



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee
7.00 PM 15th March 2021 by Video Conference

Members of the Committee:

Cllr. Jeremy Smith (Chair)
Carole Cecil
Cllr Di Eastman
Cllr Charlotte Hawkins
Rosie Hoare
Cllr. Tim Lock
Cllr John Findlay

Also Present:

Claire Lyth
Roderick Orr-Ewing
Roz Barnett (Clerk)
Jenny Morcom (Assistant Clerk)

50/20MHC Apologies for absence

Apologies were received from Cllr J Findlay

51/20MHC Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

52/20MHC Minutes of the last meeting

It was **RESOLVED** to accept the minutes of the previous meeting held on the 1st February 2021.

53/20MHC Finance

Income and expenditure report dated 5th March 2021.

The Committee received the report.

End of Year Out-Turn 2020-2021

The report shows an underspend of £2,650 for 2021, which in addition to the balance carried forward from 2019-2020, gives a projected end of year balance of £8,844.07.

The Committee RECEIVED the report. The Chair thanked the Clerk for the clarity of her financial report.

54/20MHC Covid-19 Testing Centre

The Testing Centre is now up and running. The Hall hire charge for this purpose is £100/day with bookings one month in advance. The organisers are asking participating venues whether they may continue up to and including June 2021 if need be.

It was RESOLVED to allow the Testing Centre to continue to book the Market Hall on the current terms until the end of June 2021, and for the Hall to be available for community bookings from July 2021 providing Covid restrictions do not prohibit community use.

55/20MHC Alde and Blyth Community Radio

The licence between the Market Hall Trustees and Alde and Blyth Community Radio has been agreed in principle, but we are still waiting for our solicitor to comment.

The Clerk will contact the solicitor for an update.

Alde and Blythe have requested a donation from the Town Council of approximately £1.4K to cover the cost of a new door to the Webster Room with a fire exit push bar.

Signed _____ Date _____

It was RESOLVED to offer Alde and Blythe Community Radio £500 towards the cost of fitting a push bar to the existing door and that it would be acceptable for them to use this towards the cost of an entire new door if they prefer.

The Clerk will make this offer to Alde and Blythe and refer the matter back to the Committee if necessary.

56/20MHC Bookings and Events

Rosie Hoare reported that she has discussed the following dates with the bands who would have been booked last year:

21st August - Swing Machine

18th September - Blues Bluffers/Ska Band

October – a cabaret night – date to be decided.

Rosie Hoare has also discussed with Terry Barrow the usefulness of having our own bar so that the Market Hall Charity would benefit from the income.

After some discussion, the Committee RESOLVED that it was in principle in favour of including a bar in the Hall, and that a proposal with draft design should be brought to the next meeting.

The Committee RESOLVED that the events programme should go ahead as planned as long as it is not prevented by Covid restrictions.

Rosie Hoare and Carole Cecil will meet to discuss holding another Tea Dance and bring a proposal to a future Committee meeting.

57/20MHC Market Hall Development Plan

The Chair brought forward this item (11) for consideration

Claire Lyth and Roderick Orr-Ewing presented ideas for refurbishing the WCs leaving a reception space that would show off the arched windows at the front of the Market Hall. Cllr Lock also presented an alternative design.

The Clerk has spoken to an architect, Tim Buxbaum, who would charge £50 per hour to work up draft plans and advise. She also advised that planning permission and the award of a contract should be in place in order to make a bid to the Heritage Lottery for funding for the works on WCs and frontage.

It was RESOLVED that the Clerk will convene a further meeting in order to look at designs in detail as soon as Covid restrictions allow.

Claire and Roderick will make some adjustments to their design in the light of tonight's discussion and after this the Clerk will send both their and Cllr Lock's designs to the architect for advice.

Cllr Lock informed the meeting that he may have a solution to the damp at on the outer wall of the reception area.

Further matters under this item was deferred until the next Market Hall Management Committee Meeting.

58/20MHC Market Hall improvements – lighting bar

This is due to be fitted at the end of March at a cost of £2,495.

59/20MHC Market Hall improvements – under stage storage

This is now in hand.

Signed _____ Date _____

60/20MHC Market Hall improvements – kitchen

The Committee received costings of an estimated £15,000 to replace the kitchen units and flooring, and to install white roc cladding to ensure that the kitchen is hygienic and safe. This is in excess of the amount of money the Town Council had set aside for the work.

It was RESOLVED that the Clerk should seek grant funding to cover part of the costs of the kitchen refurbishment, and that the Assistant Clerk and Cllr Lock should continue to obtain costed estimates for the various items.

It is hoped that a fully costed proposal with grant funding will be ready for consideration by the Resources Committee in April.

61/20MHC Website

This is being brought up to date with an on-line booking system. There are still some problems with some of the buttons and links. **NOTED**

The meeting closed at 8.37pm.

Jenny Morcom

Assistant Clerk to Saxmundham Town Council,

Signed _____ Date _____