



# **ELM PARK COMMUNITY ASSOCIATION**

**ANNUAL GENERAL MEETING**

**JUNE 2024 – JUNE 2025**

**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)



Rebecca  
Mazrreku



Andrew  
Whitton



Ian  
Norris



Teresa  
Parish



Debbie  
Whitton



Stephanie  
Nunn



Sue  
Burchell

## Annual Report of Elm Park Community Association 2024 to 2025

2024–2025 has been one of meaningful growth, strengthened community bonds and renewed commitment to making Elm Park Community Association (EPCA) a thriving, inclusive and safe place for all to enjoy.

Following on from fact finding survey's we learnt what the community wanted, felt and thought about the association and we had some hard lessons to learn. We formalised a working group to develop a communication strategy and adopt Visions, Missions, Aims and Objectives that we can all value.

**Mission:** To have a vibrant community centre for all to enjoy. Encourage healthy, inclusive social value which provides the opportunity for people to come together.

### **Aims:**

- To constantly seek opportunities to improve facilities for all to enjoy
- To provide a mixture of activities and services that represent community need
- To provide a safe, well maintained environment that helps our users thrive and flourish
- To keep the community at the essence of everything we aim to achieve

### **Values:**

**Everyone Welcome** – Respect, Welcome, Listen, support, work in partnership and respond to the diversity of those we serve

**Passionate** – We are passionate about our hall because we care enough help keep the hall a vibrant well used facility

**Community At our Heart** – We understand that without the community supporting the Association, we have no Association!

**Activities For All** – Be flexible and responsive to opportunities and continually learn and evolve

**Tagline:** Because Community Matters

The Association has continued to build on the successes of the previous years and have continued to stay true to our Vision, Missions and Aims.

The Management Committee have worked tirelessly to continue the improvements required to the halls to ensure a safe environment for those to enjoy.

Like all the years previously, EPCA was dealt another setback, well two actually! The Chair of EPCA works closely with various teams and organisations in Havering and through partnerships with the Local Authority Housing Team she was made aware of Mears Group looking to undertake some social value.

When we met with Mears Group at the hall it was teaming with rain and in spectacular fashion the Annexe Hall ceiling was also re-inacting Niagara Falls! There was a great deal of pity taken on us and this became the groups focus for their social value contribution along with clearing the gutters.



At the end of their time in the hall they shared the unfortunate news that there was considerable structural damage to our roof and we would need to rectify this within 9-12 months. What was even more unfortunate is that communication went flat and the Association didn't have any further details and were going blind into the situation.

We had an initial inspection from an independent roofer who estimated the work to be in the region of £100,000!! This was almost breaking point, how on earth were we going to raise £100K for roof repairs? Our passions and drive took over, we knew we hadn't worked this long and this hard to throw in the towel and so began the mammoth fundraising task.

After around 6-8 months of solid fundraising we were just over a quarter of the way to our target and decided it was probably best to take another look at roofers and obtain some sound quotes. Boy did we receive some wild and wacky quotes and suggestions. We met some pushy traders who wanted us to sign on the dotted line immediately to secure the "deal" but it all sounded far good to be true and bells began to ring. We dismissed this quote and continued to seek alternative quotes, one in the region of £80,000 but didn't touch the existing roof but rather built one over the top. In all honestly we weren't sure that the existing roof could handle this given that we were informed there was structural damage, so continued our search.

We went out to the public and more or less begged for some help and was approached by a roofer who had been working in the local area and wanted to take a look. He was absolutely confident that the main issues were the gully and some repairs around the building to roof sections, soffits and fascias.

The Management Committee were confident in the advice provided and partnered with CSF Roofing and commenced the repairs.



Again, these roof repairs were not without issue. Half way through, a very kind person came and stole the lead flashings from the roof joins which resulted in us needing to spend more money to rectify the damage.

However, we cannot deny the results from the roofing facelifts, it has given the hall a fresh look, made us water tight and enabled us to focus on the next big hiccup!

