Neighbourhood Watch
17	Frances Lambert			Parish Council
18	Petrina Lees			Rainbows
19	Valerie Austin			St Mary's Fabric Fund
20	Avril Braidwood			St Mary's PCC
21	Barry Halliwell			Tennis Club
22	Gill Hathaway			Village Rep
23	Sue Johnson	Hon.secretary till 13/5/16		Village Rep
24	Peter Johnson	Executive Committee until 11/3/16		Village Rep

25	Peter Stewart		Village Rep
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Ms Debbie Fry	

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

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (adopted 16 October 1969, updated 2 March 2012)
How the charity is constituted (eg. trust, association, company)	Association. All residents of Elsenham Parish are automatically members of Elsenham Community Association.
Trustee selection methods (eg. appointed by, elected by)	The Holding Trustees' responsibilities have been devolved to the Charity Commission. All Managing Trustees are members of the ECA Full Council. Representatives to the Full Council are appointed by Village Organisations, other Village Representatives are elected at the AGM.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>Due to the sudden death of our Chairman Lyn Segar Lyn at the Full Council meeting on 9th September 2016 Allan Hathaway was elected Chairman. Sue Johnson, who had worked tirelessly as our secretary for many years indicated at the AGM that she no longer wished to continue in that role. Jill French was elected secretary by the Full Council on 13th May 2016.</p> <p>All trustees give their time voluntarily and received no remuneration or other benefits</p> <p>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.</p>
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Summary of the objects of the charity set out in its governing document

To promote the benefit of the inhabitants of the Parish of Elsenham without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

To maintain and manage Elsenham Memorial Hall for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

To produce Elsenham News to be delivered free to each household & business in Elsenham.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year Trustees were aware of the Charity Commission's guidance on public benefit.

Users of Elsenham Memorial Hall include:

Elsenham Parish Council
 Elsenham Bowls Club
 Elsenham Church
 Elsenham Church Lunch Club
 Elsenham Flower Show Society
 Elsenham News
 Elsenham Primary School
 Elsenham Rainbows
 Elsenham Tennis Club
 Elsenham Tots & Toddlers
 Elsenham Village History Society
 Elsenham W.I.
 Elsenham Youth Football Club
 Henham & District Garden Society
 Little Fishes
 Slimming World
 Village Fete and Craft Fair
 Line Dancing / Keep Fit / Yoga / Pilates / Zumba classes

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Following the untimely deaths of our chairman Lyn Segar and her husband John, both long term supporters of the ECA it was decided to buy a seat in their memory, which has been placed in the garden outside the Memorial Hall.

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.

We continue to produce the Village Magazine "Elsenham News" which is produced by volunteers and delivered free to each household in the village each month (except January).

Elsenham News continues to be funded by advertising receipts.

The ECA website is now well established.

We have continued to be supported by our District Councillors who have used funds at their discretion to support the ECA and Village Fete.

The Village Fete and Craft Fair and Village Santa continue to be run for the benefit of the Village and proceeds are donated to the ECA.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves will be held in a saffron Building Society interest bearing account. Whilst Interest rates are so low sufficient funds to cover annual expenditure will be held in the current account.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Any surplus funds, which are not likely to be needed in the immediate future, are placed on deposit to earn interest.

All funds we hold are currently unrestricted.

The executive committee reviews charging policy annually to ensure that hiring income will cover the cost of refurbishment, maintenance, heating and cleaning.

Village organisations and Charities are given a preferential rate of Hire.

Private & Small Commercial Hirers are given a rate that reflects local hall charging rates. Larger Commercial Hirers are charged appropriately.

ELSENHAM COMMUNITY ASSOCIATION							
ACCOUNTS YEAR ENDING		31st December 2016					
Receipts				Expenditure			
Opening Balances				Closing Balances			
		2016	2015			2016	2015
Bank Accounts & Cash							
ECA	Savings Account	10,069.32	-		Savings Account	16,187.39	10,069.32
	Current Account	9,769.93	14,176.45	ECA	Current Account	12,434.39	9,769.93
	Cash	0.00	0.00		Cash	0.00	0.00
Magazine		16,961.76	15,915.79	Magazine		16,620.97	16,961.76
total		36,801.01	30,092.24			45,242.75	36,801.01
Fund Raising							
Fete		3,867.57	2,713.71	Fete		1,512.50	1,035.00
Santa		1,732.80	1,085.20	Santa		875.01	310.78
Other Income							
interest		187.39	69.32	EVHS		0.00	0.00
				Other		286.91	226.79
Hall Receipts							
Regular bookings		10,753.67	9,913.51		cleaning	1,878.31	1,838.85
one off bookings		1,987.50	1,724.50		utilities	1,746.58	2,419.19
total hall receipts		12,741.17	11,638.01		insurance	981.80	996.95
Grants					electrical	640.50	958.62
Grant re water heater		-	560.00		plumbing	150.98	569.94
Grant re decorating		-	1,050.00		extinguisher contract (2 years)	204.74	2,155.00
Grant re radiator covers		-	450.00		guttering/roof	109.53	1,011.84
total grant receipts		0.00	2,060.00		new tables & bench	1,233.92	-
					other maintainence	101.67	344.59
					gardening	23.95	35.89
total receipts re hall		12,741.17	13,698.01	total expenditure re Hall		7,071.98	10,330.87
total ECA receipts		18,528.93	17,566.24	total ECA expenditure		9,746.40	11,903.44
Elsenham News Income		6,135.44	8,234.60	Elsenham News Expenditure		6,476.23	7,188.63
total income		24,664.37	25,800.84	total expenditure		16,222.63	19,092.07
		61,465.38	55,893.08			61,465.38	55,893.08
MAS							
02/03/17							