



Saxmundham Town Council

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 expressing of interest. It was noted that the capital works would best

Signed

Date

11/10/2021

Appendix A

30/04/2021

Market Hall

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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
Income Detail							
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%
Expenditure Detail							
4000 Staff Salaries Tax/NI/Pension	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					

Signed



Date

11/10/2021