That hiccup is the electrical wiring in the hall. Via our mandatory electrical safety inspection (EICR) it became apparent that whilst currently working and safe this would need replacing within the next 2 years to ensure that we remained compliant. We were initially quoted £40,000 but this is under review and we are hoping to commence electrical repairs by Summer 2026, watch this space!

Despite all the necessary remedial work required we are extremely conscious in ensuring that we don't hit our regular user groups in their pocket. 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.

The events and fundraising team have worked incredibly hard to bring a variety of activities and revenues into the hall. We have also been incredibly fortunate to have received some amazing fundraising support from the Wednesday Social Group, Elm Park Baptist Church, Dot and Doreen who knit furiously to sell their creations and Mary who literally flogs anything she can to raise a few bob. Their support has been incredible and we can't thank them enough for supporting the Management Committee with fundraising.

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 Murder Mystery which raised an incredible **£2,180**.

The total funds raised from fundraising this year is **£15,414.46**. 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!



One of the areas we have struggled most with, is getting our user groups involved and supporting the hall outside of their hire commitments. We have received amazing support from Kaichou Kai Karate who by and large attends almost all of our fundraising events. Hornchurch Tutors have also provided raffle prizes, Spotlight Theatre facilitated a murder mystery evening and Maria from Zumba a Line Dancing and 70s evening. Some of the successes we have had are from our user groups buying into what we do. We are grateful that they choose our hall to run their activities from but it would be good to see them actively participating in securing the future of the hall by attending and supporting the activities.

Last reporting year we were able to share with you that managed to self-fund the warm hub from our fundraising events. After plenty of badgering and writing some funding applications we have managed to secure **£6,950** in funding to keep the Warm Hub open and free for attendees, something we are very proud of. The Management Committee are often asked why we don't charge attendees of the

Warm Hub but the answer is quite simple, why should we, especially when other warm hubs in Rainham, Harold Hill and Romford receive funding to deliver free Warm Hub Sessions. Why can't the residents of Elm Park be offered the same opportunities? We will continue to provide a free Warm Hub and Social Session for as long as we physically can because we know how vitally important this Wednesday group is to so many.



### A Snap Shot on the Management Committee's Achievements and Improvements at EPCA since 2021

The Committee have worked incredibly hard to make considerable improvements for the enjoyment of all hall users over the years!



In 2021 when we began managing the Hall, the tables and chairs used to be kept up and out against the hall walls which made keeping the hall clean and tidy exceptionally hard. The floor had been sanded within an inch of its life and had split and tape was being used mask the holes and there were green curtains hanging around the windows. The tables and chairs we inherited were heavy and extremely worn with the chairs having exposed screws and nails on the seat padding.

We had a very small working group who gave the main hall a spruce up with a clean and lick of paint, the curtains were removed. EPCA obtained a very small grant from The National Lottery and purchased brand new tables and chairs, notice boards and external signage.



We were also very fortunate in spotting a company on Facebook that was offering a second hand kitchen from a job they were on to community members. Some great conversations were had and they offered to install the new units at no cost to the Association. The new units have really modernised the kitchen space and all we need now is new flooring. Via grants we were also able to purchase new kettles, urns and microwaves to add into both kitchens.



EPCA have also had all new fire doors installed, a new door to the annexe hall and three new ramps meaning the hall is now totally step free.



In addition to this we also overhauled the heating system, we used to have an overhead air heating system which was extremely noisy. This was upgraded to a full central heating system across both halls.



Most recently came the roof repairs, soffits and fascias which have greatly improved the external aesthetics.

## Chair's Report

It is my pleasure to present this year's Chair's Report for the Elm Park Community Association. As always, this report reflects not just the work of the Association but the collective strength, dedication and spirit of the community.

First, I want to take some time to remind everyone that EPCA is 100% volunteer led. Everyone involved with EPCA does so, in what very precious free time they have. Whether that is running an event, writing a policy, taking hall bookings, opening or closing the hall, the management committee and everyone involved are volunteers. Volunteers remain the backbone of everything we do and ensures that our community centre continues to thrive. To every volunteer who has given their time, energy and heart this year—**thank you**. Your contributions have made such a difference to countless residents and each other.

