



# MARKET HALL COMMITTEE 27 SEPTEMBER 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 20 July 2021

#### Members of the Committee:

Carole Cecil

Councillor Di Eastman

Councillor John Findlay

Councillor. Jeremy Smith (Chair)

#### Also Present:

Roz Barnett (Clerk)

#### 1/21MHC Apologies for absence

Councillor Charlotte Hawkins, Councillor Tim Lock and Rosie Hoare

#### 2/21MHC Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

#### 3/21MHC Minutes of the last meeting

**It was RESOLVED to accept the minutes of the previous meeting held on the 5 May 2021.**

#### 4/21MHC Finance Reports

- a) The Committee received the budget report for April- June 2021. It was noted that there was an overspend on the cleaning budget due to the PHS sanitary disposal contract.

#### 5/21MHC 4) Market Hall Improvements Phase 1-

- a) It was noted that there are problems with the connections to the new projector. The Clerk explained that the wireless option is now working, and the Town Hall handbook had been updated with an instruction sheet. The plug-in option however was still proving problematic. The Assistant Clerk has arranged for the electricians to come and test the circuits that they installed.  
The Clerk also explained that the light switches had not been installed at an accessible height and was seeking quotes to have this rectified as a matter of urgency because of the health and safety issues.  
**RESOLVED: It was noted that the Clerk in consultation with the Chair may use delegated powers to arrange for the safe repositioning of the light switches because of the health and safety implications.**
- b) The Committee discussed the report on kitchen improvements, costs, and schedule of works. It noted the Clerk's proposal for budget of £18,500 for works plus kitchen units. The Committee agreed it would be best value to award the tender to DBS Projects subject to Town Council approval and references for the contractor. This would not include the stainless-steel units. It was noted that there could be some negotiation on the price as the requirements of the fire risk assessment had changed slightly. The Committee were informed that the kitchen door and hatch had been referred to in the fire risk assessment but had been marked as a low priority. (Unusually low likelihood of fire because of negligible potential sources of ignition).  
It was agreed to try and arrange the installation for the first two weeks of January to ensure minimum disruption.  
**RESOLVED: The Committee agreed to recommend to Saxmundham Town Council that it award the tender for the kitchen refurbishment to DBS Projects at a cost of**

**£13,879 plus VAT subject to references for the contractor, and any reduction from reduced specification.**

**RESOLVED: The Committee agreed to purchase the kitchen equipment £4668 from Anglia Catering equipment if the Town Council agrees to the additional funding and choice of contractor.**

- b) The Committee agreed to request an additional £10,500 for the kitchen improvements from the Town Council's capital replacement reserve. This would be in addition to allocations from the Market Hall budget and reserve, and would also assist with the purchase of kitchen units. The Clerk was also asked to actively pursue additional external funding.

**RESOLVED: The Committee agreed to request Saxmundham Town Council to allocate an additional £10,500 from the capital reserve as a grant contribution towards the kitchen refurbishment costs estimated at £18,500.**

**6/21MHC**

**Market Hall Improvements Phase 3- Frontage and Toilets**

- c) The Committee agreed that a drainage survey was required to ensure there was enough capacity to move the toilets to the rear of the Market Hall.

**RESOLVED: That the drainage survey be commissioned for the Market Hall at a cost not to exceed £300 from Bower Drains.**

**7/21MHC**

**Bookings 2021- 2022**

The Committee received the bookings report up to 1 July that projected an income for the year of £7357.50. The Committee noted that 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)
- Britten Pears Arts – Music Workshops (fortnightly)

The Clerk explained that from September carpet bowls, keep fit and U3A will be returning to the Hall. The Market Hall had also received one off bookings for a jumble sale and a Memorial Service in August. She mentioned that the booking for regular Friday night bingo had been cancelled.

**8/21MHC**

**Developing the Market Hall as a venue**

- a) The Committee discussed the guidance on the usage of the Market Hall and suggested an advisory limit of 70 people for events for the time being. They also made suggestions on wording of the 'keeping safe' poster. The Committee discussed the report provided by Rosie Hoare on the Autumn Events. They asked the Clerk to discuss arrangements with Rosie and agreed to underwrite any losses for the events, given their role in supporting community cohesion and the reduced attendance limits. The Committee had previously agreed to use the £1000 Events budget to support the events programme (especially in case numbers were limited by government guidance).

**RESOLVED: It was agreed that the Clerk would discuss the financial arrangement with Rosie and either pay bills direct or provide an operating float (on the basis that Rosie keeps receipts and a record of expenditure as per previous programmes).**

- b) Di Eastman, Chair of the Events Committee reported that there had been a meeting with the Art Station representatives with a view to setting up a Makers Market for Local Producers. The plan is to organise 4 events a year and it is proposed that stall holders will be charged £8 a table without electricity and £10 with.

**RESOLVED: That the Market Hall Trust agrees to set up a Makers Market on a partnership basis with the Art Station with 50% of the income going to the Art Station and 50% going to the Market Hall Trust.**

- c) The Committee welcomed the proposal from Britten Pears Arts for Music workshops at the Market Hall.
- d) The Committee noted that the Clerk had registered the Market Hall with Creative Arts East with a view to developing an annual programme of events (dependent on Covid 19 restrictions). The Committee hoped that this could be linked to the 750th anniversary celebrations and include a wide range of events and a historical display.

