



Saxmundham Town Council

Members of the Market Hall Management Committee are summoned to attend a meeting on Monday 20th January 2025 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. Minutes

To resolve that the minutes of the meeting held on 18th November 2024 are a true and accurate record.

5. Maintenance

- a) To receive an update about regular maintenance and reactive repairs.
- b) To consider a quotation for a replacement rear door and windows.
- c) To receive a revised quotation for CCTV to prevent vandalism to the roof.

6. Events and Bookings

To receive a report regarding bookings and consider any proposals for events.

7. Finance

- a) To approve the payments and receipts for November and December 2024.
- b) To note the bank balances as at 31st December 2024.
- c) To note the outstanding receipts to 31st December 2024.
- d) To verify the bank reconciliations as at 30th November and 31st December 2024.
- e) To receive the budgeted versus actual income and expenditure report as at 31st December 2024 and forecast to the financial year end.
- f) To consider and approve the draft budget for the financial year 2025-2026.

8. Committee Restructuring

To consider the Town Clerk's Committee Restructuring paper particularly the proposal to disband the Market Hall Management Committee.

9. Next Meeting

To note the date and time of the next meeting which is scheduled for 17th March 2025.

Sharon Smith
Town Clerk
14th January 2025