



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee 2nd November 2020 at 2.00pm in the Market Hall

Members of the Committee: Cllr. Jeremy Smith (Chair) Cllr. John Findlay Cllr. Tim Lock,
Cllr Charlotte Hawkins Rosie Hoare Carole Cecil

Also Present: Karen Forster (Interim Town Clerk) Rosalind Barnett (new Town Clerk)

22/20MHC Apologies for absence

Apologies were received from Cllr. John Findlay and Cllr. Charlotte Hawkins and said she would be late.

23/20MHC Pecuniary/Non-Pecuniary Interests

There were no declarations of interests.

24/20MHC Minutes of the last meeting

It was Unanimously RESOLVED to accept the minutes of the previous meeting held 21st September 2020.

25/20MHC Open Forum

No members of the public had joined the meeting.

26/20MHC Finance

- a) The Clerk reported that as of end of October the bank balance stood at £ 16,605.72 having received the 3rd payment of the grant from the Town Council of £5,125. She projected a balance at end of March of £ 16,021.
- b) The income vs expenditure budget report had previously been circulated. There were no comments.
- c) The Clerk reported that some of the running costs had been addressed and the insurance and the gas costs should be reduced. The Committee wished to minute their appreciation of the work that the cleaner, Judy Chesterfield, had done on improving the floor.
- d) Although the hall lettings had restarted to some fitness activities, due to the forthcoming lockdown, these will cease.

27/20MHC Market Hall Redecoration and Development

a) Structural Survey

The structural survey had taken place and the report received. Overall, there was little that needed immediate attention. However, it was agreed to

1. Contact a roofer to look at the front of the building to investigate the damp above the front door.
2. Investigate the cost of rendering the outside of the building due to the poor state of the brickwork. It was noted this would require listed building consent.
3. To put £2,000 towards contingency with any development to cover these costs.

Regarding the complaint from the neighbours – Crisps – about water damage, the Structural surveyor could not find any evidence and recommended that, if Crisps wished to pursue, they should appoint their own surveyor.

At this point, Cllr. Charlotte Hawkins joined the meeting.

b) Redecoration and Development

A report, previously circulated, by the Clerk had reviewed the current state of the Market Hall and proposed an action plan to redecorate and develop the market for its use. This was to be divided into 3 stages and the meeting concentrated on the action plan for stage 1. In summary the proposal for stage 1 was to

- improve the electrical and electronic facilities,
- install new stage lighting, refurbish the floor,
- install a projector,
- a few minor maintenance items,
- redecorate the hall
- make amendments to the kitchen.

Signed

Date

20/4/2021

It is expected that this work will be complete before end of the financial year.

The proposed funding for this work is from existing budget allocations as well as a grant from ESDC through the bounce back scheme and using £10,000 from general reserves which has not been spent this year, due to the Covid pandemic.

After discussion on specific items, the following was proposed:

- To appoint Karen Forster as project manager for 4 days to complete stage 1.
- To call a meeting of the Market Hall Trust on Monday 9th November after the Town Council meeting, to discuss the proposals and agree the budget and sources of funding.

It was unanimously RESOLVED to accept these proposals.

The meeting closed at 3.22 pm.

Karen Forster

Interim Town Clerk

Saxmundham Town Council, The Town House, Approach Road, Saxmundham, IP17 1BW

Signed



Date

20/9/2021