



# Saxmundham Town Council

## Minutes of the Meeting of the Market Hall Management Committee 6.00 PM 21<sup>st</sup> September 2020 by Video Conference

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

**Also Present:** Jenny Morcom (Assistant Town Clerk (ATC))  
Cllr Di Eastman

**12/20MHC Apologies for absence**

Apologies were received from Ms Rosie Hoare.

**13/20MHC Pecuniary/Non-Pecuniary Interests**

There were no Declarations of Interests.

**14/20MHC Minutes of the last meeting**

It was **Unanimously RESOLVED** to accept the minutes of the previous meeting held 29<sup>th</sup> July 2020. These will be signed at the first opportunity.

**15/20MHC Open Forum**

No members of the public had joined the meeting.

**16/20MHC Finance**

Cllr Smith explained that the Market Hall had little income from hirers at present with just one regular hirer returning. A government grant for £10,000 in relation to Covid-19 has been received which compensates for the lost income through hall hire (budget £9,250).

There is also a saving on salaries as our caretaker has resigned (also an agenda item) but the saving will be partly offset by maintenance and renewals costs

Currently our income is just over £20K with expenditure of just over £13K and we have just under £12K in the Market Hall bank account. This is a healthy balance mainly thanks to the government grant, which means we can afford the decorating and refurbishment work we are planning.

**The Committee received and noted the Finance Report.**

**17/20MHC Caretaking**

Unfortunately, our caretaker, Chris Richards, has resigned, although he continues to undertake handyman services for the Town Council as a sole trader. Judy Chesterfield, our former caretaker, is now providing cleaning services, also as a sole trader. This arrangement is working well for the time being.

**It was unanimously RESOLVED to defer discussion regarding the post of Caretaker until the new Town Clerk had had time to review the staffing structure.**

**18/20MHC Maintenance**

- a) To note the Structural Survey to be undertaken on October 8<sup>th</sup>, 2020 at a cost of £1,100.

**The Committee noted the Structural Survey.**

- b) To discuss ingress claims by Crisp.

**The Committee noted the letter received from Mr White and endorsed the appointment of the surveyor to thoroughly investigate the matter and the structural condition of the Market Hall as a whole.**

- cii) Decorating plans.

**It was unanimously RESOLVED to agree the quote from William Stebbings of £550.86 to remove and replace the picture rail.**

Signed

Date

2/11/2020

It was also unanimously RESOLVED that the Town Clerk may authorise the electrical works with agreement from the Chair of the Resources Committee.

Two quite different quotes have been received both covering internal decorating and external decorating of the windows.

1. Phil Leon Painting and Decoration £2,576.57 for internal and external work.
2. IC King Ltd £5281.89 for Hall interior.  
£3,693.21 for Entrance Hall and exterior.

Neither quote covers redecorating the front façade and the lower of the two from Mr Leon would have an additional cost of £400 for scaffolding.

The following actions were unanimously RESOLVED

- Cllr Lock will investigate the lower of the two quotes and gain an additional quote to paint the front façade including picking out the painted features.
- The clock should be fixed (already in hand).
- ATC to check whether there are any permissions required in order to repaint the façade as the Hall is in a conservation area.
- ATC will check whether there are any High Street Grants that we could access to cover these costs.
- ATC will convene a working group comprising Cllr Lock, Cllr Findlay, Cllr Smith Rosie Hoare, and Carole Cecil (CC) if there are any decisions that cannot be taken online once we have the information.

cii) CIL Projects

It was unanimously RESOLVED that

- MH CIL projects: lighting and the projector, should be on the agenda for the meeting of the Market Hall Development Working Group (MHDWG) on 5 October (CC to action)
- ATC should attend the meeting

ciii) Kitchen refurbishments

It was unanimously RESOLVED that the MHDWG should discuss what sort of kitchen is required, a servery, a full professional kitchen, and/or a bar. (CC to action)

It was also agreed that we would deep clean the kitchen, washing everything in the cupboards and the cupboard themselves.

ATC to organise volunteers, ATC, JS, and DE into a relay as we cannot work together.

#### 19/20MHC MH Development Working Group

The next meeting of the MHDWG will be on 5<sup>th</sup> October at 10am in the Old Police Station. This is the first meeting of the Group since lockdown.

#### 20/20MHC Programme of activities

Due to Covid restrictions the September festival could not go ahead. The Committee asked the MHDWG to discuss possible future plans at its next meeting (CC to action).

21/20MHC The Committee noted the resignation of Cllr Watson wishing her well for the future and thanking her for her help.

The meeting closed at 8 18 pm.

Jennifer Morcom

Assistant Clerk to Saxmundham Town Council, The Town House, Approach Road, Saxmundham, IP17 1BW

Signed



Date

