



Saxmundham Town Council

Minutes of the meeting of the Market Hall Management Committee held on Monday 23rd September 2024 at the Town House, Station Approach, Saxmundham at 2.00 pm.

Minutes

22/24MHC

Attendees

Cllr Jeremy Smith (Chair)
Cllr John Findlay
Cllr Nick Jackson

Apologies

Cllr Benjamin Gulliford
Cllr John Fisher

Also Present

Lisa Hamon (Deputy Town Clerk)

23/24MHC

Declaration of Interests

None.

24/24MHC

Open Forum

None.

25/24MHC

Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 22nd July 2024 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 9th September 2024.

26/24MHC

Maintenance

- a) The Committee received a report about regular maintenance and reactive repairs and it was **unanimously resolved** to proceed with the quotation from Bayfield Electrical Ltd to replace three emergency lights.
- b) The Committee received an update regarding the roof repairs which are being carried out by Oaklands Construction Suffolk Ltd. The work is ongoing and should be completed in October. The Committee asked if the Maintenance Officer could check that there was no water ingress.
- c) The Committee were informed that quotes for the refurbishment of the rear door, windows and wall were still awaited. The Committee agreed that the whole area needs to be reviewed.
- d) The Committee considered the feedback from the Green Team following their 'tidy up' of the exterior areas of the Market Hall and agreed to proceed with the regular washing of the windows and doors; painting the railings and benches and cleaning the paving annually. Cllr John Findlay agreed to ask the Bell Hotel if they can sweep the area by the bins regularly.
- e) Following a report from the Green Team, it was **unanimously resolved** to approve the installation of a commemorative plaque on a bench to the front of the hall in memory of a member of the community who sat there regularly and who has recently passed away. It was further

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unanimously resolved to inform the community that no more flowers and alcohol should be left on the bench from 1st October 2024, which is one week after the community member's funeral.

27/24MHC Bookings and Events

- a) The Committee noted a booking analysis report for Quarters 1 and 2 2024.
- b) It was **unanimously resolved** to approve a booking request for dog training courses for an initial trial of six weeks.

28/24MHC Redevelopment

The Committee noted that the Trust has established a Redevelopment Working Group, which has arranged a meeting with the architect on 26th September 2024. The Committee also noted that East Suffolk Council granted planning consent for the proposed plans in May 2022 but rejected building regulations.

29/24MHC Finance

- a) It was **unanimously resolved** to approve the payments and receipts for August 2024.
- b) The Committee noted the bank balance of £16,087.30 as of 31st August 2024.
- c) The Committee noted the outstanding receipts to 31st August 2024. The Committee expressed concern about the number of debtors, particularly in view of the low amounts involved. It was **unanimously resolved** to adopt a policy whereby payment in advance would normally be required, but an element of staff discretion could be applied in order to secure bookings. Hirers could be refunded, at the staff's discretion, if a good reason was provided. It was further **unanimously resolved** to charge an administration fee if payment was not received within 90 days.
- d) The Committee received the budgeted versus actual income and expenditure report as of 31st August 2024.
- e) The Committee noted the submission of the Annual Return for 2023-2024 to the Charities Commission.

30/24MHC Next Meeting

The Committee noted the date and time of the next meeting, which is scheduled for Monday 18th November 2024.

The meeting closed at 3:15 pm

Lisa Hamon
Deputy Town Clerk

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