



MARKET HALL COMMITTEE 5 OF MAY 2021

Roz Barnett- Town Clerk
SAXMUNDHAM TOWN COUNCIL

4) Finance Report

a) To receive a report on the Market Hall end of year position.

Bank **Balance**

30/04/2021

Market Hall

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Detailed Income & Expenditure by Account 31/03/2021

Month No: 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Hall Hire	1,890	2,216	9,250	7,034			24.0%
1020 Grants	0	37,000	20,500	(16,500)			180.5%
1021 CIL Income	0	7,000	0	(7,000)			0.0%
1050 Other Income	248	252	50	(202)			504.1%
1090 Bank Interest	1	4	0	(4)			0.0%
Total Income	2,139	46,472	29,800	(16,672)			155.9%
<u>Expenditure Detail</u>							
4000 Staff Salaries Tax/NIPension	0	3,003	9,000	5,997		5,997	33.4%
4200 Cleaning	42	225	0	(225)		(225)	0.0%
4205 Utilities	848	2,450	2,900	450		450	84.5%
4235 Bank charges	11	87	100	13		13	86.6%
4240 License Fee	107	27	300	273		273	9.1%
4260 Telephone/Broadband	45	855	1,200	345		345	71.3%
4270 Insurance	0	1,728	2,000	272		272	86.4%
4280 Consultancy	0	2,740	2,000	(740)		(740)	137.0%
4300 Refurbishment costs	2,495	18,197	7,000	(11,197)		(11,197)	260.0%
4310 Cleaning and general materials	248	1,917	1,300	(617)		(617)	147.5%
4320 General repairs	125	1,231	1,000	(231)		(231)	123.1%
4330 Capital Replacement	0	10,562	5,000	(5,562)		(5,562)	211.2%
4400 Marketing & Publicity	0	187	500	313		313	37.4%
4405 Website	360	439	500	61		61	87.8%
4410 Events	0	0	1,000	1,000		1,000	0.0%
Total Overhead	4,281	43,649	33,800	(9,849)	0	(9,849)	129.1%
Total Income	2,139	46,472	29,800	(16,672)			155.9%
Total Expenditure	4,281	43,649	33,800	(9,849)	0	(9,849)	129.1%
Net Income over Expenditure	(2,142)	2,824	(4,000)	(6,824)			
Movement to/(from) Gen Reserve	(2,142)	2,824					

Bank Balance 31/3/2021

	0.00
	<u>3,739.86</u>
Balance per Cash Book is :-	3,739.86
Difference is :-	0.00

b) To receive a report on The Market Hall Budget 2021- 2022.

30/04/2021		Market Hall						Page 1
16:25		Detailed Income & Expenditure by Account 01/04/2021						
Month No: 1	Account Code Report							
	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	
<u>Income Detail</u>								
1000 Hall Hire	0	0	4,120	4,120			0.0%	
1020 Grants	8,000	8,000	16,000	8,000			50.0%	
1050 Other Income	0	0	1,600	1,600			0.0%	
1090 Bank Interest	1	1	0	(1)			0.0%	
Total Income	8,001	8,001	21,720	13,719			36.8%	
<u>Expenditure Detail</u>								
4000 Staff Salaries Tax/NVPension	0	0	3,500	3,500		3,500	0.0%	
4205 Utilities	110	110	3,000	2,890		2,890	3.7%	
4235 Bank charges	10	10	100	91		91	9.5%	
4240 License Fee	0	0	300	300		300	0.0%	
4260 Telephone/Broadband	0	0	1,250	1,250		1,250	0.0%	
4270 Insurance	0	0	1,500	1,500		1,500	0.0%	
4280 Consultancy	0	0	2,070	2,070		2,070	0.0%	
4300 Refurbishment costs	0	0	2,000	2,000		2,000	0.0%	
4310 Cleaning and general materials	84	84	500	416		416	16.8%	
4320 General repairs	6	6	5,000	4,994		4,994	0.1%	
4400 Marketing & Publicity	0	0	500	500		500	0.0%	
4405 Website	0	0	750	750		750	0.0%	
4410 Events	0	0	1,250	1,250		1,250	0.0%	
Total Overhead	209	209	21,720	21,511	0	21,511	1.0%	
Total Income	8,001	8,001	21,720	13,719			36.8%	
Total Expenditure	209	209	21,720	21,511	0	21,511	1.0%	
Net Income over Expenditure	7,792	7,792	0	(7,792)				
Movement to/(from) Gen Reserve	7,792	7,792						





Bank Balance 30/4/2021 - £16,995 (Includes VAT Rebate of £3373.35, Council Grant and £2200 income from March Testing centre)

5) Market Hall Improvements - Priority 1

a) To note the completion of the lighting bars and to note that under stage storage has been ordered from Pegs at a cost of £450.

