



West Dereham Village Hall Management Committee
Charity No. 1139100

Chair Andy Challen
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West Dereham
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Monthly report to West Dereham Parish Council – 3 February 22

1. We hope that the New Year brings renewed opportunities for the Village Hall to support the local community with regular events outside the current White Hart Bar opening on a Sunday. There is an intention to help support Jubilee celebrations in June.

Governance

2. The Management Committee have been approached by a volunteer to join them as a Trustee in the role of Secretary. The Management Committee will raise this at the next meeting and decide whether to co-opt the volunteer to the Committee. The Management Committee still needs a dedicated Treasurer. With an additional Trustee, the AGM can be planned to ratify positions.

Finances

3. 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. The Annual Return to the Charity Committee was completed following review by the Management Committee. No independent audit of accounts was required for FY 20-21 due not meeting the threshold; this was brought about by COVID restrictions.

4. Cost of supplies and the need to generate more revenue has resulted in a slight increase in bar prices, and Hall hire prices. FloGas has already increased in price, and we are using more energy over the colder months. Insurance has also increased.

5. Account snapshot below shows the current state of finances, and cash is regularly transferred from the Bar Account into the Village Hall to help maintain the facility.

Account	Balance
Village Hall	£3,576.35
Bar Reserve Account	£1,115.34
Bar Account*	£2,190.38

Infrastructure

6. The Bar glasswasher in the WH Bar has been serviced and is now working correctly.

7. The Fire Safety check identified several emergency lights that need bulbs replacing. A refined quote is being sought.

8. We have agreed to pay someone to conduct a thorough clean of the Hall twice a month on an ad-hoc zero-contract basis.

9. With the demise of the formal Heritage Group, the Heritage Room will be re-organised to store Village Hall and Parish Council Records, as well as look after any Heritage artifacts. This will make the storeroom more usable for event supplies and cleaning materials.

10. Update on projects identified for the future:

- a. Refurbishment of the outside benches. No progress.
- b. Purchase and fit of new fire doors for the Abbey Room and Main Hall. Spending prioritisation plan will be developed to best allocate funds.
- c. 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

11. There have been a number of events over the Christmas period and into the New Year including a late notice birthday party, a children's' birthday party, and a fun walk/run around the Village with refreshments at the end.

12. A regular art class has started once a week during the day. It is hoped an evening art class will also start.

13. Yoga classes on Mondays have become less regular due to the organiser utilising other facilities on her property. It is hoped another Yoga Class might start up in the evenings.

14. Quiz nights will be run when capacity is available from the volunteers.

15. Saturday Brunch will be held once a month provided volunteers to assist come forward.

16. Table, chair, crockery and cutlery hire is now available to residents, for any home-based events should the VH not be available or suitable.

17. 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.

18. All events and opening times will continue to be advertised on [West Dereham Village Hall Events | Facebook](#) and Website <https://westderehamvillagehall.co.uk/> and The Pump where lead times allow.

Andy Challen
Chair
WDVH