



MARKET HALL COMMITTEE 20 JULY 2021

Roz Barnett- Town Clerk
SAXMUNDHAM TOWN COUNCIL

Item 3 Appendix 1 – Minutes of the Previous meeting

Minutes of the Meeting of the Market Hall Management Committee 7.00 PM 5 May 2021 by Video Conference

Members of the Committee:

Carole Cecil
Councillor Di Eastman
Councillor John Findlay
Councillor Charlotte Hawkins
Rosie Hoare
Councillor. Tim Lock
Councillor. Jeremy Smith (Chair)

Also Present:

Roz Barnett (Clerk)

62/20MHC Apologies for absence

No apologies for absence were received.

63/20MHC Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

64/20MHC Minutes of the last meeting

It was **RESOLVED** to accept the minutes of the previous meeting held on the 15th of March 2021.

65/20MHC Finance Reports

- a) The Committee received the end of year position report for 2020-2021. Appendix A
- b) The Committee received the report on the Market Hall Budget 2021-2022. Appendix B

66/20MHC Market Hall Improvements Phase 1

- a) The Clerk reported that the lighting bars and lights have been installed and that the underfloor storage rail has been ordered.
- b) **RESOLVED: The Committee approved the install of a cabinet for the Broadband and the projector controls at a cost of £300.18.**

67/20MHC Market Hall Improvements Phase 2

- a) The Committee discussed the revised costs for the kitchen refit and asked the Clerk to seek some additional quotes for one contractor to do all the works. Councillor Lock warned that there could be additional costs once the Fire Risk Assessment Report is received.
- b) The Committee noted that the works will cost more than the available funds. It was agreed to ask the Resources Committee to identify additional Council funding for the kitchen refit (£5000- £10,000).
- c) It was agreed that the Clerk would apply for a grant of £2500 for a grant from the Adnams Trust towards the kitchen appliances.

68/20HHC Market Hall Improvements Phase 3

- a) The Committee formally agreed in principle that they would explore:
 - Two different options of the installation of three glass apertures at the frontage.

- Two options drawings for the toilets. One option to be based on the design suggested by the theatre designer and the second for the men's toilets on a mezzanine above the disabled and women's toilets (to create a larger entrance foyer area).
- b) **RESOLVED: That Tim Buxbaum be appointed as the architect to the project and be commissioned to develop the options drawings, costs, and planning consent fees at a cost of up to £1500.**
- c) It was agreed that the Clerk would make initial approaches to the Lottery Heritage Fund with a view to submitting an expression of interest. It was noted that the capital works would best be completed early 2023 to allow for the events programme for the 750th programme of activities.

69/20MHC Bookings 2021- 2022

- a) The Committee noted that the risk assessment has been revised and agreed that the limit for the reopening should be 30 in line with government guidance.
- b) The Clerk advised that organisations are keen to use the Market Hall. The Committee noted the report on bookings which currently predicts income of £4455. The Clerk stated that additional interest had been received for a parent and toddler group, Friday night bingo and a monthly driving test theory centre. It was suggested that the bingo night be limited to two Fridays a month.

70/20MHC Developing the Market Hall as a venue

- a) The Chair welcomed ideas from all the committee members for Events for the Market Hall Programme. Suggestions came forward for talks, puppetry, poetry, comedy and sales. The Clerk and Chair agreed to circulate information about any potential events to the Committee.
- Rosie Hoare reported that she has pencilled in dates with the bands for the 2021 programme.
- 21 August - Swing Machine
 - 10 October - Blues Bluffers/Ska Band
 - 20 November – Opera-lele cabaret night
 - December– Horn Factory to be confirmed.

RESOLVED: The Committee agreed to use the £1000 Events budget to support the events programme (Especially if numbers are limited by the government). It was agreed to delegate the day-to-day decision making on the Events Budget to the Clerk in consultation with the Chair of the Committee.