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). The Clerk is recommending Red Dune as the preferred provider as this is an extension on the works completed in November 2021. This will put the wi-fi in the cloud and allow Red Dune to fix any problems remotely and be supported through our current contract with them. They are offering a projector training session on Wednesday the 12th of May at the Market Hall

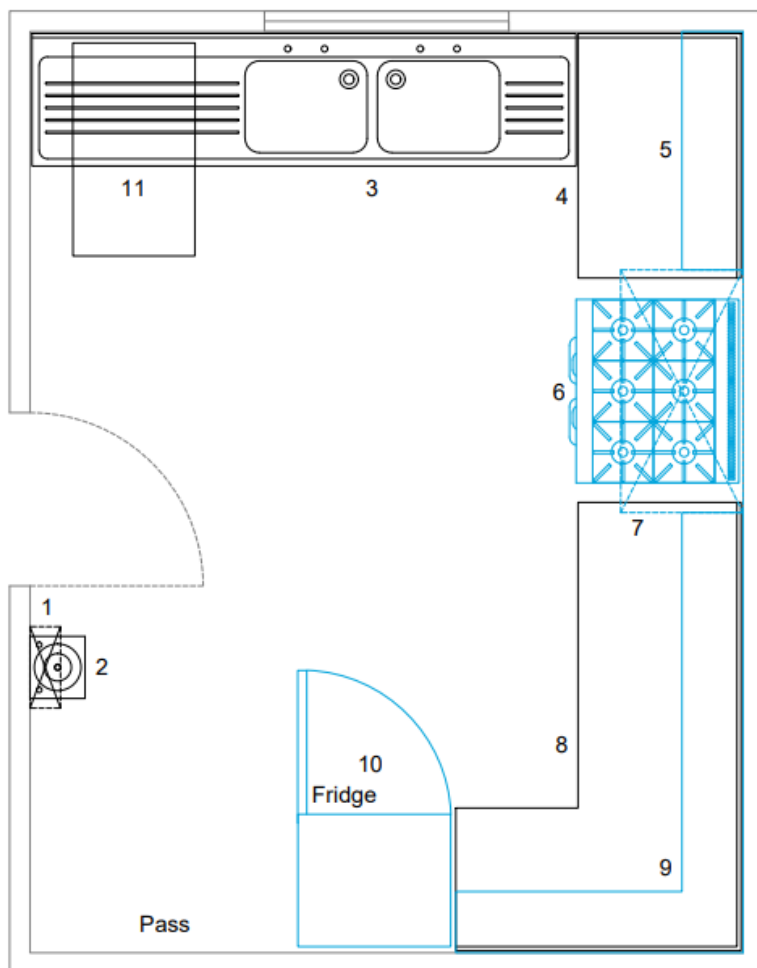
Secure Internet and Wi-Fi box

	10inch lockable cabinet	£54.99 plus vat
	Unifi Cloud Key <ul style="list-style-type: none"> Controls Wi-Fi remotely 	£80.06 plus vat
	Power distribution sockets	£19.14 plus vat
	USB- C Power cable <ul style="list-style-type: none"> Power to cloud key 	£10.99 plus vat
Supply and delivery and installation	Estimated 3 hours at £45 per hour	£135.00 plus vat
Total		£300.18 plus vat

6) Market Hall Improvements Phase 1- Priority 2

a) To consider report on kitchen improvements, costs and agree schedule of works.

The proposed kitchen would be based on the current layout pictured below. The scope of the works and the cost plan were shared at the previous meeting.



EQUIPMENT SCHEDULE	
1	Insect Killer
2	Hand Wash Basin
3	Double Bowl Sink Unit
4	Work Bench
5	Wall Units - Existing
6	Domestic Cooker - Existing
7	Ventilation Canopy - Existing
8	'L' Shaped Work Bench
9	Wall Units - Existing
10	Upright Fridge - Existing
11	Undercounter Dishwasher

Details of Work	Prices received
<p>Supply of the Stainless-Steel Units Three different companies were approached for the supply of the kitchen units, sinks and taps.</p>	<p>Stainless Steel Units £4494.00 + VAT Taps £174 plus VAT Cladding and flooring £3956 plus Vat Total £8264 (Does not include dishwasher)</p>
<p>Building Works related to removal of existing kitchen, preparation of walls and the installation of the new kitchen. Three different companies/individuals were approached for the building works.</p>	<p>Only one quote has been received for the removal of the kitchen £420+ vat All repairs to walls would be charged at £22.50 per hour+ materials+ vat Estimated costs £1500</p>
<p>The fire risk assessment has been completed and depending on the final report there could be additional costs and the Council need to keep a contingency of £5000.</p>	
<p>The Market Hall has £7000 in refurbishment and general repairs but additional works that may need completing:</p> <ul style="list-style-type: none"> • Repairs to crack at front £900 • Repainting of external doors £404/Repair to Webster room door • Security issues in the building 	
<p>Ideally having one company to project manage, supply and install the kitchen is the most efficient way forward however this option can be expensive. The Clerk can list on Contract Finder and approach larger companies direct.</p>	

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.

The Adnams Community Trust awards grants to worthy causes within 25 miles of Southwold or, in the case of national charities, exclusively for the benefit of those living within 25 miles of Southwold. Grants normally range from £100 to £2,500 and the Trustees expect to see the results of their donations within one year. Closing date is the 7th of May

7) Market Hall Improvements Phase 3- Frontage and Toilets

a) To formally agree desired improvements to the frontage of the building and the toilets.

