



Saxmundham Town Council

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11 SEPTEMBER 2019

**TO ALL COUNCILLORS ON THE MARKET HALL MANAGEMENT COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE MHMC ON
TUESDAY 17 SEPTEMBER 2019 AT 10.00 AM AT THE OLD POLICE STATION.**

SIGNED

(Town Clerk/RFO)

AGENDA

- 1. TO RECEIVE DECLARATIONS OF INTEREST:**
 - a. To Receive Amendments to the Register.
 - b. To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda.
 - c. To Receive Declarations of Non-Pecuniary Interest in Respect of Items on the Agenda.
 - d. 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 18 JUNE 2019.**
- 4. TO APPROVE COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE.**
- 5. TO RECEIVE THE FOLLOWING FINANCIAL REPORTS.**
 - 5.1 The summary budget against actuals to 31 July 2019.
- 6. TO RECEIVE AN UPDATE ON THE PROGRAMME OF ACTIVITIES AND CONSIDER PROPOSALS:**
 - 6.1 Conflict between regular Sunday booking by UK Fellowship and the possibility of holding beer festivals.
 - 6.2 Jazz and other events.
- 7. TO NOTE THE MINUTES OF THE MARKET HALL DEVELOPMENT WORKING GROUP (MHDWG) HELD 6 AUGUST 2019 AND RECEIVE A REPORT BY THE CHAIR OF MHDWG.**
- 8. TO CONSIDER THE CONTRACTUAL ARRANGEMENTS FOR CLEANING AND CARETAKING OF THE MARKET HALL INCLUDING JOB DESCRIPTION AND PERSON SPECIFICATION.**
- 9. TO CONSIDER REPAIRS MAINTENANCE AND HEALTH AND SAFETY PRIORITIES.**

- 10. TO CONSIDER IDEAS FOR IMPROVING THE DECORATIVE STATE OF THE MARKET HALL.**
- 11. TO RECEIVE AN UPDATE ON THE WEBSITE FOR MARKET HALL.**
- 12. TO CONSIDER FUTURE BOOKING SYSTEM FOR THE MARKET HALL VIA THE WEBSITE, INCLUDING TERMS AND CONDITIONS FOR HIRERS.**
- 13. TO CONSIDER PROPOSAL FOR CHAIR TROLLEYS TO FIT UNDER THE STAGE.**
- 14. TO CONSIDER OPTIONS FOR INTERNET AND WIFI AT THE MARKET HALL.**
- 15. TO AGREE DATE AND TIME OF NEXT MEETING.**