



ELM PARK COMMUNITY ASSOCIATION

ANNUAL GENERAL MEETING

JUNE 2023 – JUNE 2024

Elm Park Community Association
Eyhurst Avenue
Elm Park
RM12 4RA

Management Committee:

Chair –

Rebecca Mazrreku – Elected October 2021, Appointed Chair 2023

Treasurer -

Andrew Whitton – Elected June 2022

Ian Norris – Health & Safety, Elected 2021

Teresa Parrish – Deputy Health & Safety, Elected 2021

Debbie Whitton – Events & Fundraising Lead, Elected 2022

Stephanie Nunn – Elected 2021

Sue Burchell – Elected 2021 (previous committee member)

Resigned: Barry Mugglestone, 2023



Rebecca
Mazrreku



Andrew
Whitton



Ian
Norris



Teresa
Parrish



Debbie
Whitton



Stephanie
Nunn



Sue
Burchell

Annual Report of Elm Park Community Association 2023 to 2024

The past 12 months have been a journey of rediscovery, restructure and refocus for the Association. We have tried to hone in on what the community need is, the desires of our user groups, what we want to achieve as a management committee and how we want the Association to be represented amongst the community.

Looking back over 2022-23, the year had held way for a lot of aesthetical work with trying to solve neglected maintenance, modernise the space and make it more welcoming for new and existing users.

Heading into the current reporting year, we actually started our financial year in June 2023, with a very slightly negative balance to our finances. Despite this, the Association had no concerns as we had utilised our finances to overhaul the heating system. This was something that was of great need to all users. Like all new things, there were tremendous teething problems and we thank all of our hirers for persevering whilst we got the heating right.....and yes, it is right!

Unfortunately, our finances took another hit in terms of the rent we pay to the Local Authority. For whatever reason, the billing system had not updated and a rent increase had not been imposed in 2018, therefore this had now become an outstanding bill which needed to be paid. The Committee tried to argue that they cannot pay for something retrospectively and that the error was that of the Authority, however this had no bearing. Our hands were tied and we had to pay the backdated rent. Low and behold, a few short months later, EPCA were notified that we had again reached a point in our lease whereby our rent was due to increase again. Surely not, was our response but to no avail our rent increased again. Both the Chair and Treasurer of the Association held lengthy conversations with the Local Authority about ways forward. One of the suggestions made was to maximise our income potential and think about having a bar to sell alcohol. Obviously, they were reminded of the covenant held on the Association that denies the sale of alcohol. The Chair and Treasurer were then tasked to think about ways to maximise our income. The Management Committee have given this some in-depth thought and really gone outside the box in terms of ideas. However, every suggestion posed back to the Authority, results in costs ranging into the thousands at our own expense. For now, we have decided that the maximisation of our income is at where we can take it on the resources available to us at this time.

The Management Committee are constantly looking at ways to reduce our outgoing costs to run the charity. We feel that we have cut back services as much as we can, whilst still providing an all-round good experience for all. We are extremely conscious in ensuring that we don't hit our regular user groups in their pocket because they then have to put the costs onto the community and it becomes a vicious circle. This has meant that a lot of what we have achieved collectively this year has come from donations of items and donated time to get varying jobs and tasks completed.

This has not always been as smooth sailing as we hoped. One step is often taken forward and then a giant leap going back. For example, the heating system was installed, smart, neat and tidy but the remedial works subsequently meant that boxing in had to be removed. We have tried to repair the leak to the annexe roof to no avail and are now at a point whereby we have very little options left. The association was gifted a disabled access ramp, which came at a huge saving, however this had a slight tilt and no drainage installed, so when it rained the main hall flooded substantially. We have had a considerable amount of items donated in terms of improvements to the hall, a second kitchen and also some insulation and plaster boarding. We highly value these donations and often have to take them when

they become available but with our time being limited and not enough people power to get the jobs completed occasionally items are often left hanging around. This means by us trying to improve the conditions of the space we also upset some of our hirers with the items “left lying around” which results in the Management Committee having to smooth relationships with user groups.

Talking of smoothing relationships, the Management Committee spent a considerable amount of time with a small working group on restructuring the way we want to communicate and represent the Association. From various avenues, the Committee had received some negative feedback by methods of the way members of the community and user groups had been spoken to or communicated with. This blip obviously shocked many of the Association and we took swift action to rectify this by creating a Marketing and Communications plan. This is a big step for the Committee because for the last 3 years we have all been working with an idea of how we think we need to represent the Association. The Marketing and Communications Plan is the blueprint that we now use to provide excellent customer service. So far, all seems to be working well!

