



Saxmundham Town Council

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 1) 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 as a result 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

Signed

Date

11/10/2021

The meeting closed at 8.24pm.

Roz Barnett
Clerk to Saxmundham Town Council,

Signed



Date

11/10/2021