



Saxmundham Town Council

Minutes of the meeting of the Market Hall Management Committee held on Monday 22nd July 2024 at the Town House, Station Approach, Saxmundham at 2.00 pm.

Minutes

13/24MHC

Attendees

Cllr Jeremy Smith (Chair)
Cllr John Fisher
Cllr Charlotte Hawkins
Cllr John Findlay
Ms Carole Cecil
Ms Rosie Hoare

Apologies

Cllr Benjamin Gulliford

Also Present

Lisa Hamon (Deputy Town Clerk)
Sharon Smith (Town Clerk)

14/24MHC

Declaration of Interests

None.

15/24MHC

Open Forum

None.

16/24MHC

Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 20th May 2024 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 10th June 2024.

17/24MHC

Maintenance

- a) The Committee received a report about regular maintenance and reactive repairs.
- b) The Committee reviewed images from the drone footage of the roof ridge and considered the estimated costs for repairs. One estimation of £5,700 has been received and another quotation has been requested. The Committee noted the General Reserve position of £11,400. It was **unanimously resolved** to delegate to the Town Clerk and Deputy Town Clerk, in conjunction with the Chair of the Committee, the responsibility for carrying out the repair work to make safe the premises, when all quotes have been received, in accordance with the Financial Regulations. The Chair recommended that the Market Hall Trust raises the matter of Market Hall resources with the Town Council.

Ms Cecil informed the Committee about the Community Ownership Fund which is a £150 million fund over 4 years to support community groups to take ownership of assets which are at risk of being lost to the community. Ms Cecil asked if the Committee could apply to this organisation for funds to cover the cost of the repair to the ridge.

The Committee considered that the damage to the roof ridge was not caused by vandalism and therefore it was **unanimously resolved** not to raise an insurance claim. The Committee discussed the evidence on the drone footage, which showed that anti-social behaviour was taking place on the roof. The Committee considered erecting a sign with anti-vandal paint to

Signed _____ Date _____

deter vandals. The Deputy Town Clerk was requested to contact the local Crime Prevention Officer to give advice on steps the Committee can take and what action the police had taken on this matter. The Committee asked that the matter of liability, in case of people falling from the roof, to be referred to the Trust.

18/24MHC Bookings and Events

- a) It was **unanimously resolved** to charge a cleaning fee, of £60 per 2 hours cleaning at weekends and £40 per 2 hours during weekdays, for parties where alcohol is served.
- b) The Committee noted a booking analysis report for 2023-2024 and also for Quarter 1 2024. The Committee noted that the Deputy Town Clerk is carrying out further analysis regarding percentage usage rates and times when the Hall is free, so that occupancy and revenue can be maximized. The Committee discussed asking the Home First Jazz band to hold another event, as the last one was so well received.

19/24MHC Redevelopment

- a) The Committee reviewed the Improvement Phase 3 proposals to redevelop the Hall. The Town Clerk explained that planning permission had been granted for the redevelopment plans in May 2022 but that Building Regulations had rejected them. The plans were resubmitted in January 2023 but no more information has been received from East Suffolk Council since then. The Committee noted all the points and recommended to the Trust that they endorse the active pursuit of funding for this project. The Committee discussed whether the Public Works Loan Board could be approached with regard to match funding. The Committee also asked the Town Clerk to approach SALC for advice regarding funding sources.
- b) The Committee considered progressing the refurbishment of the back door, back windows and broken wall to the rear of the Hall. Cllr John Findlay suggested that the Committee look at the resource implications of everything that needs to be done at the Market Hall. The Chair suggested that, provided there is sufficient resource, costs can be obtained to carry out the refurbishment work.

20/24MHC Finance

- a) It was **unanimously resolved** to approve the payments and receipts for May, June and July 2024.
- b) The Committee noted the forecasted bank balance of £15,631.58 as of 31st July 2024.
- c) The Committee noted the outstanding receipts to 10th July 2024.
- d) The Committee received the budgeted versus actual income and expenditure report as at 10th July 2024.
- e) It was **unanimously resolved** to recommend to the Trust that it approves the Annual Income and Expenditure Accounts for the financial year 2023-2024 and the Balance Sheet as at 31st March 2024.

21/24MHC Next Meeting

It was **unanimously resolved** to change the date of the next meeting to Monday 23rd September 2024 at 2:00 pm.

Ms Hoare and Ms Cecil informed the Committee of their decision to resign from the Committee with immediate effect. The Committee thanked them both for their valuable contribution to the Committee and also took the opportunity to thank the Caretaker for his contribution, following his retirement from the Town Council.

Signed _____ Date _____

The meeting closed at 3:10 pm

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____