Over the last 12 months we have held some fantastic fundraising events, these are always amazing because they bring together so many different members of the community. We often hear how people look forward to our indoor boot sales, not only for the bargains and cake but they get to take a seat in the Tea Room and talk to people they’ve never met before. Our most successful fundraising event for this reporting year was the Evening of Mediumship with Bees which raised an incredible **£1,630**. However, what was most special about the evening was being part of peoples very sentimental moments. I know that everyone who attended felt part of a person’s journey and connection to their loved one.

The total funds raised from fundraising this year is **£12,444.93**. This is in part down to every single person that volunteers, attends or organises these events. Everyone should feel proud of their involvement in achieving such a substantial amount and from the Management Committee we thank and praise you for your hard work, dedication and determination, we simply could not do it without you!



Last reporting year we were able to share with you that we had received a small pot of money to deliver a warm hub / social session. Unfortunately when the funding expired we were left with a dilemma on whether to close the hub or keep it operating for the community. We managed to self-fund the hub from our fundraising events for a couple of months and were spurred on when we received funding from the National Lottery Community Fund to replace the tables and chairs for people attending the hub. This meant that they could now sit comfortable without back pain from uncomfortable seats. Members of the Management Committee did not rest there and constantly approached the Local Authority to ask why in partnership with the NHS they were able to fund warm hubs in Harold Hill, Harold Wood and Rainham and to remember the Warm Hub in Elm Park too. This badgering did not go unnoticed and we are pleased to share that the Warm Hub / Social Session received

funding of **£1,000** to continue. Let's hope that the people that hold the purse strings can see value in adding to free provisions in Elm Park and offering more to the local community but don't worry our Management Committee will be straight on the case again if not!



Chair's Report

This never quite feels the way I would like it to when I express or write my thanks but I am genuinely so thankful, grateful and appreciative of all of the support the Association receives from people far and wide. We absolutely couldn't do a fraction of what we do without the support from the community and I sincerely hope that you all know, this AGM report is for you. It's to remind you of how far we have come together, how your £1 raffle ticket or slice of cake has made a difference, how together, no matter how big or small we all have a part to play in keeping the hall at the heart of the community!

We have worked really hard to continue to improve relationships between our user groups and the Management Committee. There are now more groups supporting our fundraising events and donating raffle prizes which is fantastic. We want our user groups to become just as invested as we are in seeing the hall thrive and will continue over the next 12 months to further reinforce those connections. Thank you to our user groups over the last year, new and old for supporting us and bearing with us whilst we undertake mass renovations and little tweaks here and there.

The EPCA Family have had some great achievements with events, fundraising and the continuation of the warm hub. The volunteers involved with these are second to none, from making cakes, to pouring cups of tea, shopping for supplies, sourcing donations and raffle prizes to taking bookings, whether you've rolled up your sleeves, swept a floor or sold a raffle ticket, whatever the part you played in these events, I thank you because without you, they simply wouldn't happen!

Everybody involved in the success of EPCA are volunteers, the events teams, Warm hub Crew, Tea Room Squad, Maintenance and Tidy up Team and Management Committee all give their time freely to see the hall become a success. There is an exceptional amount of hard work and commitment that go into running the Association. Volunteers turn up and muck in because they have the heart and the passion for the community – they are the heart in our logo keeping us all going, keeping us motivated and keeping us focused and I hope you share in my sentiment to them for their dedication to EPCA.

I would like to also take this opportunity to thank the previous Chair Barry Mugglestone for taking the reins when the Management Committee first

reformed. His involvement got us to where we are today and helped us to continue to thrive.

Whilst we have grown and developed leaps and bounds since our last AGM, I know that we still have a long way to go. The Management Committee still have efforts to make in ensuring that we all work in unison and support each other. We still have some ground to cover in ensuring that we invite more members of the community to feel the benefits of the Association and all that we achieve together. With our biggest need being to develop and continue to improve the features at the hall by undertaking maintenance and works. I must pay great thanks to those that form the Management Committee and those in the wider Committee that continue to support all that we do. I may not always have the opportunity to thank each and every one of you for the part you play but I am always forever extremely thankful for you all. Each of you inspire me to continue to make positive changes, I feel your passion in what you do and I know that this not only encourages me to take action but others around you too.

Our growth and development as an Association has led us to become busier with users groups at the hall, the need to fundraise to keep going has led to bigger and better events and the never ending maintenance has led to us needing more help.

Moving into 2024-25 I know that I echo the sentiments of the Management Committee when I say we are forever grateful for the support we receive already but we need more people power to take the Association even bigger and even better. We welcome members of the community to join our EPCA Family at any time, if you are at a loose end and want to be part of something special then we are waiting to hear from you.



