



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

Charity Number: CN1001694

Custodian Trustees: Parish Council

Managing Trustees: WWH Management Committee

Minutes of Wenhaston Village Hall Management Committee (WVHMC)
Tuesday 13th January 2026 at 7pm

Present: -

Chairperson: Susie Cooke (SC)
Deputy Chair: Carol Hudson-Jary (CHJ)
Secretary: Angela Corsan (AC)
Bookings Clerk: Sue McKeown (SM)

Committee members: -

Eileen Hayes (EH), Mike Wilkinson (MW), Fran Desborough (FD), Sara McLoughlin (SMc)

1. Welcome and Apologies: -

Susie welcomed all present

Apologies from: Lizzie Pitkeathly (LP), Bob Rixon (BR), Carey Taylor (CT)

2. Minutes of previous meeting signed off: Proposed MW, Seconded EH.

3. Matters Arising: -

a. Kitchen

Food & Safety Registration accepted by Suffolk Council

- Mens Breakfast– Malcolm Wild and Vince Green to complete L2 course
- Community Lunches – Annie Ford has completed the L2 course.
- Café Team - Fran Desborough completed the L2 course on behalf of Cafe Team.

10/02/2026

Allergens

- A disclaimer with all allergens to be displayed when serving food in the Café.

Kitchen Log

- To arrange a meeting to go through do's and don'ts in the kitchen including what is required for the event log.

Kitchen upgrade

- CHJ is visiting Mulberry on 14th January 2026, to clarify final points prior to start date.
 - Insurance
 - Drainage
 - Additional Wall Cupboard
 - Floor schedule
 - Any other outstanding items

Planning meeting for planned cupboard allocation

- Committee to meet at 11.30am on Saturday 17th January to agree a plan of action for the new cupboards allocation etc.
 - CHJ will bring the final plans of cupboards so that we can agree which need locks and where items will be placed.
 - Karen Clegg will also be present as Entertainment rep.

Packing boxes

- CHJ to speak to a local removals company to see if we can loan some packing crates to store crockery etc during refit.

Clearing out Cupboards help prior to refit

- Available Committee members meet at village hall on the following dates
 - 4th Feb between from 10am onwards
 - 5th Feb between 9.00-12.00

Pic in Sticks Alcohol

- Suggestion to buy a lockable cupboard for the Committee Room (this will save space in Kitchen) to discuss at planning meeting on 17th January.

Food in Fridge

- All food not required must be taken away or thrown away after events. No food to be left in the Fridge after events.

Disposal of white goods and Cooker

- Agreed to advertise in Next Door and Facebook Marketplace (MW to arrange)
 - Cooker £50
 - Fridge £30
 - Freezer £20

b. Jane Peters Resignation and Signatories

- JP has resigned from the committee with immediate effect as per her email on the 7th January. Therefore need to agree new signatory;
 - AC has volunteers to be signatory in Janes place. Proposed SC Seconded MW.
 - Carey to look at arranging this change with the bank.
 - SC has removed JP off the Charity Commission.
 - JP will step away from all other tasks relating to the Village Hall with immediate effect. Committee to agree who will carry out task going forward.

4. Entertainment Sub Committee Report

Update from Events team

- **Pop Up Thai Restaurant evening 24th January 2026**
 - Need some help setting up tables.
 - A float of £400 has been agreed for Entertainment Committee for purchase of Alcohol etc.
 - KC will purchase necessary supplies for the bar.

5. Café Team Report

- All going well.
- AC to create a poster to add to the Facebook page and display in Village Hall notice board of closing dates during refit.

6. Craft Market

- N/A
 - Market recommences on 28th March 2026.

7. Correspondence

- VH received a private donation for £500 towards Kitchen refit. With thanks from all the Committee.
- VH received £113.04 from Heather Phillips estate from the Funeral Directors. With thanks from all the Committee.

8. Treasurer's Report

- All going well.

9. AOB

- **Bottle Bank**

- The bottle bank is seriously overflowing, as we have not had a collection from the Recycling company.
 - SM will contact the recycling company to try and arrange the collection.

- **Risk Assessment**

- The risk assessment that was carried out in 2025 has been loaded onto a USB stick. This will be added to the Website.

- **Loft**

- The loft has become a dumping ground so we need a work party to have a sort out.

- **Keys**

- Key Log
 - SM to re assess key holders and circulate.
 - To purchase a secure box for keys.

- **Chair Person required**

- Reminder for anyone interested in taking on the Chair Person Role from March 2026.

Meeting closed at 8.30pm.

Next meeting at 7pm on 10th February 2026.