**The meeting closed at 8.24pm.**

**Roz Barnett**

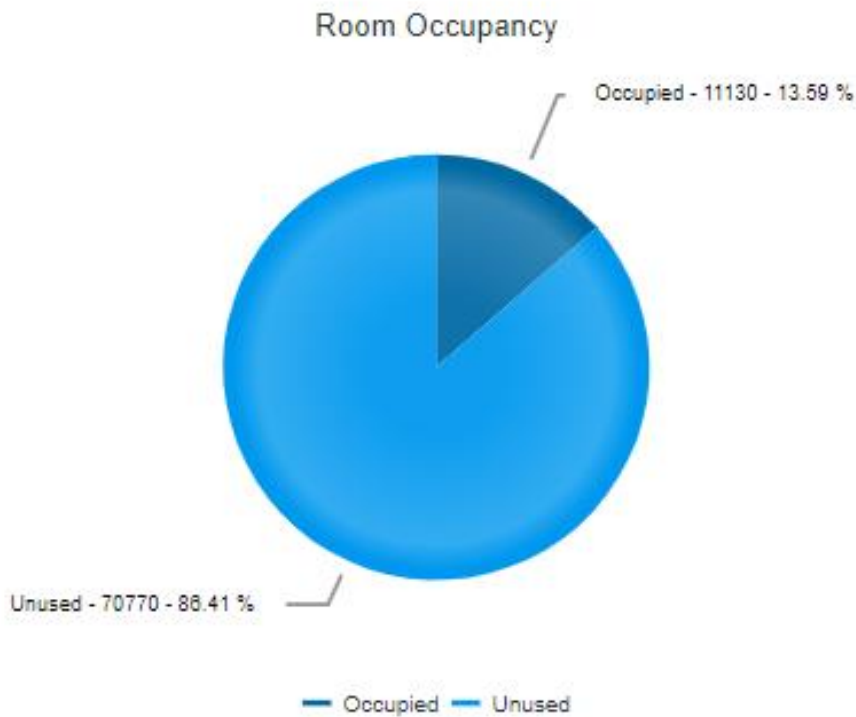
**Clerk to Saxmundham Town Council,**

**Item 4 Appendix 2 - Finance Report**

**a) To receive a report on the Market Hall Budget – September 2021**

24/09/2021 12:24		Market Hall					Page 1	
Month No: 7		Detailed Income & Expenditure by Account 01/09/2021						
Account Code Report								
	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	
<b><u>Income Detail</u></b>								
1000 Hall Hire	475	4,078	4,120	43			99.0%	
1020 Grants	8,000	18,000	16,000	(2,000)			112.5%	
1050 Other Income	0	789	1,600	811			49.3%	
1090 Bank Interest	1	6	0	(6)			0.0%	
<b>Total Income</b>	<b>8,476</b>	<b>22,872</b>	<b>21,720</b>	<b>(1,152)</b>			<b>105.3%</b>	
<b><u>Expenditure Detail</u></b>								
4000 Staff Salaries Tax/NWPension	0	345	3,500	3,155		3,155	9.9%	
4200 Cleaning	162	324	0	(324)		(324)	0.0%	
4205 Utilities	0	922	3,000	2,078		2,078	30.7%	
4235 Bank charges	10	58	100	42		42	58.4%	
4240 License Fee	0	0	300	300		300	0.0%	
4260 Telephone/Broadband	0	380	1,250	870		870	30.4%	
4270 Insurance	0	1,397	1,500	103		103	93.1%	
4280 Consultancy	289	739	2,070	1,331		1,331	35.7%	
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	105	750	645		645	14.0%	
4410 Events	0	400	1,250	850		850	32.0%	
<b>Total Overhead</b>	<b>461</b>	<b>7,766</b>	<b>21,720</b>	<b>13,954</b>	<b>0</b>	<b>13,954</b>	<b>35.8%</b>	
<b>Total Income</b>	<b>8,476</b>	<b>22,872</b>	<b>21,720</b>	<b>(1,152)</b>			<b>105.3%</b>	
<b>Total Expenditure</b>	<b>461</b>	<b>7,766</b>	<b>21,720</b>	<b>13,954</b>	<b>0</b>	<b>13,954</b>	<b>35.8%</b>	
<b>Net Income over Expenditure</b>	<b>8,015</b>	<b>15,106</b>	<b>0</b>	<b>(15,106)</b>				

## Item 8 – Bookings Report



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.

New Bookings received

- EDF Energy Consultation
- 2 Private children's parties
- Music Workshops
- Thursday Evening Belly Dancing
- Funky Friday Geological Society.
- PhotOx Photography Society

Bookings lost

- Meet up Mondays
- Rabble chorus

## Outline Events Programme 2022/2023

<b>What</b>	<b>Costs</b>	<b>When</b>	<b>Who leads</b>
Charity Bingo			
Comedy			
Poetry			
Literary Evening			
Talks			
Makers Market			
Music Events			
Theatre			
Children's Events - Puppetry			
Christmas Event			
Food and Drink weekend			
Beer Festival			

Coordination costs for special events?