West Dereham Village Hall Management Committee

Charity No. 1139100

Chair Andy Challen

Woodside Barn

The Row

West Dereham

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**Monthly report to West Dereham Parish Council – 2 December 21**

1. The Village Hall continues to host occasional private function events, yoga on a Monday and White Hart Bar opening on a Sunday. Specific Friday opening will be advertised well in advance for events such as Quiz Nights (10 December) and Christmas Eve (timing TBC).

**Governance**

1. No change. Despite advertising, there have been no volunteers to join the Management Committee as Trustees or representatives from other aspects of the village community. The Management Committee needs a dedicated Treasurer and a new Secretary; the utility of the Hall will be constrained by the lack of volunteers and Trustees.

**Finances**

1. The financial situation is stable and will remain so providing we have sufficient takings over the Bar and interest in events to cover the cost of running the Hall.
2. Internet Banking has is working. Investigation into payment by BACS and achieving a method of card payment will commence.
3. Cost of supplies and the need to generate more revenue has resulted in a slight increase in bar prices, which remain well below the prices of local public houses.
4. Account snapshot below does not include takings for the Christmas Fair, a wake and the latest bar takings. All events have generated a healthy revenue.

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| --- | --- | --- | --- |
| **Account** | **Paid Out** | **Paid In** | **Balance** |
| Village Hall\* | £0.00 | £286.00 | £1,629.35 |
| Bar Reserve Account | £0.00 | £18.00 | £1,114.81 |
| Bar Account\* | £586.96 | £330.00 | £2,839.03 |

**Infrastructure**

1. The Bar dishwasher is currently inoperative. Servicing support is being sought.
2. The Fire Safety check identified several emergency lights that need bulbs replacing. A refined quote is being sought.
3. The Hall will be deep cleaned sometime before the Christmas period – we are unwilling to employ a full-time caretaker cleaner given current usage. A no contract cleaner has offered services twice a month to supplement volunteer cleaning after each event.
4. Update on projects identified for the future:
   1. Trimming of the hedge and weeding of the car park has been completed thanks to Tim Glover for a great job. – Complete.
   2. Refurbishment of the outside benches. No progress.
   3. Purchase and fit of new fire doors for the Abbey Room and Main Hall. Spending prioritisation plan will be developed to best allocate funds.
   4. Purchase of soft furniture for ‘Chequers Corner’ in the Abbey Room. A leather sofa has been donated by a member of the community and after a detailed clean, has been placed in the Abbey Room. Further donations of tables will be sought.
   5. Purchase of additional benches for outside use. Funds will become available after fire doors have been commissioned for the Abbey Room and Main Hall.

**Events**

1. The Christmas Fair took place on 27 November. The event was advertised on the website, Face Book (across several communities), Nextdoor App, The Pump and by hand delivery of 150 leaflets throughout the village. Whilst takings for refreshments and the raffle were healthy, the turnout from our local community was disappointing. Feedback from stall holders was that it was a nice atmosphere, but it is unlikely it had the footfall they were anticipating.
2. Yoga classes continue to be held on Monday evenings.
3. Quiz nights will be run once a month and the first is scheduled for 10 December with 6 Teams currently booked.
4. A children’s birthday party is booked for December.
5. A request to open the White Hart Bar on Christmas Eve is being considered and will be advertised online when confirmed – likely to be an afternoon opening for a few hours if volunteers are available.
6. There is a request from a care home to hire the Hall and Kitchen on Christmas Day to provide a party for care residents. This is being considered pending volunteers to support.
7. Saturday Brunch will be held once a month provided volunteers to assist come forward.
8. Table, chair, crockery and cutlery hire is now available to residents, for any home-based events should the VH not be available or suitable.
9. The White Hart Bar will continue to be opened on Sunday afternoons when volunteer staff are available. We have 5 fully inducted Bar staff; Friday evening opening will take place when specific events are identified. A lack of attendance over a 3-week trial of Friday opening proved unsustainable financially due to lack of attendance and therefore takings.
10. All events and opening times will continue to be advertised on [West Dereham Village Hall Events | Facebook](https://www.facebook.com/groups/1140287652674306/) and Website <https://westderehamvillagehall.co.uk/> and The Pump where lead times allow.

Andy Challen

Chair

WDVH