



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee 6.00 PM 29th June 2020 by Video Conference

Members of the Committee: Cllr. Jeremy Smith (Chair) Cllr. John Findlay Cllr. Tim Lock,
Cllr. Georgia Watson Cllr Annabelle Reynolds

To be co-opted: Carole Cecil Rosie Hoare.

Also Present: Karen Forster (Town Clerk (TC)) Jenny Morcom (Assistant Town Clerk (ATC))
Chris Richards (Market Hall Caretaker).

01/20MHC Co-option of non-councillor Members

It was unanimously **RESOLVED** to co-opt Rosie Hoare and Carole Cecil as non-voting members of the Committee.

02/20MHC Apologies for absence

Apologies were received from Cllr Reynolds.

03/20MHC Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

04/20MHC Minutes of the last meeting

It was Unanimously **RESOLVED** to accept the minutes of the previous meeting held 21st January 2020. These will be signed at the first opportunity.

05/20MHC Open Forum

No members of the public had joined the meeting.

06/20MHC Finance

The TC explained that the Market Hall had received a government grant for £10,000 in relation to Covid-19. The new boiler has been fitted at a cost of £8,997, with £4,000 from Saxmundham Town Council and £4,997 from the Market Hall budget. There had been a refund of the licence fee that had been overpaid. Rosie Hoare asked whether there was money in the Market Hall budget to cover a ceiling mounted projector (est. £5,000) and stage lighting (est. £3,000). The Chair confirmed that £7,000 CIL monies had been set aside towards improvement of the Market Hall, and specifically for these items.

The Committee received and noted the Finance Report.

07/20MHC Charges and booking requirements.

The Assistant Clerk talked through the previously circulated proposed Market Hall booking documents, charges and terms and conditions.

It was unanimously RESOLVED to accept the proposed charges and booking documents with a few minor adjustments.

The ATC was asked to clarify when a Performing Rights Society Licence would be necessary and whether a food hygiene certificate is necessary for the one-off, non-commercial sale of food, for instance when the WI provided tea and cakes for the Tea Dance which was included in the price of the ticket. **ATC to research and make any necessary amendments to the Booking documents.**

08/20MHC Security

It was unanimously **RESOLVED** to:

- Change the key code regularly.
- Only give the key code to staff, members of the Market Hall Committee and regular hirers.
- Ensure that one-off hirers sign for and return a key to the office.
- Charge hirers who fail to return keys, the full cost of changing the lock and supplying new keys.

There was a discussion as to whether there should be an additional key deposit charge to hirers, but it was felt that there should only be a single charge of £50 against all losses. **ATC to amend the Booking documents accordingly.**

Signed

Date

20/7/2021

09/20MHC Coronavirus emergency effect and re-opening.

The Chair explained that the plan was for the Market Hall to re-open in September after redecoration and other refurbishment had taken place. The ATC reported that some summer activities have already been booked.

The Committee received and noted the Risk Assessment for re-opening the Market Hall.

It was unanimously RESOLVED that the floor should not be marked out but that the upper limit for the Hall should be reduced to 30 people.

It was unanimously RESOLVED to adopt the risk management measures as specified in the paper in appendix i. in preparation for re-opening.

10/20MHC Maintenance

The Chair thanked Cllr. Lock for organising the new boiler and for his work on maintenance generally.

The Caretaker reported that the Webster Room had been decorated and re-carpeted, and the boiler room cleared and re-organised.

i) **Decorating:** The Caretaker explained that removing the picture rail and moving it would require a lot of making good, and that it would be easier to replace the current picture rail in the same place with a new one with proper coving. **It was unanimously RESOLVED to replace the picture rail in the same place.**

There were no quotes as yet for redecorating by Hollesley Bay prisoner work experience as previously discussed, but this may be difficult under the circumstances.

It was unanimously RESOLVED that the decorating should go ahead as soon as possible. Cllr Lock will get quotes for both the picture rail and decorating. **NOTED**

Rosie will email colours to Cllr Lock. **NOTED**

It is hoped that pictures by local school students, and local artists may be given exhibition space in the Market Hall, and it is also planned to enlarge some old prints of Saxmundham from Saxmundham Museum, if its agreement is given.

ii) **CIL projects:**

Rosie Hoare has one quote each for stage lighting and a ceiling mounted projector.

Rosie Hoare will get a further quote for each.

She also explained plans to mount the screen a little higher and generally tidy and make safe the ceiling mountings above the stage. This will be necessary before redecorating.

It was unanimously RESOLVED that she should go ahead with this.

Cllr Lock will investigate the cost of replacing the back door. **NOTED**

iii) **Kitchen refurbishment:**

It was RESOLVED that Cllr Lock will work with staff to assess and cost work needed to improve the kitchen and bring a short report to the next meeting.

iv) **Requests by the caretaker:**

It was resolved that the TC should consider and agree these as appropriate.

11/20MHC Programme of activities

Rosie Hoare updated the committee on the status of the programme planned prior to the coronavirus emergency, which has had to be put on hold. She explained that she is looking into the feasibility of having a musical weekend in the /Garden of Sax'cess House on the 5th and 6th of September. Music would end by around 8pm.

Rosie Hoare will assess costs, feasibility and how to minimise Covid-19 related risks.

It was unanimously RESOLVED to hold an extraordinary meeting of the Committee in the daytime on 13th July to discuss this – TBC.

The ATC explained that East Suffolk's Anti-Social Behaviour Officer had booked the Market Hall for young people's activities on Mondays throughout August. It was felt that decorating and refurbishment work could take place on other days, and that if the Covid-19 risk management measures were in place the booking should be honoured.

The meeting closed at 8pm.

Signed



Date

20/4/2021

Jennifer Morcom

Assistant Clerk to Saxmundham Town Council, Old Police Station, Approach Road, Saxmundham, IP17 1BW

Signed



Date

20/4/2021

Appendix i

Risk management measures in preparation for re-opening:

- Face masks and gloves to be provided for the Caretaker.
- Hand sanitizer to be available at all entrances and exits, and everyone encouraged to use it.
- All surfaces, tables, chairs, WCs, sinks and touch points to be cleaned and sanitised and the start of each booking.
- Sanitizers, wipes, and spray to be available for hirers to use.
- Upper limit for use of the Market Hall to be reduced to 30 people.
- Nobody may enter the Market Hall if they have Covid symptoms or are self-isolating due to symptoms in their household or contacts.
- Anyone experiencing Covid symptoms shortly after using the Market Hall should inform the Town Clerk, so that the Hall can be deep cleaned, and others informed.
- Only one person may use the men's or women's wcs at a time, signage, and safety instructions to be provided.
- Provide signage to encourage safe queuing, entry and exit from the Hall, and open both sets of doors to avoid pinch points.
- The kitchen may not be used by hirers and they may not provide or food or drink, but attendees may bring their own.
- Chairs and tables to be arranged to encourage social distancing
- Use of face masks to be encouraged.
- Continue Zoom facility for Councillors and members of the public who are at high risk, shielding or unwilling to come to a public place. Covid Safety sheet for hirers in addition to booking form which will cover many of these points as hirers will be responsible for the safety of their attendees.
- Simple clear messaging about social distancing and hygiene to be displayed throughout the Hall.
- Staff and councillors are encouraged to raise concerns or problems regarding their well-being or safety with the town clerk at the earliest opportunity.
- The Market Hall Trustee may refuse the booking of the Hall for any activity it deems to be too high a risk.

Signed



Date

