



**Wenhaston Village Hall**  
**Hall Road, Wenhaston, Halesworth, Suffolk IP19 9EP**

Charity Number: CN1001694

Custodian Trustees: Parish Council

Managing Trustees: WVH Management Committee

**Minutes of Wenhaston Village Hall Management Committee (WVHMC)**  
**Tuesday 11<sup>th</sup> November 2025 at 7pm**

**Present: -**

Chairperson: Susie Cooke (SC)

Deputy Chair: Carol Hudson-Jary (CHJ)

Secretary: Angela Corsan (AC)

**Committee members: -**

Jane Peters (JP) Eileen Hayes (EH), Sara McLoughlin (SMc)

Entertainment rep Karen

**1. Welcome and Apologies: -**

Susie welcomed all present

Apologies from: Mike Wilkinson (MW), Lizzie Pitkeathly (LP) Bob Rixon (BR) Fran Desborough (FD), Sue McKeown (SM)

**2. Minutes of previous meeting signed off: Proposed AC, Seconded EP.**

**3. Matters Arising: -**

**a. Kitchen**

**Food & Safety Registration Level 2 Catering & Hygiene**

- Village Hall to register
- Wil Harvey - Mens Breakfast requested to register
- Jill Daines – Community Lunches requested to register
- Café Team will register

## **b. Kitchen Upgrade update**

- Quotes- Waiting on all new quotes to arrive within the next week or so (then a further consultation meeting can be arranged).
- Funding- Funding contribution from Village Hall agree by all Committee members in attendance that VH would contribute £10,000 (Proposed SC Second CHJ).
  - Funding so far is £33,718.68 (which includes the £10k from the VH funds).

## **c. Christmas Bazaar**

- Helper/ volunteers needed for Friday evening to set up tables.
- Helper/ volunteer needed for the raffle from 2-3pm
- Waverney Sax confirmed they will be playing music throughout.

## **d. Writers Group**

- Ask that they can pay the same fees in the café as in the Stammer Room. This was agreed by Committee.

## **4. Entertainment Sub Committee Report**

### **Update from Events team**

- **Halloween Event –**
  - Great success with a profit of £271.67.
  - Food went well thanks to all who helped and contributed.
  - Thanks to everyone who contributed to the setup/bar staff/decorations and making it a successful event.
- **Future Event – Thai Café evening on 24<sup>th</sup> January 2025**
  - 50 Spaces available
  - Julie for Jewel in the Box is catering for the evening
  - 2 sittings; 26 at 6.30pm and 24 at 7.00pm
  - Streamed music and bar will be open

## **5. Café Team Report**

- All going well. Nothing to report

## **6. Craft Market**

- Last market of the year on 29<sup>th</sup> November with 29 Stalls booked

## **7. Correspondence**

- Successful Funding Applications received

## **8. Treasurer's Report**

- All going well.
- Funds looking healthy

## **9. AOB**

- **New Valve for hot water tank**
  - Now Fitted
- **Electrical Box (for Xmas tree)**
  - Still not been fitted by Townsends. Therefore, a quote has been requested from Tom Milne Electrics.
- **Chair Person**
  - Reminder that a new Chair Person is needed from next March. If you know anyone interested please speak to Susie Cooke.

Meeting closed at 8.10pm.

Next meeting at 7pm on 9<sup>th</sup> December 2025.

A handwritten signature in black ink, appearing to be 'S. Cooke', written in a cursive style.