



Trustees' Annual Report for the period

From 1st January 2020 To 31st December 2020

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 with 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 Bowls ClubElsenham Church and St Mary's Fabric FundElsenham Church Lunch ClubElsenham Village CafeElsenham Flower Show SocietyElsenham NewsElsenham Primary SchoolElsenham Rainbows & BrowniesElsenham Tennis ClubElsenham Tots & ToddlersElsenham Village History SocietyElsenham W.I.Elsenham Youth Football Club

		<p>Henham & District Garden Society Little Fishes Slimming World Village Fete Line Dancing / Keep Fit / Yoga / Pilates / Zumba classes The ECA is also responsible for Village Santa event held in the Village Hall.</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.

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>This is our first year as a CIO. The previous Charity (302362) ceased on 31st December 2019 and all its assets were transferred to the new Charity. There were some minor changes to the Management structure and a Management Committee was appointed to run the day to day activities of the charity. Willing trustees were reappointed. Other members of the community can attend and contribute to General meetings of the CIO, but only Trustees can vote. Management Committee meetings took place electronically due to Covid-19 restrictions. 2020 started as a normal year with 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. Due to the Covid-19 pandemic and in line with Government instructions the Memorial Hall</p>

		<p>closed to users on 17th March 2020, and with minor exceptions remained closed for the whole year.</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. Due to Covid-19 restrictions Elsenham News was only available electronically from April - August 2020. Advertisers were credited with the issues where there was no hard copy. Due to the completion of new housing the print run has more than doubled since 2011.</p> <p>The ECA website covers all events in Elsenham not just those held at the Memorial Hall. Sadly, due to Covid-19 restrictions The Village Fete and Village Santa could not take place. We had additional expenditure in making the building Covid safe with the intention of reopening in November 2020, but this was curtailed due to a second lockdown.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	As the hall was closed due to the pandemic a volunteer was able to redecorate the Main Hall, Kitchen & entrance areas. As required by our insurance company the Hall was visited regularly by the Cleaner & Management Committee during the closure.
Performance of fundraising activities against objectives set	Para 1.41	Income for the year was significantly reduced as there were no hires for most of 2020. Income in January related to hiring that had take place in 2019. There was no Village Fete or Santa. We received £1000 Covid Additional Restrictions Grant from Uttlesford District Council to compensate for loss of income and money spent to make the premises Covid secure in the 2nd lockdown. (Nothing was available for the first lockdown.)
Investment performance against objectives	Para 1.41	N/A
Other		In order for the Youth Football Team to restart in September 2020 on the adjacent Playing Field they needed to have access to toilet facilities. To enable this we opened 1 toilet only for the use of the Youth Football and Tennis Club.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite the lack of income the Charity remains in a good financial position. These reserves will be used to redevelop the toilet facilities in the near future.
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. A Reserves Policy was adopted in April 2020 and £10,000 is to be held in reserve.
Amount of reserves held	Para 1.22	Approximately £55,000
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	We anticipate the resolution of Covid-19 restrictions

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. 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.
A description of the principal risks facing the charity	Para 1.46	Risks associated with closures and lack of confidence due to Covid 19 will continue to be a problem into 2021. As we were running at nearly full capacity pre lockdown, any loss of regular bookings will, we believe, be easily replaced.
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 6 person Management Committee who take day-to-day responsibility for the running of the Charity.
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. RCCE advised on the conversion of the charity to a Charitable Incorporated Organisation (CIO).
Other		

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

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
Moyra Jackson	Hon. Secretary (MC)		W.I
Margaret Shaw	Hon. Treasurer (MC)		Village Rep
Jean Woollvin	Hon. Vice-Chair (MC)		Flower Show Society/Santa
Cheryl Rae	Hon. Bookings Secretary (MC)		Village Rep
Jill French	Management Committee		Village Rep
Jean Platt			Village Rep
David Verlander			EVHS
Caryl Benner			Henham & District Garden Soc.
John Minor			Parish Council
Petrina Lees			Rainbows / Brownies
Valerie Austin			St Mary's Fabric Fund
Barry Halliwell			St. Mary's PCC / Tennis Club
Gill Hathaway			Village Rep
Sue Johnson			Santa
Peter Johnson			Village Rep
Sue Waite			Elsenham Village Cafe

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

Director name		

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 Fry	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	26th March 2021	

To Trustees: Elsenham Community Association

I report to the trustees on my examination of the accounts of the Elsenham Community Association (ECA) for the year ended 30 December 2020. Responsibilities and basis of report to the charity trustees of ECA as 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 ECA'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.

I confirm that **no material matters** have come to my attention in connection with the examination giving me cause to believe that in any material respect.

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.

Signed:



Name: Deborah Fry

Date: 16 March 2021