

Saxmundham Town Council

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6 February 2019

**TO ALL COUNCILLORS ON THE MARKET HALL MANAGEMENT COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE MHMC ON
TUESDAY 12 FEBRUARY 2019 AT 11AM IN THE MARKET HALL (WEBSTER ROOM).**

SIGNED _____ (Town Clerk/RFO)

AGENDA

1. TO RECEIVE DECLARATIONS OF INTEREST:

- To Receive Amendments to the Register.
- To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda.
- To Receive Declarations of Non-Pecuniary Interest in Respect of Items on the Agenda.
- To Consider Full/Partial Dispensations for Pecuniary Interests Declared.

2. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE:

3. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE MEETING HELD 19 NOVEMBER 2018:

4. TO RECEIVE THE FOLLOWING FINANCIAL REPORTS

- a. Budget against actual to 31 January 2019 and expected year end outturn
- b. Budget for 2019/20
- c. Hire charges for 2019/20

5. TO RECEIVE A REPORT ON CURRENT USAGE OF THE MARKET HALL:

6. TO RECEIVE A REPORT ON OUTSTANDING REPAIRS, MAINTENANCE, HEALTH AND SAFETY ISSUES AND WORK DONE SINCE LAST MEETING, AND TO AGREE MAINTENANCE AND SAFETY PRIORITIES FOR THE COMING MONTHS:

7. CONSIDER AND PRIORITISE POTENTIAL IMPROVEMENTS OF DECORATIVE STATE OF MARKET HALL [ATC/JS]

8. TO RECEIVE A REPORT BY THE CHAIR OF MARKET HALL DEVELOPMENT WORKING GROUP ON ITS WORK SINCE LAST COMMITTEE [CC].

9. TO RECEIVE AN UPDATE ON THE WEBSITE FOR MARKET HALL [JS].

10. TO RECEIVE AND PROGRESS PROPOSALS FOR PROGRAMME OF ACTIVITIES [RH, JS].
11. TO NOTE THE REQUIREMENTS AND MAIN TERMS OF THE LICENCES FOR THE MARKET HALL:
12. TO CONSIDER THE MARKETING STRATEGY FOR THE MARKET HALL:
13. TO CONSIDER FUTURE BOOKING SYSTEM FOR THE MARKET HALL:
 - a. NOTE ON HOW CURRENT SYSTEM WORKS – VERBAL REPORT AND WEBSITE INFORMATION (ATC):
 - b. DISCUSSION ON POSSIBLE NEW SYSTEM(S):
14. TO SET CHARGES FOR THE HIRING OUT THE WEBSTER ROOM AND AGREE ANY FURNISHING OR REFURBISHMENT REQUIREMENT PRIOR TO HIRE:
15. TO CONSIDER REPOSITIONING THE BFRA BAR AS IT IS CAUSING PROBLEMS FOR THE CARETAKER IN ITS CURRENT POSTION.
16. TO AGREE DATE AND TIME OF NEXT MEETING.