



West Dereham Village Hall Management Committee
Charity No. 1139100

Chair Andy Challen
Woodside Barn
The Row
West Dereham
Email: wdvhchair@gmail.com

Monthly report to West Dereham Parish Council – 5 August 21

1. With the majority of COVID 19 restrictions lifted, we expect the demand on the Village Hall facilities to increase. The first significant event took place in the Hall when it was hired to host a Christening. A small contingent of regulars support the White Hart Bar most Sunday afternoons and we hope that more of the community will use the Bar as final COVID 19 restrictions are lifted. The West Dereham Village Hall Management Committee (WDVHMC) have elected to keep bar screens in place at the White Hart Bar and still provide table service where requested, and when there is sufficient staff cover.

Governance

2. An amendment to the Finance Policy is being written to take into account the idiosyncrasies of internet business banking. Internet banking only allows one person to be nominated as prime user, with a secondary user nominated for each account. Good governance of the finances will be maintained through regular review and authorisation of transactions with a robust audit trail of activity. The draft Finance Policy will be reviewed and signed-off next month.

3. The Village Hall bank account is up and running and all Hall utilities and bookings will be transferred to this account when able. This meets the requirement to have separate accounts for the charity and the trading entity of the Bar.

4. Community Action Norfolk (CAN) were consulted regarding the membership of the WDVHMC and the lack of Treasurer and volunteers to be Trustees in general. With only 3 Trustees we are short of the stated minimum in the Trust Deed, and do not have representation from other community organisations such as the Church, Heritage Group and Village Trust. We have been advised that we can hold an AGM with a total of 5 people, 3 of which would be the current Management Committee, plus 2 members of the public. We will aim to hold an AGM soon to meet the Trust Deed requirement, but after the current recruitment campaign has culminated. Flyers will be posted door to door and can also be found on the Facebook Page and Website. The Management Committee is in desperate need of a dedicated Treasurer and Secretary as the demand rises post COVID restrictions. The utility of the Hall will be constrained by the lack of volunteers and Trustees.

Finances

5. The financial situation remains challenging with but increased takings on the Bar account and the start of Hall bookings should ease the situation. However, Wave water now believe the water charge to be over £14,000, up from the unexpected £1,200 reported last

month. We await response on our challenge that this must be investigated; this figure is improbable. The WDVHMC have written to the Village Trust to request a refund of the monthly £50 fee for the car park loan, and the application for the second government COVID grant will be followed up with the Local Authority. The PC have kindly agreed to the annual grant of £1500.

| Account | Paid Out | Paid In | Balance |
|---------------------|-----------|----------|-----------|
| Village Hall | £00.00 | £132.00 | £132.00 |
| Bar Reserve Account | £1,000.00 | £20.00 | £1,038.28 |
| Bar Account* | £613.53 | £1532.00 | £1,747.00 |

* re-stock of the Bar is currently conducted using takings, due to the lack of access to a local bank branch, the inability of most stores to process cheques, and the delay in HSBC responding to paperwork setting up internet banking. Excess takings are deposited via a paying-in card.

Infrastructure

6. The issue with the water charges is being investigated by Wave. It is improbable that the Hall has used over £14,000 worth of water, or that a leak losing this much has gone unnoticed.

7. Update on projects identified for the future:

- a. Hedge trimming of the boundary hedge for the car park. Hedge bordering the Public Footpath started by a community member and completed by West Dereham Plant who also cleared the debris. A public thank you for this support. Trimming of the hedge and weeding of the car park remains an outstanding task.
- b. Refurbishment of the outside benches. No progress.
- c. Purchase and fit of new fore doors for the Abbey Room and Main Hall. No funds available.
- d. Purchase of soft furniture for 'Chequers Corner' in the Abbey Room. No funds available.
- e. Purchase of additional benches for outside use. No funds available.

Events

8. The Christening on 1 August was a great success with much needed takings in the White Hart Bar and the party hiring left the VH in a clean and tidy condition without hiring an ad-hoc cleaner.

9. The Village Hall will open to support the Macmillan Fundraiser on 8 August. Refreshments will be served from 1000 to raise money for the Hall and tables will be available to hire at £5 each, proceeds to Macmillan.

10. Cre8 have requested bookings for a regular slot.

11. As of September, a yoga class will be offered on Monday evenings.

12. Quiz nights will be run once a month.

13. Table, chair, crockery and cutlery hire is now available to local residents, for any home-based events should the VH not be available or suitable.
14. The White Hart Bar has been opened on Sunday afternoons when volunteer staff have been available. We have 3 fully inducted Bar staff and 2 volunteers awaiting a mentoring session at the open Bar before sign-off to work un-mentored.
15. All events and opening times will continue to be advertised on the Facebook page and Website <https://westderehamvillagehall.co.uk/>
16. The Bar will be open after this meeting and on Sunday.

Andy Challen
Chair
WDVH