My heartfelt thanks and very best wishes

Rebecca Mazrreku

The Management Committee over the last 12 months have worked really hard to try and welcome a diverse stream of Hall Hirers. We are really pleased to say that the halls have gone from 10 regular users to 14 user groups across the entire week. We still have popular demand for Adhoc hirers too, also choosing to host a variety of events from fundraisers to birthday parties and everything in between. We must pause to thank those that support the hall users, be it from Key Holding to Viewings, without that support we wouldn't have such a well-used community facility.

We have not been without our challenges this year. There have been pigeons nesting, damaged floors and leaks galore.



Some of the worst flooding had to have been in the main hall. Many a time, user groups and Committee Members spent hours trying to mop, what seemed like a never ending amount of water. Heavy rainfall, a slight tilt on the ramp and leaves in the gulley's contributed to the flooding and unfortunately some additional damage to the floor. Nevertheless, we did have some volunteers come to our rescue and installed additional drainage, which touch wood, has worked a treat!

Our male toilets were also out of action for a considerable amount of time, with the root cause being, well, roots! It would appear that the drainage outside may have shifted due to tree roots and caused some debris to enter the system. When we

have a higher than usual amount of male attendees using the facilities, this causes the drainage to back up and flood the gents loos. We kindly had a local plumber come along on his Saturday off and take a look and provide some suggestions. Unfortunately we are currently in a back and forth with the Local Authority as to whose responsibility the drainage system is, so watch this space!

We have continued as best as possible to precede with various maintenance works at the hall. Our next big project that we are working towards is new LED lighting throughout the building, a streamlined fuse board system and a few upgrades to sockets and switches. Again, a local Electrician has come to our rescue and has been working for the last 9 months to source various components at either cost or donated by other local businesses. EPCA will still have a considerable amount of expenditure alongside the hard work of the Electrician to source elements but it will be nowhere near what it would be if we were to go out to market value. We are really excited to get the ball rolling and again modernise another element to the hall enhancing the experience for all those who use the space. If anyone would like to add any donations of materials/services to improve the halls or offers of help we would very much welcome the support.

Being Part of the Management Committee

We say this every year but it's very easy to forget that the Management Committee are volunteers who freely donate their time to the hall but being part of the committee is much, much more than attending a meeting, making a few decisions and popping off until the next one. This was one of the very main drivers in us changing our name from Executive Committee to Management Committee.

The Association takes managing an asset like the hall with great consideration. The Hall is very much an asset, one that takes constant thought and attention. Being 'Executive' screams decision maker and the Chair of EPCA did not want anyone under any disillusionment that being part of the Committee was purely a "yes" or "no" every few weeks at a meeting. A meeting was called to discuss individual roles within the previously named Executive Committee and all members were asked what they wanted from being part of the group. The only real answer was to see the hall thrive and be at the heart of the community. Being part of the Management Committee isn't about personal gain, yes, we all get a little buzz when we see things go well but there is often blood, sweat and a lot of hard graft to get things to go well.

After lengthy discussions we feel that Management Committee is the most appropriate way of describing what we do. We still have a tremendous amount of work to do as a Management Committee, not only in terms of managing the asset but actually working as a team. We are a work, very much still in progress but there is progress nonetheless. The Management Committee are a great team, there is always fun to be had and enjoyment in seeing things change for the better. If you would like to be part of the Management Committee then please come forward and join the team!

Finances

The events & fundraising team have had yet another outstanding year. We again looked at what was and equally wasn't working in terms of our events and fundraising and pooled ideas for a fresh start. This led to Table Tops becoming Indoor Boot Sales, Specific Craft and Small Business events as well as some larger celebratory events and fundraisers.

Teresa kicked off our Indoor Boot Sales by managing the booking in system and ensuring that we had a nicely packed hall. The Indoor Boot Sales have been a great

source of fundraising having brought in **£8,158.93**. Teresa made the decision to step away from organising the Indoor Boot Sales due to needing to focus her attention on her future plans. We thanked Teresa at our May 2024 Boot Sale by presenting her with some flowers as a small token of our appreciation. The Events and Fundraising Team have now taken over the organising of the Indoor Boot Sales and they have continued to grow from the foundations laid previously. We have opened the side door and passing footfall has increased which has led to an incredible amount of people coming through the door. Indoor Boot Sales are now sell out events every month with people desperately trying to book in last minute.

