



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 12th May 2026 at 7pm

Present: -

Chair: Susie Cooke (SC) Chair

Secretary: Angela Corsan (AC)

Bookings Clerk: Sue McKeown (SM)

Committee members: -

Eileen Hayes (EH), Fran Desborough (FD), Sara McLughlin (SMc), Bob Rixon (RB) Lizzie Pitkeathly (LP)

1 Welcome and Apologies: -

Susie (SC) welcomed all present

Apologies from:

Karen Clegg (KC)

Mike Wilkinson (MW)

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

3 Matters Arising: -

a. Constitution update - MW

- Deferred to next meeting in Mikes absence.

b. Decoration of Hall below DADO-16TH -17TH May

- Deferred due to availability of volunteers, proposed new date to be advised.

c. Working party for weeding (date)

- Agreed this will be after Café on 16th May for those who can make it.

d. Health & Safety

- Health & Safety Officer- BR has volunteered to take on the role of Health & Safety Officer with guidance and being shown what is required. (Kevin Canham was our previous H&S Officer.)

e. Fire risk assessment

- Fire Risk Assessment has been completed by 'Flameskill'.
 - A good report;
 - Advisory note was to have fire wardens nominated and trained who will organise safe evacuation in the event of a fire.

f. East Suffolk Services - Bins

- New recycling services start at the beginning of June.
- New charges for food waste will be required.
 - £517 pa weekly
 - £258 pa fortnightly
 - £129 pa four weekly
- Suggested we opt for a monthly collection as we don't really have food waste, the odd cake maybe. To monitor usage/frequency
- New Charges for green and recycling bins is £240 pa.
- EH reminded us that the bins aren't being put out as regularly as they should.
 - It is suggested that the Café put the bins out after café on Saturdays.

4 Entertainment Sub Committee Report

Update

- Tractor Road Run on 31st May 2026 all organisation is going well.
- Clairvoyant Evening booked for 27th June 2026

5 Café Team Report

- All going well.

6 Craft Market

- Nothing to report, all going well.

7 Correspondence

- Email form Blood Transfusion Service
 - They would like to explore options to use the Village Hall for their service.
 - SM to review availability as currently only Sundays available all day.

8 Treasurer's Report

- Received a letter from the Valuation Office which should be forwarded to Parish Council to respond.
- No other items to report.

AOB

1 Village Show

- Village Show is on 26th July.
- Need volunteers for Café in the afternoon 1.30pm-4.30pm

2 Hall Floor

- The Hall Floor is very dirty and needs a deep clean.
- SC to look at options and speak to cleaner as currently using a string mop to clean the floor.

Meeting closed at 8.00pm.

Next meeting at 7pm on 9th June 2026.