I must give a huge shout out to our fundraisers who have worked vigorously throughout the year to secure essential funds. Their creativity, enthusiasm and persistence have allowed us to maintain services, run vital programs and keep the doors of the community centre open.

I would also like to acknowledge the dedication of our Management Committee. Their guidance, leadership and behind-the-scenes work often go unseen but their impact is felt every day. From navigating complex administrative responsibilities to making difficult decisions about resources and priorities, the Committee has shown unwavering commitment to ensuring the stability and future of EPCA.

As many of you know, this year has not been without its challenges. Maintaining a vital community centre at the heart of Elm Park is no small task and we have faced ongoing struggles with repairs, maintenance and the general upkeep of our ageing building. Rising costs and limited funding have added pressure and there have been moments when the sustainability of our facilities felt uncertain. Yet, through determination, collaboration and sheer hard work, we have managed to keep the centre open, welcoming and safe for all who rely on it.

Despite these obstacles, our community spirit has remained strong. We continue to see the centre used for youth activities, senior support, cultural gatherings, educational workshops and countless everyday moments that bring residents together. This is a testament to the passion of everyone involved—proof that Elm Park truly pulls together when it matters most.

Looking ahead, we know there is more work to be done. With continued support from volunteers, fundraisers, partners and residents, I am confident that we can secure the future of EPCA and build upon the progress made this year.

Moving into 2025-26 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 make the Association even bigger and even better. Thank you once again for your unwavering support and commitment. It is an honour to serve as Chair and I look forward to another year of partnership, resilience and taking pride in our community.



**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 we have the following regular hall hirers:

- Arise
- Irish Dance School
- Hornchurch Tutors
- Hornchurch Allotment Society
- Hornchurch Darul Ummah
- Kaichou Kai Karate
- Little Poppets – Pre School
- LOGAC
- Narcotics Anonymous
- Spotlight Theatre Company
- Zumba

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.

You may remember from last year we suffered a number of issues from leaky men's loo's to flooding in the main hall and pigeons nesting. We again have worked to rectify these issues and so far further reoccurrence of these problems has been kept at bay.

### 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.

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.

Being volunteers and extremely busy means that our lives often pull in different directions and some of us are heavily involved with the running of the Association whilst others take a more back seat approach. With that being said, we all add a great deal of value into the Association when we can but we definitely could use some fresh input and ideas too. We are looking for more members to join the Management Committee but these must be independent from a current member and not a main figure on any of our user groups. This is to ensure that we can carry on achieving great things for everyone who uses our halls. If you would like to find out how you can play a part in such a worthwhile cause please get in touch.

### Finances

The Indoor Boot Sales have been a great source of fundraising having brought in **£9,033.01**. Our boot sales are very well attended with tables often selling out weeks in advance. For the first time ever we have seen queues at 9am for doors to open to the public for 10am with people rushing towards their favourite stalls. The EPCA tables are huge hits every month with the Association taking on surplus items that charity shops can't take. This led to a bumper boot sale in July which enabled EPCA

to sell a vast majority of donated items. Items that we haven't been able to sell at the boot sales are weighed in for extra money, repurposed or donated to charity shops. These boot sales take an incredible amount of organising and hard work to organise and we thank all those who support these monthly.

Our Tea Room is a roaring success, we now sell whole cakes which have proved a massive success and the bacon rolls literally fly out the door often selling out before the end. These are incredible boosts to our fundraising efforts and the incredible hard work from those who volunteer, cooking, baking, serving and washing up!

We tried a totally different type of fundraising event this year and partnered with Spotlight Theatre Company to host a Murder Mystery evening. Again this was hugely popular with tickets selling fast around 120 tickets EPCA raise an incredible **£2,180**. 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:



EPCA also signed up to the Havering Local Lottery, this is a really simple way for the community to support us on a regular basis which is relatively hassle free for them and also EPCA. In 12 months we have raised £626, that's a lot of 50ps from those ticket sales. If you haven't done so already please sign up and support EPCA, it's really simple and costs £1 a ticket bought on a monthly basis or you can sign up for longer or pay in advance. Google Havering Local Lottery or ask one of the Committee members to help.