Our Quiz nights also continue to prove popular, as soon as one finishes there are calls for the next. Quiz nights take an exceptional amount of planning between our Quiz Master and the Events and Fundraising Team but again hard work prevails as these have raised **£2,596**.

We tried a totally different type of fundraising event this year, one that our Fundraising and Events Lead had tried previously somewhere else and that was our Evening of Mediumship with Bec's. Again this was hugely popular with tickets selling fast but I know when we say, this event became more than just fundraising. It was an incredible special evening, with shared tears, love and joy at others getting much needed and cherished messages. The wonderful Bec's very kindly donated her time on the evening which helped EPCA raise an incredible **£1,630**. We have had lots of requests to host another one and we would like to say that we hope to be bringing this event back to our halls in 2025. As always, if anyone has any further suggestions on event ideas, then we would love to hear them!

Here are a few reminders of a few of our events over the last 12 months:



We have also had a successful year of grant funding and have been successful in securing income from:

- Groundworks Tesco Bags - £1,500
- National Lottery Award for All - £9,800
- Warburtons - £400
- LBH Warm Hub - £1,000

This is a total of £12,700 brought into EPCA in grants alone, this has enabled the Association to again enhance and improve aspects of the hall.

The Groundworks Tesco Bags fund enabled the Association to upgrade their Fire Extinguishers and make remedial works to the fire exits. This was vital for the

Association as we had fire exits that were not secure and mechanisms that were failing, this funding enabled us to make these improvements that also reduced heat escape. This ultimately helped with lowering our utility expenditure.

Our biggest funding obtained was from the National Lottery Awards for All funds. This enabled EPCA to install an external sign and notice board, as well as internal notice boards to promote the activities of user groups and the Association. This fund also enabled the Committee to further purchase 50 chairs and 10 tables for the annexe with the sole purpose of improving the comfort of attendees to the warm hub. We have also been able to upgrade our email and website platforms to have a more professional look and feel. If you haven't seen the website please go to www.epca.org.uk.

We also received funding from Warburtons to improve facilities at our warm hub and monthly boot sales. We purchased urns, pump flasks, hotplates and microwaves with this funding which all helps with what we are able to offer and provide in terms of refreshments.

Lastly, what feels like a victory is the funding received from NEL/LBH for the warm hub. This took tenacity to obtain, an awful lot of door knocking and reminding lots of people that Elm Park has a warm hub and that they should be funded just like others in the borough. Until this funding was obtained EPCA were running the warm hub by self-funding and often at a loss and despite offers of paying from attendees, the Committee felt strongly against this.



Treasurers Report

2023 – 2024 has been an exceptionally busy, but very productive and successful year financially for the Association as reported in the year-end financial summary, even with some large expenditure we have managed to remain in the black, ending the year with a surplus just shy of £5000.

Some of the financial highlights are a 50% increase in Hall Hire revenue, an increase of just under 50% in Grants and almost doubling our Fundraising efforts. With this increased revenue we could afford to completely refurbish the heating system. We also manage to keep our overall running costs similar to the previous year despite the “cost of living” increases; the exception was our rent which unfortunately increased quite dramatically.

The year-end summary shows the actual numbers, but it doesn't highlight the savings made by our volunteers and committee members, who give their heart & soul to the running and upkeep of the hall. They work tirelessly and enthusiastically from the small jobs to the major works, whether it be collecting & delivering paperwork, collecting and sorting raffle prizes, repairs to the premises, organising events etc. Over the course of a year this saved the Association approximately £20,000 - £22,000 if they were paid wages. I would personally like to thank them and express my gratitude for their continuous dedication.

Moving forward, our revenue is still increasing with the help of more fundraising through the regular monthly boot sales & craft fairs and the introduction of themed nights such as the Medium Night. With our income improving it is our hope to arrange for the main hall floor to be repaired and the hall roof to be replaced.

On closing, our accountant that has verified our accounts for the Association has had some circumstances in his personal life and has decided to retire, we are grateful for his support over the past years and wish him all the best.

If you also know anyone who has spare time that would like to donate their time to the hall please let any of the committee know, we need all the help we can get.



Best Wishes

Andrew Whitton

The Future

EPCA only has a future if we still have members of the community behind the Association. Only if we can continue to on-board more groups, continue to keep on top of maintenance and continue to increase the income. This takes team work!

We already have some amazing people involved with keeping EPCA at the heart of the community but as always we need more help and support. We need fresh ideas, fresh passions, new vibrancy to continue to build on all that we already have.

