



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee 7.00 PM 21st of December 2020 by Video Conference

Members of the Committee:

Cllr. Jeremy Smith (Chair)
Cllr. John Findlay
Cllr. Tim Lock,
Cllr Charlotte Hawkins
Cllr Di Eastman

Also Present: Roz Barnett (Town Clerk) Karen Foster (Project Manager)

28/20MHC Apologies for absence

Apologies were received from Ms Rosie Hoare and Carole Cecil.

29/20MHC Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

30/20MHC Minutes of the last meeting

It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on the 2nd of November 29th, 2020 with the amendment of replacing Trustee Committee with Trust on item 27/20.

31/20MHC Market Hall Redecoration and Development

K Foster updated the committee on the restoration budget (Budget - Appendix A). She asked councillors to note that the lighting had come in over budget, but the projector and kitchen were under budget. She reported that the painting, electrical work, lighting and installation of projector are near completion. The clock had been fixed, and that the tiles will be replaced before Christmas. The restoration of the floors will be started on the 6th of January. The kitchen will be painted white and prices are being secured for stainless steel worktops. Councillors noted the report and discussed ideas for further developments. Councillors conveyed their thanks to the project manager for her coordination of the works.

Councillors noted and approved the revised budget, which included moving the underspend of £750 from the kitchen allocated funds to repaint and replace the flooring in the hallway outside the kitchen.

32/20MHC Finance

The Clerk shared the Market Hall budget report up until the end of November and informed councillor that the £2500 grant had been paid into the account. Councillors asked for some clarification about how the Market Hall refurbishment budget will impact on the overall finances of the Market Hall. It was agreed that the Clerk would meet with the Chair of Resources and Chair of the Market hall Committee to go through both budgets.

The Committee received and noted the Finance Report.

33/20MHC Draft Budget

The Clerk presented a draft budget and explained it had been difficult because of the uncertainties of the impact of Brexit and Covid-19. It was agreed that the draft would be revisited in February.

34/20MHC Website

It was agreed to delegate the decision on the ticketing software to the Clerk and Chair of the Committee. The Clerk will consult with current users of the hall and town event organisers to gain their views.

It was RESOLVED to spend £187 on hall hire software to allow for online bookings.

35/20MHC Marketing of the Market Hall

Signed

Date

20/4/2021

Councillors noted the Action Plan Market Hall Usage 21-22 (Appendix B). It was agreed that the Clerk will bring back more detailed costings on the marketing materials and will begin to pursue some of the cost neutral marketing activities.

36/20MHC Events

Councillors discussed the paper on events, and it was agreed that an events programme that was sensitive to COVID-19 situation could be developed. Councillors suggested that partnership events could be organised with Greener Sax, Art station, Sax Jazz, IP17 and the library. The Clerk agreed to develop event proposals in conjunction with councillors for approval by Market Hall Committee. The Clerk reported that Sax Jazz were exploring dates from July 2021 to reschedule their 2020 event programme.

37/20MHC Award for All Bid

The Committee agreed that the Clerk could develop an Awards for All Bid for activities at the Market Hall and Market Place to be submitted to the National Lottery in March.

38/20MHC A motion under the Public Bodies (admission to meetings) Act 1960 was resolved to exclude the public and press for discussions regarding commercial matters.

39/20MHC It was agreed in principle to offer a licence to the Alde & Blythe Community Radio Station for the period of one year at a cost of £200 a month after the chair consulted with event organisers to make sure that they can manage with the loss of the green room

The meeting closed at 8.34 pm.

**Roz Barnett
Clerk to Saxmundham Town Council,**

Signed



Date

26/4/2021