- b) **RESOLVED: that the Clerk books the HG Wells production for £150 per performance plus 50% of the Box Office.**

71/20MHC Alde and Blythe Community Radio

The Chair informed the Committee that the Radio station have signed the licence and is now broadcasting on Friday, Saturday and Sunday.

The meeting closed at 8.28pm.

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

Detailed Income & Expenditure by Account 31/03/2021

Month No: 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Hall Hire	1,890	2,216	9,250	7,034			24.0%
1020 Grants	0	37,000	20,500	(16,500)			180.5%
1021 CIL Income	0	7,000	0	(7,000)			0.0%
1050 Other Income	248	252	50	(202)			504.1%
1090 Bank Interest	1	4	0	(4)			0.0%
Total Income	2,139	46,472	29,800	(16,672)			155.9%
<u>Expenditure Detail</u>							
4000 Staff Salaries Tax/NWPension	0	3,003	9,000	5,997		5,997	33.4%
4200 Cleaning	42	225	0	(225)		(225)	0.0%
4205 Utilities	848	2,450	2,900	450		450	84.5%
4235 Bank charges	11	87	100	13		13	86.6%
4240 License Fee	107	27	300	273		273	9.1%
4260 Telephone/Broadband	45	855	1,200	345		345	71.3%
4270 Insurance	0	1,728	2,000	272		272	86.4%
4280 Consultancy	0	2,740	2,000	(740)		(740)	137.0%
4300 Refurbishment costs	2,495	18,197	7,000	(11,197)		(11,197)	260.0%
4310 Cleaning and general materials	248	1,917	1,300	(617)		(617)	147.5%
4320 General repairs	125	1,231	1,000	(231)		(231)	123.1%
4330 Capital Replacement	0	10,562	5,000	(5,562)		(5,562)	211.2%
4400 Marketing & Publicity	0	187	500	313		313	37.4%
4405 Website	360	439	500	61		61	87.8%
4410 Events	0	0	1,000	1,000		1,000	0.0%
Total Overhead	4,281	43,649	33,800	(9,849)	0	(9,849)	129.1%
Total Income	2,139	46,472	29,800	(16,672)			155.9%
Total Expenditure	4,281	43,649	33,800	(9,849)	0	(9,849)	129.1%
Net Income over Expenditure	(2,142)	2,824	(4,000)	(6,824)			
Movement to/(from) Gen Reserve	(2,142)	2,824					

Appendix B

30/04/2021

Market Hall

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Detailed Income & Expenditure by Account 01/04/2021

Month No: 1

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Hall Hire	0	0	4,120	4,120			0.0%
1020 Grants	8,000	8,000	16,000	8,000			50.0%
1050 Other Income	0	0	1,600	1,600			0.0%
1090 Bank Interest	1	1	0	(1)			0.0%
Total Income	8,001	8,001	21,720	13,719			36.8%
<u>Expenditure Detail</u>							
4000 Staff Salaries Tax/NIPension	0	0	3,500	3,500		3,500	0.0%
4205 Utilities	110	110	3,000	2,890		2,890	3.7%
4235 Bank charges	10	10	100	91		91	9.5%
4240 License Fee	0	0	300	300		300	0.0%
4260 Telephone/Broadband	0	0	1,250	1,250		1,250	0.0%
4270 Insurance	0	0	1,500	1,500		1,500	0.0%
4280 Consultancy	0	0	2,070	2,070		2,070	0.0%
4300 Refurbishment costs	0	0	2,000	2,000		2,000	0.0%
4310 Cleaning and general materials	84	84	500	416		416	16.8%
4320 General repairs	6	6	5,000	4,994		4,994	0.1%
4400 Marketing & Publicity	0	0	500	500		500	0.0%
4405 Website	0	0	750	750		750	0.0%
4410 Events	0	0	1,250	1,250		1,250	0.0%
Total Overhead	209	209	21,720	21,511	0	21,511	1.0%
Total Income	8,001	8,001	21,720	13,719			36.8%
Total Expenditure	209	209	21,720	21,511	0	21,511	1.0%
Net Income over Expenditure	7,792	7,792	0	(7,792)			
Movement to/(from) Gen Reserve	7,792	7,792					

Item 4 Appendix 2 - Finance Report

a) To receive a report on the Market Hall Budget April-June 2021

Income

The Assistant Clerk has invoiced all bookings up to the end of August and is now chasing payments. The projected income for the year £7,357.50 based on the received bookings as of the first of July 2021. We have been awarded a grant of £2000 from the Adnams Trust towards the kitchen equipment.