Everybody has value that they can add no matter how big or small. We know that those reading this report are the ones already involved and heavily supporting the hall to thrive but we need you to spread the word. Share proudly with your friends, family and neighbours about what you do for the hall, encourage them to come and speak with some of the Management Committee and let's see if together we can inspire more people to join the team!

We are also really passionate about involving younger people in the hall. We know that the future success of EPCA lies in getting younger people to be invested and passionate about seeing the hall succeed. Those younger people are the future Management Committee members, we need them invested in the hall now so that they can continue to grow on the passions and foundations that we all pave. If you know a young person looking to build skills, confidence or has some time to spare to lend a hand, then we would love to hear from them.

As always we are here to listen to suggestions and tips, constructive criticism is always welcome. We ask that with problems and issues raised some thought into solutions also be offered. We ask as always for patience towards the Management Committee, we are human; we have feelings, personal lives and commitments outside of the Association. We value all of the input and suggestions given and whilst on the face of things they may not always be acted upon, they are always given great consideration.

As you have read from the report previously we are not without challenges. The roof is going to be a huge challenge and we will need to take lots of advice as it will need to be treated professionally by council contractors at the committee's expense.

We will be installing LED lighting to become more environmentally friendly, this is going to be a huge undertaking and will require a total rewire. With this again we will be asking all user groups and beneficiaries of the hall to bear with us as this will require some patience whilst the install is undertaken.

ELM PARK COMMUNITY ASSOCIATION
Balance Sheet for Accounts ending 31st May 2024

Charity No: 1057074
Current and Reserve Account

INCOME	£
Hall Hire	61,164.75
Grants	12,700.00
Donations	671.04
Fundraising	12,444.93
Interest	544.26
Deposits	4,800.00

92,324.98

EXPENDITURE	£
Cleaning	5,553.52
General Supplies	284.35
Equipment	6,601.71
Membership/Subscriptions	50.00
Events	1,122.17
Warm Hub	1,027.06
Maintenance	39,515.67
Insurance	96.00
Utilities	14,536.56
Rent	12,464.49
Business Rates	338.60
IT/Website Maintenance	557.53
Deposit Returns	5,210.00

87,357.66

Surplus/Deficit 4,967.32

Opening Balance Brought Forward 65,241.44

Surplus/Deficit 4,967.32

Closing Balance @ 31st May 2024 70,208.76

Current and Reserve Account

£

Opening Balances Brought Forward	65,241.44
Surplus/Deficit	4,967.32
Closing Balances @ 31st May 2024	70,208.76

Balance of Accounts held :

NatWest Current Account	11,397.81
NatWest Reserve Account	58,810.95
Overall Closing Balance @ 31st May 2023	70,208.76

There are current Liabilities of £1,000 relevant to Deposit Returns

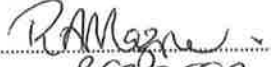
Accounting Policies :

The accounts are prepared on a cash received and paid basis


The Association writes off all asset purchases in the year of expenses under non-recurring expenditure

No provision is made for accruals or prepayments

Approved by the Managing Committee on 15-09-2024 and signed on its behalf by :


Name : REBECCA MARRICK
Date : 15-09-2024.

Independent Examiners Report


Name :
Date: 12/9/2024

We will also be aiming towards repairing/replacing the flooring to both halls as well as the soffits and fascias to prevent the wildlife from nesting.

As we look towards the next 12 months, we know that we will continue to build on the achievements of the past year. The Management Committee are tenacious and stubborn but 100% committed to the vision, mission and aims but most of all the Elm Park Community!

The Management Committee Extend Our Thanks to:

Support Volunteers:

- Linda
- Peter
- Rob
- Paul
- Shaz
- Shelley
- Kerry
- Ray
- Sarah
- Keith
- Barbara
- Eni
- Gillian
- Jane
- Sue
- Steve
- Jackie
- Judy
- Ann
- Lorraine

Warm Hub Volunteers:

- Linda
- Denise
- Kerry
- Rose
- John
- Julie
- Dot
- Doreen
- Peter
- Lesley
- Neil
- Lisa
- Sophie

Young Volunteers

- Lily
- Eleanor
- Aden
- Tudor
- Andre

We thank all the volunteers who have dedicated their time throughout our reporting years of 2023-24.

We would also like to thank:

Local Businesses:

- Lads and Dad's Barbers
- Regal Fish Bar Elm Park
- Lauren Smee Scentsy
- Laura McConkey Avon Rep
- Figure Shapers Elm Park

Voluntary Sector Partners:

- Dagenham & Redbridge FC
- Havering Volunteer Centre
- B&D College

Thank you to everyone who has supported the Management Committee – you have been invaluable and should feel equally proud of your achievements.



