



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee 7.00 PM 1st of February 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

Also Present: Roz Barnett (Town Clerk)

40/20MHC Apologies for absence

Apologies were received from Cllr J Findlay

41/20MHC Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

42/20MHC Minutes of the last meeting

It was **RESOLVED** to accept the minutes of the previous meeting held on the 21st December 2020 with the amendments of changing Houghton to Cecil and adding the full name of the Alde and Blythe Community radio station.

43/20MHC Finance

- a) The Chair and Clerk outlined the income and expenditure for the year. It is expected that the outturn for the year will be around £9000, allowing for an additional £3000 in-year spend. **Members approved and noted the Market Hall financial reports and noted predicted yearend figure. (Appendix A,B and C).**
- b) **The Committee also agreed the late payment of £220 to J Pajak for replacing the ceiling tiles.**

44/20MHC Market Hall Redecoration and Development Report.

The Clerk reported that Karen Forster has now completed her consultancy work on the Market Hall. The hall, foyer and kitchen corridor have been redecorated and the projector unit installed. The clerk asked for guidance on the priorities for the remaining phase of this project. Members decided that due to the limited budget available, that the stage floor was not a priority. After discussion, the committee agreed the following: -

Priority 1 - The stage lighting bar needs to be fixed as this is a health and safety matter.

Priority 2 – Improvements to the servery kitchen, ensuring that works meet environmental health standards. This will require existing base units to be removed, white rock fitted, and stainless-steel free-standing units installed (£6000 indicative budget).

Priority 3 – Organisation of the storage in the hall to include completion of the under-stage storage. The works identified in the maintenance plan were also discussed and it was agreed that the clerk would consult with members of the committee to work up a three-year maintenance plan.

45/20MHC Market Hall Development Plan

Members discussed the next phase in the development plan and agreed that they would like to replace the toilets, restore the front windows, and redecorate the frontage. There was a debate about including the side wall repointing and other items on the maintenance report. It was agreed to hold an informal meeting to discuss the next phase developments.

Signed

Date

20/2/2021

46/20MHC Budget

Members discussed the outline budget which did not contain an allowance for major works at the Market Hall. It was agreed to recommend the draft budget but to inform the Town Council that the Market Hall Committee are considering developing a major works programme and may request further funding for this project in the next fiscal year.

It was RESOLVED to recommend the draft budget (appendix D) to the Market Hall Trustees.

47/20MHC Webster Room

The Clerk informed the Committee that the Alde and Blyth Community radio station has agreed to a licence of the Webster room and will be given access mid-February.

48/20MHC Website

The Clerk has purchased the hall hire software so hirers can book online from the website. This now needs to be professionally installed on the current website. The website also needs some updating with new images of the renovated hall.

It was RESOLVED to commission Herringbone web design to do some minor improvements to the Market Hall Website at a maximum cost of £500

49/20MHC Events Programme

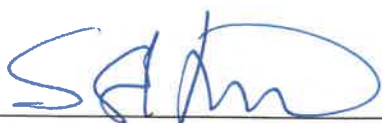
It was noted that members are still keen to develop and events programme as soon as COVID-19 restrictions allow.

The meeting closed at 8.37pm.

Roz Barnett

Clerk to Saxmundham Town Council,

Signed



Date

20/4/2021