Expenditure

4310 is significantly overspent due to the unexpected PHS Sanitary contract direct debit of £2064.53 and additional Covid 19 cleaning materials. This will be offset by a refund of £ 748.38 from the Town Council for the PHS contract.

05/07/2021		Market Hall				Page 1	
15:43		Detailed Income & Expenditure by Account 05/07/2021					
Month No: 4		Account Code Report					
	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Hall Hire	0	1,483	4,120	2,638			36.0%
1020 Grants	0	8,000	16,000	8,000			50.0%
1050 Other Income	0	789	1,600	811			49.3%
1090 Bank Interest	0	2	0	(2)			0.0%
Total Income	0	10,273	21,720	11,447			47.3%
Expenditure Detail							
4000 Staff Salaries Tax/NI/Pension	0	222	3,500	3,278		3,278	6.3%
4205 Utilities	0	599	3,000	2,401		2,401	20.0%
4235 Bank charges	0	27	100	73		73	27.1%
4240 License Fee	0	0	300	300		300	0.0%
4260 Telephone/Broadband	0	135	1,250	1,115		1,115	10.8%
4270 Insurance	0	1,397	1,500	103		103	93.1%
4280 Consultancy	0	450	2,070	1,620		1,620	21.7%
4300 Refurbishment costs	0	0	2,000	2,000		2,000	0.0%
4310 Cleaning and general materials	0	2,309	500	(1,809)		(1,809)	461.9%
4320 General repairs	0	786	5,000	4,214		4,214	15.7%
4400 Marketing & Publicity	0	0	500	500		500	0.0%
4405 Website	0	30	750	720		720	4.0%
4410 Events	0	0	1,250	1,250		1,250	0.0%
Total Overhead	0	5,956	21,720	15,764	0	15,764	27.4%
Total Income	0	10,273	21,720	11,447			47.3%
Total Expenditure	0	5,956	21,720	15,764	0	15,764	27.4%
Net Income over Expenditure	0	4,318	0	(4,318)			
Movement to/(from) Gen Reserve	0	4,318					

Item 5)a Market Hall Improvements - Appendix 3

b) There is a problem with the projector. The Council have raised the issues with the supplier, and they have responded:

- That they originally quoted for a more advanced, possibly easier to operate projector but was told to provide a cheaper and less capable projector.
- **Issue:** There seems to be interference when connected via the HDMI cable to the projector. Solution: I'm expecting this to be an issue with the HDMI cable causing interference on the video and audio from the projector. This could be water or moisture damage to the cable inside the roof space, rodent damage to cable or simply a bad connection. There is also a potential issue with the quality of the HDMI cable that could be acting like an antenna and picking up interference, this depends on how well its shielded. Also the cable may be too long, the maximum length recommended is 50 feet. This was sourced and installed by the electricians, could you ask them to test it and replace it if necessary.
- **Issue:** Wireless connection requires the correct drivers or updates. They have offer to investigate this further. And try the laptop in the Old Market Hall to test.
- Issue: that the projector to be too complex for the general public to use. Solution: Wired connection via a laptop that is capable of connecting to a projector should not be an issue. Unfortunately, wireless connections are more complex and require a modern wireless device, downloading an app and some knowledge to set up. This will never be a simple solution as wireless projection is not simple.
- Before installation we discussed wiring the projector to the network in the hall, this would mean a network cable from the device, through the ceiling to the cabinet in the office (or elsewhere if you decided to move it). This would provide a less technical solution to connection from devices but would need software to be download to each device and set up. Let me know if you want us to quote to install this cable. It would require scaffolding.

