 **Saxmundham Town Council** ,

To receive and note the draft minutes of the Market Hall Committee held on the 27 September 2021 (Appendix 4).

**Minutes of the Meeting of the Market Hall Management Committee**

**7.00 PM 27 September 2021**

**Members of the Committee:**

Councillor Di Eastman

Councillor Charlotte Hawkins

Councillor Tim Lock

Councillor. Jeremy Smith (Chair)

**Apologies**

Councillor John Findlay

Carole Cecil

**Also Present:**

Roz Barnett (Clerk)

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| **9/21MHC** | **Apologies for absence**John Findlay, Carole Cecil, Rosie Hoare (Left at 6.20pm) |
| **10/21MHC** | **Pecuniary/Non-Pecuniary Interests** There were no Declarations of Interests. |
| **11/21MHC** | **Minutes of the last meeting****It was RESOLVED to accept the minutes of the previous meeting held on the 20 July 2021.** |
| **12/21MHC** | **Finance Reports** The Committee received the budget report for April- September 2021. It was noted that the income is exceeding expectations which will be useful for offsetting some of the additional kitchen costs.  |
| **13/21MHC** | **Clerks Update**1. The Clerk explained that the problem with the projector was probably because the electrics were put in the same conduit. (The resolution for this will be considered under the electric item)
2. The Committee noted the receipt of the £10,500 grant from Saxmundham Town Council. The Clerk stated that she was placing the order for the kitchen equipment as there is a 8-week lead in time for delivery. She explained that she had awarded the contract to DBS kitchens after receiving some verbal recommendations from other Councils. The proposal is the kitchen will be fitted in January and the building would remain open during the works.
3. The Clerk asked that grant be discussed later on the agenda.
4. There was a discussion about the current cleaning arrangements. The Clerk said she was very happy with the current contractor but wanted the Committee to be aware that she was making arrangements to cover holidays.
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| **14/21MHC** | **Emergency Electric Upgrade**The Clerk reported that the electrics had been overloaded at the Market Hall before the recent music event. Rosie called out an emergency electrician and switched the electric off to the radio station to enable the event to go ahead. The Clerk had discussed the issues with the Chair of the Market Hall Committee and used her delegated powers to call out an electrician to split the supply so that the whole system should not short out. It is expected that the bill for these emergency works will be under £500. The Clerk explained that four companies had been approached to quote for moving the switches and fixing the projector and only one company had provided a price. The Committee discussed the difficulties with the electrics and agreed the following:Front of stage lighting Cost £396.00 + vat To supply, wire and fit two low level key operated isolators for the front of stage lighting, wiring to be in surface plastic mini trunking. Stage lighting front/rear Cost £114.00 + vat To supply, wire and fit an additional isolator adjacent to the existing isolator above the distribution board and alter wiring so that both front and rear can be isolated separately Projector signal cable Cost £168.00 + vat To install a separate surface plastic mini trunking for the projector signal cable to see if it cuts out the interference. Floodlight Cost £124.00 + vat To replace the existing faulty floodlight with new LED floodlight.Foyer/outside sockets fault. Cost £198.00 + vat. To further investigate and rectify the existing fault causing tripping of the foyer outside sockets circuit. The Clerk was asked to get the company to check the loading and capacity of the circuit board**Resolved: That Peter King Electrical be commissioned to complete the electricity works detailed above at a total cost of £1000.**  |
| **15/21MHC** | **Market Hall Improvements Phase 3 – Frontage and Toilets**1. The Clerk reported that the drainage survey has confirmed that there is sufficient capacity to move the toilets to the back of the building.
2. **Resolved**: **It was agreed to authorise the Clerk to commission the architect to do the detailed drawings and specification for the works, ready for applying for permissions for the frontage of the building and moving the toilets to rear (within the agreed budget).** It was noted that the Committee wanted a disabled toilet in the foyer.
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| **16/21MHC** | **Bookings 2021- 2022**The Clerk reported that the bookings are going up as many people are using the online booking system.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)
* Carpet Bowls,
* keep fit
* U3A

New Bookings received* EDF Energy Consultation
* 2 Private children’s parties
* Music Workshops
* Thursday Evening Belly Dancing
* Funky Fridays
* Geological Society.
* PhotOx Photography Society
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| **16/21MHC** | **Developing the Market Hall as a venue (This item was discussed first)**1. The Committee reviewed the guidance on the usage of the Market Hall and agreed tp raise the advisory limit to 90 people after the sell-out success of the first music evening. Those in attendance at the event felt that there was space to increase the capacity to 90. Rosie explained that she had booked a swing band for the 4th of December. She offered the Town Council advertising space on the flyer that she was arranging to be printed. The Clerk agreed to send over the flyer that has been prepared.

**Resolved: That the limit be raised to 90 people at the music events**1. The Committee discussed a very draft programme presented by the Clerk as the basis for an award for All Lottery Bid. The committee agreed that 10-12 events for the first year would be desirable.

**RESOLVED: That the Clerk prepare an Award for All Application for activities at the Market Hall with a rough breakdown of £5000 for capital and £5000 for activities.**  |

**The meeting closed at 7.55pm.**

**Roz Barnett**

**Clerk to Saxmundham Town Council,**