



**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 14<sup>th</sup> April 2026 at 7pm**

**Present: -**

Chair: Susie Cooke (SC) Chair

Vice Chair: Mike Wilkinson (MW)

Secretary: Angela Corsan (AC)

Bookings Clerk: Sue McKeown (SM)

**Committee members: -**

Eileen Hayes (EH), Fran Desborough (FD),

Karen Clegg (KC)

**Guest** Sue Gow attended (Potentially joining the Committee)

**1. Welcome and Apologies: -**

Susie (SC) welcomed all present

Apologies from: Carey Taylor (CT), Carol Hudson-Jary (CHJ), Sara McLoughlin (SMc), Lizzie Pitkeathly (LP)

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

**3. Matters Arising: -**

**a. Alcohol Management Policy**

- KC presented the new Alcohol Management Policy to be adopted by the Village Hall with immediate effect.
- KC explained that a Designated Premises Supervisor has been disapplied for the Village Hall and replaced by the Committee being the authorising body.

- In addition a compliance sheet will be completed for each alcohol event and an incident log completed in the event of a breach of our policy.
- All committee members sent the Alcohol Management Policy

#### **b. Constitution update**

- CHJ has distributed a copy of the constitution to committee members
- MW to review on committee's behalf and report back.

#### **c. Fundraising Plaque**

- SC to arrange the hanging of the plaques, to be hung on the wall arch of the Entrance to Café.

#### **d. Decoration of Hall below Dado**

- To obtain same paint as the Café walls and paint brushes and rollers to enable a work party (Committee members and volunteers) to paint the walls.
- Proposed date of work 16<sup>th</sup> May 2026 after Café closes and Sunday morning of 17<sup>th</sup> May.

#### **e. Introduction to new Women's Breakfast morning**

- Women's trial breakfast arranged for 29<sup>th</sup> April

#### **f. Donation**

- A private donation of £50 to go towards Kitchen funds was provided by a visiting couple at the Craft Market last month. With thanks from the Committee.

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

#### **Update**

- Tractor Road Run on 31<sup>st</sup> May 2026
  - Being organised from Wenhaston (Church Farm). The WVHMC will provide bacon rolls, teas & coffees in the morning, all proceeds from refreshments go to Wenhaston Village Hall.
  - There will be a halfway stop at Walpole around lunchtime when the Walpole Village reps have agreed to supply lunchtimes refreshments
  - Back to Church Farm, Wenhaston for Ice Cream and Drinks

### **5. Café Team Report**

- Portion sizes of cakes discussed. To make sure the cakes are cut evenly so that all pieces are of same size for the £2 price.
- Wet Tea towels – to ensure towels are used correctly and not for mopping up.

## 6. Craft Market

- Nothing to report, all going well.

## 7. Correspondence

- N/A

## 8. Treasurer's Report

- Nothing to report from CT
- EH asked about the increased cost of the Wi-Fi. In SMc absence, EH to email SMc to check if correct.

## 9. AOB

### • Hot Water Boiler

- SM had a discussion with Donna (Bingo Organiser) Donna said that they had a problem with the Hot Water Boiler. SM to show her how to use it properly so that she doesn't encounter further issues.
- SM also said about the Rubber Mats being wet. To review and report back

### • Dustbins

- EH indicated that the bins weren't being emptied regularly as aren't being put out for Monday morning. SC to review and report back

### • Pest Control

- FD has received quotes for the Pest Control. Quote accepted will be £40 per visit, 4 visits per year. Committee agreed with this. Proposed by SC and Seconded by MW.

### • Working Party for Weeding and external tidy up

- To agree date at next meeting

### • Hanging Baskets

- SM happy to arrange Hanging Baskets for Summer, all in agreement. SM to arrange.

### • Health & Safety Responsible person

- To be agreed at next meeting

### • Key Holders review

- SM to review who the holders are and whether they require keys and will redistribute where necessary

Meeting closed at 8.30pm.

Next meeting at 7pm on 12<sup>th</sup> May 2026.