The performance lighting is operated by switches that require access by a ladders. This is unsafe and ground level switches that have a locked guard are required. To costs to have these installed are estimated at around £600. The Clerk and assistant Clerk are researching prices and a contractor to install the new switches.

5)b Market Hall Improvements - Appendix 4

a) To consider report on kitchen improvements, costs and agree schedule of works.

Details of Work	Prices received
Costs previously acquired for the Kitchen Refit	
Supply of the Stainless-Steel Units Three different companies were approached for the supply of the kitchen units, sinks and taps.	Stainless Steel Units £4494.00 + VAT Taps £174 plus VAT Cladding and flooring £3956 plus Vat Total £8264 (Does not include dishwasher)
Building Works related to removal of existing kitchen, preparation of walls and the installation of the new kitchen. Three different companies/individuals were approached for the building works.	Only one quote has been received for the removal of the kitchen £420+ vat All repairs to walls would be charged at £22.50 per hour+ materials+ vat Estimated costs £1500
Complete costs of works	Gratte Brothers Catering Equipment Ltd 3 Crompton Road, Stevenage, Hertfordshire Quoted cost £26,968
The Clerk Advertised on the national contracts finder website and listed the job on three builder job sites.	
Received one quote related to removal of existing kitchen, preparation of walls and the installation of the new kitchen.	DBS Projects for works and materials excluding kitchen supply. Sub Total £13,879.49 Stainless Steel Units £4494.00 + VAT Taps £174 plus VAT Total £18,547.49 The contractor is available from September to complete the works. Some savings could be made on the specification but would suggest a budget of £18,500 to allow for contingencies.

There is currently £6,000 in the Market Hall budget, £2000 grant funding is secured. This leaves a short fall of £10,500, if we do not complete any other maintenance in the year.

Other costs to considered in the Year

- Repairs to crack at front £900
- Repainting of external doors £404/Repair to Webster room door
- Security issues in the building
- The fire risk assessment has only recommended that a fire door be fitted in the kitchen.

6a Appendix 5 - Drainage survey

The Clerk received two quotes for the drainage survey. One for £450 and the quote detailed below.

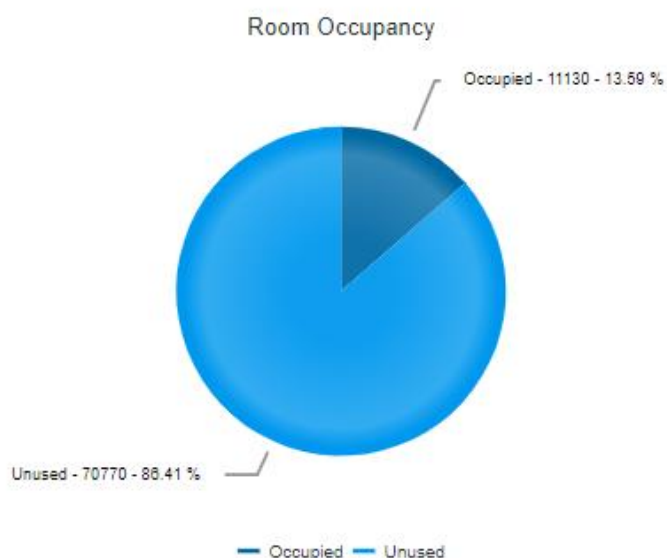
To provide qualified operatives and all necessary equipment to site. Undertake a CCTV inspection of the accessible foul drainage serving the property to ascertain if the pipework is suitable to install new toilets at the rear of the property. On completion of the survey, we will provide a marked-up plan of the drainage, together with a full report in accordance with the Water Research Council's (WRC) Manual of Sewer Classification, 5th Edition to WinCan Standard, as well as C.C.T.V footage certified by an OS19X qualified operative. We will also include any recommendations for repair within our final report. Estimated time for completion 2 hours.

