



# Saxmundham Town Council

All Members of the **Market Hall Management Committee** are summoned to attend a meeting on

Wednesday 5<sup>th</sup> of May using ZOOM at 7.00pm.

**(If a member of the public wishes to attend, please contact the Clerk on the details below)**

## AGENDA

- 1) **Apologies for Absence** - To receive apologies for absence.
- 2) **Pecuniary/Non-Pecuniary Interests**  
Councillors to declare any Pecuniary or Non-Pecuniary Interests and Consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3) **Minutes of the Previous Meeting** - To receive the minutes of the previous meeting 15 March 2021.
- 4) **Finance Report**
  - a) To receive a report on the Market Hall end of year position.
  - b) To receive a report on The Market Hall Budget 2021- 2022.
- 5) **Market Hall Improvements Phase 1 - Priority 1**
  - a) To note the completion of the lighting bars and note that under stage storage has been ordered.
  - b) Consider costs for secure cabinet in Main Hall for the location of broadband and controls for projector at a cost of £300.18 plus vat (currently located in the Webster Room).
- 6) **Market Hall Improvements Phase 1- Priority 2**
  - a) To consider report on kitchen improvements, costs and agree schedule of works.
  - b) To discuss funding arrangements for the kitchen improvements including whether to request specific grant from the Town council as a contribution towards the works.
  - c) Agree to make application to the Adnams Community Trust for £2500.
- 7) **Market Hall Improvements Phase 3- Frontage and Toilets**
  - a) To formally agree desired improvements to the frontage of the building and the toilets
  - b) To consider commissioning Tim Buxbaum architects to produce 2 options drawings for the improvements.
  - c) To agree to submitting an expression of interest to the National Lottery Heritage or the improvements.
- 8) **Bookings 2021 – 2022**
  - a) To agree health and safety arrangements for bookings post 17 May 2021.
  - b) To receive a report on bookings.
- 9) **Developing the Market Hall as a venue**
  - a) To agree the arrangements for the events programme for the Hall.
  - b) To consider booking 'HG Wells theatre production' for 2022.
- 10) **Alde and Blythe Community Radio**
  - a) To receive an update on arrangements.

*R Barnett*

**R Barnett**

**Date: 9 March 2021**

**Clerk to Saxmundham Town Council**

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