### Treasurers Report

We thought last financial year was busy but 2024-25 has been exceptionally full, with us not really taking our feet of the gas. The Association has worked tirelessly to become financially stable and are pleased to share we have had a financially productive year with us ending on a surplus, little shy of £44,000.00 which supports our future maintenance schedule greatly.

The main focus of the past year was to reduce our expenditure and increase our income where possible, to end the year once again in the black but with a substantial pot for us to make further physical improvements to the hall. I believe that we have taken great strides in achieving this, although I'm sure there is room for further improvements, which is what we continually strive for.

We saw a slight increase in our hall usage and are pleased to have been able to keep our prices competitive and fair. The hall is in popular demand but unfortunately we can't increase the number of days in a year for the hall to be available. Similarly with our fund raising activities we again saw a slight increase in revenue, with the majority of these funds come from EPCA using the hall to run events but again we can't increase the days in a year for the hall to be available for us to run Boot sales and event nights.

EPCA have seen a huge jump in donations throughout the year, more than double the previous year with this largely being the community getting behind the 'raise our roof' appeal. We would like to thank everybody regardless of how big or small the donation was, in the words of Tesco "Every little helps".

In the later part of 2023/2024 reporting period we began managing our bank accounts slightly differently with the hope of increasing any interest we earned. The view was to make a small increase in our income with no significant workload, again I am pleased to say this has been a success and we have more than doubled the interest earned compared to last year.

In respect of our expenditure, as we all know utilities, insurance and rent seem to always increase and unfortunately those are areas where we are unable to improve, however last year we didn't need to spend anywhere as much on equipment, nor the general upkeep of the hall.

The year-end summary shows the actual numbers but it doesn't highlight the savings made by our volunteers and committee members, who continually 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, minor repairs to the premises or organising events etc. Over the course of a year this saved the association a minimum of £22,000 - £25,000 in wages alone. I would personally like to thank all those that have supported EPCA in this way and express my gratitude for giving their free time generously, their continuous support and unwavering dedication, Thank you!

#### **Income**

Hall Hire	£61,364.25
Grants	£6,950.00
Donations	£1,635.44
Fundraising	£13,779.02
Banking Interest	£1,116.30

**Total Income** **£84,845.01**

#### **Expenditure**

Cleaning	£7,249.60
Equipment	£750.95
Memberships/Subscriptions	£50.00
Events	£467.27
Warm Hub	£526.04
Maintenance	£2,382.74
Insurance	£135.96
Utilities	£17,373.47
LBH Rent	£10,599.67
Business Rates	£853.29
IT/Web Maintenance	£312.02

**Total Expenditure** **£40,934.34**

It is important to note that whilst our closing balance looks healthy, we are obliged to hold 6 months reserves in case of winding down procedures. This balance also includes the funds to undertake the roof repairs which will considerably dent the overall figure. As we enter 2025-26 we are faced with the roof repairs which we were initially looking in the region of £100,000 which is a hefty chunk of our funds.

To the future, our aim is to continue finding ways to improve our income and reduce our costs where possible and with that “Substantial pot” we are carrying into 25-26, we have already had the long overdue roof repairs carried out and will be considering the next major project.



