



# Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of the Market Hall Trust on Monday 10<sup>th</sup> February 2025 at 9:00 pm at the Market Hall, High Street, 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

- a) To approve the minutes of the meeting held on 14<sup>th</sup> October 2024 as a true and accurate record.
- b) To receive the draft minutes from the Market Hall Management Committee meeting held on 18<sup>th</sup> November 2024 and 20<sup>th</sup> January 2025.

### 5. Finance

- a) To review the payments and receipts for September, October, November, December 2024.
- b) To note the bank balances as at 31<sup>st</sup> December 2024.
- c) To examine the budgeted versus actual income and expenditure report as at 31<sup>st</sup> December 2024 including a forecast to the financial year end.
- d) To accept the Management Committee's recommendation to create an Earmarked Reserve of £4,000 for refurbishment of the rear door and windows.
- e) To accept the Management Committee's recommendation to adopt the balanced budget of £18,500 for the financial year 2025-2026.

### 6. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 14<sup>th</sup> April 2025 at 9:00 pm.

**Sharon Smith**  
**Town Clerk**  
**5<sup>th</sup> February 2025**