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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 |

* 1. **Finance Report** To receive a report on The Market Hall Budget April – November 2021. (Appendix2) **Table

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  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**

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**Item 10**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Market Hall Programme 2022 | | | | |
| Month | **What** | **Costs** | **Income** | **Who leads** |
| January |  |  |  |  |
| February | Museum Quiz  Wildflower Workshops | 0  O | Rent  Rent | Museum  Environment 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 Weekend  Makers Market |  | Rent  50% of stalls | Town Council  Art Station |
| August |  |  |  |  |
| September | Beer & Folk Festival  Food and Drink weekend  Maker’s Market |  |  | Town Council  Art Station |
| October | Children’s Events - Puppetry  Market Hall Quiz | £300 |  | Town Council  Town Council |
| November |  |  |  |  |
| December | Christmas Victorian Event  An evening with Dickens & Carols | £150 | 50% of stalls  Ticket Sales | Town Council  Town Council |

**Events to be added**

Music Events

Talks

Literary Evening

Poetry

Comedy

Charity Bingo

Funky Fridays