An informal meeting of the members of the Market Hall met to discuss the options for approvals to the frontage and toilets. It was provisionally agreed that we seek costs and option designs for the following:

- Two different options of the installation of three glass apertures at the frontage.
- Two options drawings for the toilets. One option to be based on the design suggested by the theatre designer and the second for the men's toilets on a mezzanine above the disabled and women's toilets (to create a larger entrance foyer area).

b) To consider commissioning Tim Buxbaum architects to produce 2 options drawings for the improvements.

The architect Tim Buxbaum has existing plans and has excellent knowledge of the Market Hall and members of the Committee have asked that he can be commissioned to do the work. He has provided a quote of £750 for completion of the planning application/listed building consent. He has also quoted £50 per hour for any development work. There could be additional survey costs and the planning application fee to be considered.

Recommendation

That Tim Buxbaum be appointed as the architect to the project and be commissioned to develop the options drawings, costs and planning consents (£1500). That the £2070 in the consultancy budget be allocated to cover the costs of the planning consents any specialist surveys and the architect's fees.

c) To agree to submitting an expression of interest to the National Lottery Heritage for the improvements.

The bid would focus on *outcomes prioritised by the Lottery as a response to the COVID-19 pandemic and three additional outcomes. They are:*

- *A wider range of people will be involved in heritage (This is a mandatory outcome. Every project we fund must achieve our mandatory outcome as a minimum.)*
- *the funded organisation will be more resilient*
- *the local area will be a better place to live, work or visit*
- *the local economy will be boosted*
- *heritage will be in better condition*

Recommendation that the Market Hall Committee develop an outline lottery application for costs of the building improvements and a three - year activity programme of activities in the Market Hall/Market place.

8) Bookings 2021 – 2022

a) To agree health and safety arrangements for bookings post 17 May 2021.

To note that the risk assessment has been reviewed and as a result, legionnaires testing has been commissioned and new portable noticeboards have been installed.

b) To receive a report on bookings.

Value of Booking (£)	Booking Name	Group Name	Start Date
£30.00	East Suffolk Travel Association Public Meet ESTA		Sat 03/07/2021 13:45
£100.00	Saxmundham Craft and Artisan Fair		Sat 10/07/2021 09:00
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 12/07/2021 18:00
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 09/08/2021 18:00
£100.00	Saxmundham Craft and Artisan Fair		Sat 11/09/2021 09:00
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 13/09/2021 18:00
Donation	Ska & Blues Band	Sax Jazz	Sat 18/09/2021 09:15
Donation	Swing Machine	Sax Jazz	Sat 09/10/2021 09:00
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 11/10/2021 18:00
£30.00	U3A Speakers Meeting	East Suffolk U3A	Thu 14/10/2021 13:30
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 08/11/2021 18:00
£30.00	U3A Speakers Meeting	East Suffolk U3A	Thu 11/11/2021 13:30
£100.00	Saxmundham Craft and Artisan Fair		Sat 13/11/2021 09:00
Donation	Operalele	Sax Jazz	Sat 20/11/2021 09:00
Donation	Horn Factory	Sax Jazz	Sat 04/12/2021 09:00
£100.00	Saxmundham Craft and Artisan Fair		Sat 11/12/2021 09:00
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 13/12/2021 18:00
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 10/01/2022 18:00
£30.00	U3A Speakers Meeting	East Suffolk U3A	Thu 13/01/2022 13:30
£30.00	U3A Speakers Meeting	East Suffolk U3A	Thu 10/02/2022 13:30
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 14/02/2022 18:00
£30.00	U3A Speakers Meeting	East Suffolk U3A	Thu 10/03/2022 13:30
£35.00	Town Council Meeting	Saxmundham Town Council	Mon 14/03/2022 18:00
£30.00	U3A Speakers Meeting	East Suffolk U3A	Thu 14/04/2022 13:30
£30.00	U3A Speakers Meeting	East Suffolk U3A	Thu 12/05/2022 13:30
£4,455.00			

The Council has received enquiries for a regular Friday night bingo booking and a booking from Reed for a driving theory test centre.

9) Developing the Market Hall as a venue

a) To agree the arrangements for the events programme for the Hall.

Proposal

The development of an events programme will attract people to use the building and encourage people to visit the Town. The Events programme once established could help the hall to become self financing.

There is £1000 for events in the budget and £500 for marketing within the budget.

Recommendations.

- That the Market Hall Committee agree to develop a mixed events programme, including cultural, entertainment and market events.
- That the Market Hall Committee agree that the £1500 in the budget be used as development funding for the events programme and delegates decision making to the Clerk and Chair of the Committee.

b) To consider booking 'HG Wells theatre production' for 2022.

Cost of the production is £150 and 50% of box office or £300 and 100% of box office.



Legal Power

Entertainment and the Arts*

Provision of entertainment and support for the arts including festivals and celebrations

LGA 1972, section 145