



# Saxmundham Town Council

Members of the Market Hall Management Committee are summoned to attend a meeting on Monday 20<sup>th</sup> May 2024 at 2:00 pm at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensations.

### 3. Open Forum

Members of the public may give their views on items on this agenda or raise items for future consideration.

### 4. Committee Membership

- a) To appoint a Chair to the Management Committee for the year 2024-2025.
- b) To note membership of the Management Committee for the year 2024-2025

### 5. Minutes

- a) To resolve that the minutes of the meeting held on 20<sup>th</sup> March 2024 are a true and accurate record.
- b) To note the draft minutes of the Trust meeting held on 13<sup>th</sup> May 2024.

### 6. Maintenance

- a) To receive a report about regular maintenance and reactive repairs.
- b) To receive the fire detection and alarm system, and emergency lighting, inspection reports and agree any necessary action.
- c) To consider a quotation for CCTV to prevent vandalism to the roof.
- d) To consider a quotation to repair the roof ridge.
- e) To consider whether to proceed with an insurance claim for roof damage.

### 7. Financial Year End 2023-2024

To review and recommend to the Trust that it approves the:

- a) Annual Income and Expenditure Accounts for the financial year 2023-2024
- b) Balance Sheet as at 31<sup>st</sup> March 2024.

### 8. Bookings and Events

- a) To consider further the potential separation of events from the management of the Market Hall.
- b) To receive a report listing recent and upcoming bookings of the Market Hall.
- c) To receive a report regarding the coordination of weddings between the Market Hall and the Bell Hotel.
- d) To consider a proposal from the Community Officer regarding signage for the Saturday Market.

### 9. Refurbishment

To review the long-term development of the Market Hall.

### 10. Assets

- a) To receive and approve an asset register.
- b) To note the decision of the Trust regarding the position of the defibrillator.

## **11. Finance**

- a) To approve the payments and receipts for March, April and to 13<sup>th</sup> May 2024.
- b) To note the bank balance as at 13<sup>th</sup> May 2024.
- c) To note the outstanding receipts to 13<sup>th</sup> May 2024.
- d) To receive the budgeted versus actual income and expenditure report as at 13<sup>th</sup> May 2024.
- e) To note the nil Non-Domestic Rate Demand 2024-2025.
- f) To agree to open a savings account with Unity Trust with an opening balance of £10,000.
- g) To delegate authority to the Deputy Town Clerk, in conjunction with two authorised signatories, to transfer funds to and from the current and savings bank accounts held at Unity Trust Bank.

## **12. Next Meeting**

To note the date and time of the next meeting which is scheduled for Monday 15<sup>th</sup> July 2024 at 2:00 pm.

**Lisa Hamon**  
**Deputy Town Clerk**  
**13<sup>th</sup> May 2024**