Costs

First Hour on site:	£148.00
Subsequent Half Hours:	£48.00
Subject to Vat at the standard rate	

Recommendation: To proceed with the drainage quote with Bower Drains at a cost not to exceed £300

7a Appendix 6 - To receive a report on bookings.



The Main Hall usage stands at 13.59% assuming that the hall is available for usage between 9am and 11pm seven days a week.

The chart shows bookings between April 1 2021- 1 July 2021.

The figures include the usage in April of the Covid-19 testing centre and local elections.

The projected income for the year is £7,357.50 based on the received bookings as of the first of July 2021.

The current regular bookings are:

- Town Council meetings,
- IP17 Good Neighbour Scheme, Gather and Grow and Line Dancing.
- Active Adults
- ABC Radio (Licence)
- Driving test centre (monthly)
- From September Carpet Bowls, keep fit and U3A will be returning to the hall.

The Market Hall has received one off bookings for a jumble sale and a Memorial Service in August. The booking for regular Friday night bingo has now been cancelled.

8b Appendix 7 - Arrangements with the Art Station - Makers Market

The Clerk and the Chair of the Events Committee met with the Art Station representatives with a view to setting up a Makers Market for Local Producers.

The form below will be used to build up a database of contributors and it is expected that 4 events a year will be organised. It is proposed that stall holders will be charged £8 a table without Electricity and £10 with.

It is suggested that the event is run on a partnership basis with 50% of the income going to the Art Station and 50% going to the Market Hall Trust



Saxmundham Makers Market: Exhibitor Application

Thanks for your interest in the Saxmundham Makers Market!

Please fill in your details below as best as you can - we will keep this info on file and follow up with applicants.

Please also submit a few images of your products by emailing them to:
verity@theartstation.uk

The next Makers Market will be on Saturday, November 13th at Saxmundham Market Hall - once subsequent dates have been set for 2022, we will contact exhibitors again.

We'll do our best to accommodate all applicants, however space in the Market Hall is limited and tables may not always be available.

If you would like to apply for the November market please submit by Tuesday, August 31st - otherwise, applications will remain open throughout the year.

Recommendation: That the Market Hall Trust sets up a Makers Market on a partnership basis with 50% of the income going to the Art Station and 50% going to the Market Hall Trust.

8c Appendix 8 - To consider arrangements for working with Britten Pear Arts

Britten Pears Arts is a pioneering music, arts and heritage charity located on the Suffolk Coast, responsible for two beautiful, historic locations: Snape Maltings and The Red House. They have approached the Market Hall Trust with a view to running musical activity which supports older people experiencing isolation. They have booked fortnightly sessions from September-December and the Clerk has suggested that they apply for a small grant to cover some of the costs including the rent of the Market Hall.

8d Appendix 9- To note that the Market Hall has been registered as a promoter venue with Creative Arts East.

BECOME A PROMOTER

We work with over 500 different volunteer promoters from over 100 communities across Norfolk, Suffolk, and parts of Cambridgeshire. Our promoters are often associated with a local community group, such as their village hall committee, or have links to a community venue. They are the people on the ground, organising and hosting brilliant live performance and cinema events for rural audiences.

Being a Creative Arts East promoter is a fun and rewarding way to learn new skills, meet new people, and get involved in your local community, all whilst contributing to our charitable mission of using the arts to make a positive difference to people's lives.

Find out more about promoting live performance events [here](#). Find out more about promoting cinema screenings [here](#).

Ready to Become a Promoter?

Want to talk it over? Get in touch with us [here](#).

CREATIVE ARTS EAST LIVE!

RURAL AND LIVE PERFORMANCE

Our Live Performance scheme enables volunteers in rural communities to host outstanding professional performances in their village hall or local community venue. Hosting these events gives people living in these rural communities the chance to experience national and international arts and culture on their own doorstep, without having to venture into larger towns and cities to do so. Experiencing live performance brings rural communities together through shared enjoyment, emotion and wonder, helping to improve wellbeing and combat isolation within these communities.

