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Roz Barnett- Town Clerk

Saxmundham Town Council

**market HALL COMMITTEE 15 DEcember 2021**

**Item 4 - To consider Dates for January – March 2022 and note changes to Clerking arrangements**

**Proposal to change the meeting dates from Mondays to the Wednesday – 26th of January & 23rd of March**

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| **Assistant Clerk Duties Market Hall****Market Hall Management and Administration**  |
| **Hallmaster Bookings** |
| * To confirm any provisional online bookings and make arrangements with hirers for access.
* To print off monthly booking schedules for Judy and let her know when bookings are added at short notice or are cancelled.
* To manage the Market Hall Handbook updating the information.
 |
| **Invoicing & Finance** |
| * To send out monthly invoices
* To mark invoices paid for the previous month using bank statements.
 |
| **Promotional activities** |
| * Beginning of Month – Format and Print off the calendar form Hallmaster and place on the Market Hall outside and indoor noticeboards
* Market Hall Noticeboard is for publicising Market Hall Activities –
* Ensure details of regular activities are displayed and kept up to date
* Any posters for special events are displayed on the noticeboard
* To send details of any new bookings and events to Clerk so these can be put on the website
 |
| **Health and Safety Checks** |
| * To carry out weekly/monthly health and safety tests.
 |
| **Routine Maintenance**  |
| * To oversee the annual routine maintenance regime for the Market Hall
* To order any cleaning and maintenance supplies
 |
| **Market Hall Committee** |
| * Attend and take minutes of meetings
* Assist in the preparation of Agendas
* Assist in the preparation of Reports
 |
| **Town Clerk Duties Market Hall****Market Hall Management and Administration**  |
| **Hallmaster Bookings** |
| * To cover for the Assistant Town Clerk during leave periods confirming provisional bookings and making arrangements for hirer access
* To prepare booking reports for the Market Hall Committee
 |
| **Invoicing & Finance** |
| * To manage the accounts, pay any bills and provide financial reporting to the Market Hall Committee
* To file charity returns and arrange audit of accounts
 |
| **Promotional activities** |
| * To add details of any new bookings and events to the website
 |
| **Market Hall Event Programme** |
| * To organise and advertise the annual Market Hall Event programme in partnership with other organisations in the Town.
 |
| **Building Development Projects** |
| * To oversee the phase two and three improvement projects to the building
* To apply and secure external funding for improvements.
 |
| **Market Hall Committee** |
| * Attend Meetings
* Responsible for preparation of Agendas
* Prepare Committee Reports
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* 1. **Finance Report** To receive a report on The Market Hall Budget April – November 2021. (Appendix2) ****
	2. To consider draft Budget for 2022 -2023

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**Item 6 - Clerk’s Update**

* The emergency call out to fix at the Sax Jazz event cost £144
* Peter King installation of reachable switches £510, costs of emergency works splitting of circuits cost £280.75.
* The projector issues are ongoing. The Cables have been split and Red dune has offered to come down and check projector once the electricians have confirmed the test results.
* The Clerk has had difficulties sorting the Leak out and have asked the Kitchen contractors

to provide a quote

* The Clerk has received one quote to inspect the site and survey for repair or replacement at a cost of £350.00
* Health and safety – fire procedures – evacuation plan.

**Item 9 – Bookings Report**

**The current regular bookings are:**

* Town Council meetings,
* IP17 Good Neighbour Scheme, Gather and Grow, Funky Fridays and Line Dancing.
* Active Adults
* ABC Radio (Licence)
* Driving test centre (monthly)
* Carpet Bowls
* keep fit
* U3A
* Music Workshops
* Thursday Evening Belly Dancing

**New Bookings received**

* Christening, 2 funerals/Memorial Service, New Year’s Eve Party

**Bookings and income confirmed to 31st of March 2022**



**Item 10**

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| Market Hall Programme 2022 |
| Month  | **What**  | **Costs** | **Income** | **Who leads** |
| January |  |  |  |  |
| February | Museum QuizWildflower Workshops  | 0O | RentRent | MuseumEnvironment Co-ordinator |
| March  | Maker’s market |  | 50% of stalls | Art Station |
| April  | HG Wells Time Machine  | £150  | 50% of tickets | Clerk |
| May  | Wrestling  |  | Percentage of tickets | Clerk |
| June  | Makers Market |  |  | Art Station |
| July  | 750 Festival WeekendMakers Market  |  | Rent50% of stalls | Town CouncilArt Station  |
| August  |  |  |  |  |
| September | Beer & Folk FestivalFood and Drink weekendMaker’s Market |  |  | Town CouncilArt Station  |
| October | Children’s Events - PuppetryMarket Hall Quiz | £300 |  | Town CouncilTown Council |
| November  |  |  |  |  |
| December | Christmas Victorian EventAn evening with Dickens & Carols | £150 | 50% of stallsTicket Sales | Town CouncilTown Council |

**Events to be added**

Music Events

Talks

Literary Evening

Poetry

Comedy

Charity Bingo

Funky Fridays