**Best Wishes**

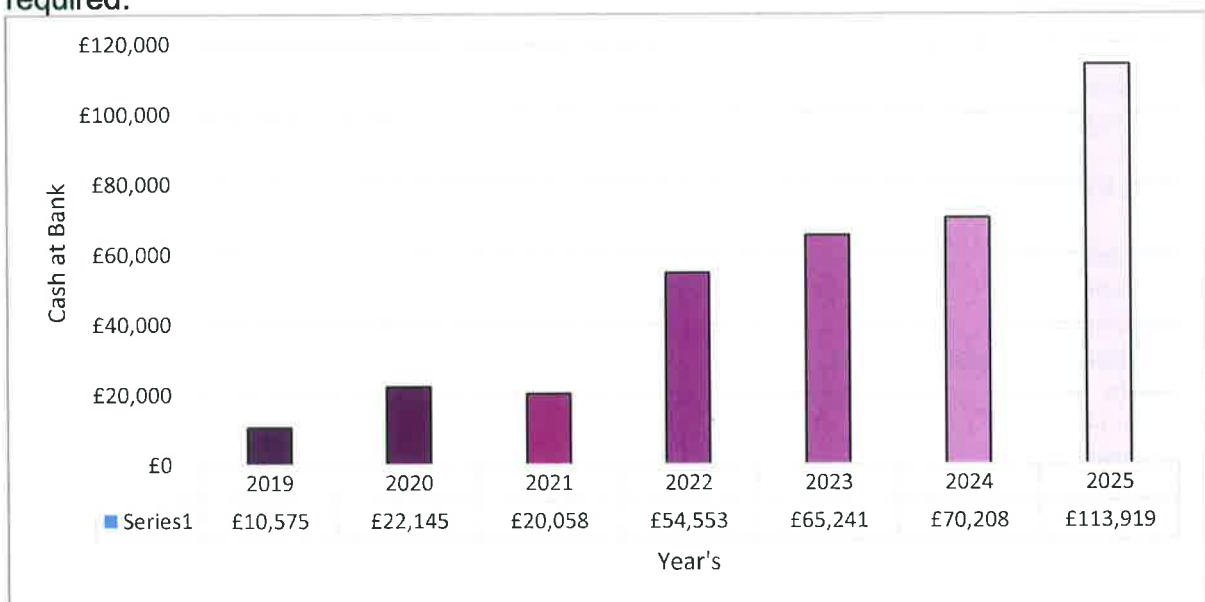
**Andrew Whitton**

**Priorities for 2025–2026**

1. **Increase Community Participation** by facilitating more community events to engage a wider audience.
2. **Expand the Management Committee** by actively recruiting members of the community to join the committee.
3. **Improve Connectivity** to EPCA by installing internet and WiFi facilities to broaden the hire options for conferences, training and meetings
4. **Continue to improve the facilities** by maintaining a safe, well looked after premises for all to enjoy.
5. **Develop a wider corporate partnership** to actively support the income generation of the Association and Social Value.

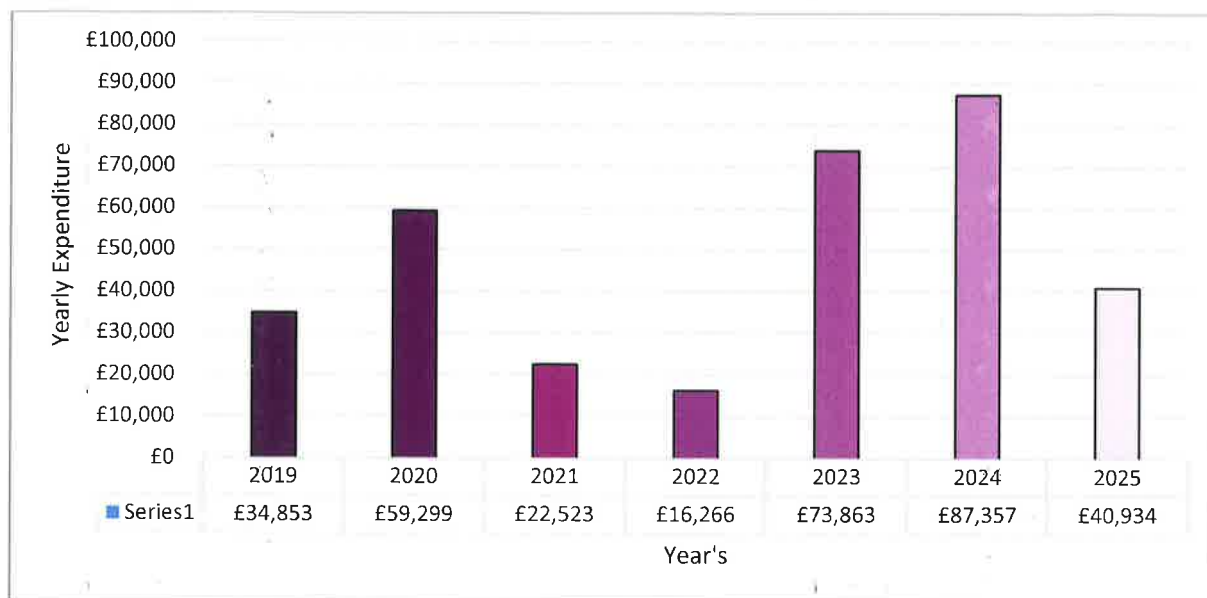
**A Snap Shot on the Management Committee’s Financial Strengthening of EPCA**

This is a look back on how the Management Committee have been able to grow the financial position of EPCA in order for them to undertake the remedial works required.



**\*Our 2025 cash at bank holds the money raised to complete the roof repairs which started in July after our accounts were finalised.**

Not only this but Charities are supposed to have a minimum of 6 months running costs to cover the organisations liabilities in the event of winding up procedures.



6 months running costs should cover a minimum of 6 months of your yearly expenditure.

EPCA's expenditure has fluctuated since the formalisation of the new committee in 2021 due to the grants received against delivering projects and also the heavy maintenance and emergency repairs required.

### 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 and 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!

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 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

**Warm Hub Volunteers:**

- Sarah
- Keith
- Barbara
- Jane
- Sue
- Judy
- Lorraine

- Linda
- Denise
- Rose
- Dot
- Doreen
- Peter
- Lesley

**Young Volunteers**

- Lily
- Eleanor
- Aden

We thank all the volunteers who have dedicated their time throughout our reporting years of 2024-25.

We would also like to thank:

**Local Businesses:**

- Regal Fish Bar Elm Park

**Voluntary Sector Partners:**

- 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.





**Report to the trustees/  
members of**

Elm Park Community Association

**On accounts for the year  
ended**

31<sup>st</sup> May 2025

**Charity no  
(if any)**

1057074

**Set out on**

Page 2, as attached.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> May 2025.

**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:**

27<sup>th</sup> Sept 2025

**Name:**

Tim Steel

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

FCMA, CGMA

**Address:**

278 Goodwood Avenue,  
Hornchurch, Essex.  
RM12 6DH

**Elm Park Community Association**  
**Accounts for year-ending 31st May 2025**

**Charity No: 1057074**

**INCOME**

Hall Hire	£61,364.25
Grants	£6,950.00
Donations	£1,635.44
Fundraising	£13,779.02
Interest (Reserve Account)	£1,116.30
<b>Total Income</b>	<b>£84,845.01</b>

**EXPENDITURE**

Cleaning	£7,249.60
General Supplies	£233.33
Equipment	£750.95
Memberships/Subscriptions	£50.00
Events	£467.27
Warm Hub	£526.04
Maintenance	£2,382.74
Insurance	£135.96
Utilities	£17,373.47
Rent	£10,599.67
Business Rates	£853.29
Projects & Training	£0.00
IT/Website Maintenance	£312.02
<b>Total expenditure</b>	<b>£40,934.34</b>

**Surplus for 12 months to 31st May 2025** **£43,910.67**

<b>Balances at bank:</b>		<b>31st May 2025</b>
Opening Balance (1st June 2025)		£70,208.76
<i>Less</i> , deposits held as at 31st May 2024	-£ 1,000.00	
<i>Plus</i> , deposits held as at 31st May 2025	£ 800.00	(£200.00)
Surplus / Deficit		£43,910.67
<b>Closing Balance as at 31st May 2025</b>		<b>£113,919.43</b>

<b>Bank reconciliation, at NatWest</b>	<b>31st May 2025</b>
Current Account	£4,992.18
Reserve Account	£108,927.25
<b>Total balances at bank</b>	<b>£113,919.43</b>

The above accounts have been prepared on a receipts and payments basis, except that deposits are not taken to income until the relevant booking goes ahead.



Andy Whitton, Treasurer  
27th Sept 2025