



# Saxmundham Town Council

All Members of the **Market Hall Management Committee** are summoned to attend a meeting on

Thursday 27<sup>th</sup> October 2022 at 4pm in the conference room at **THE TOWN HOUSE**

## AGENDA

- 1) **Apologies for Absence** - To receive apologies for absence.
- 2) **Pecuniary/Non-Pecuniary Interests.**  
Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3) **Minutes of the Previous Meeting** - To receive the minutes of the previous meeting 13<sup>th</sup> July 2022.
- 4) **Open Forum:** Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the Council meeting itself.
- 5) **Finance Report.**
  - a) To receive a financial report on The Market Hall showing budget and actual to end of September 2022.
  - b) To receive list of payments and receipts for the Market Hall in September 2022
- 6) **Clerk's update on operational matters and update from previous meeting.**
- 7) **Market Hall Improvements Phase 3.**
  - a) To note progress on permissions on toilets and frontage.
- 8) **Wedding Venue**  
To receive a report on the progress with the Wedding Venue certificate.
- 9) **Bookings 2022 to date.**
  - a) To receive a report on bookings financial year to date.
  - b) To consider the following refund policy: That bookings will be charged in full unless at least two weeks notice of cancellation is given before the date of the booking.
- 10) **External Repairs and Maintenance**
  - a) To receive an update on the issue with the window on the side of the building
  - b) To receive and update on frontage decoration
- 11) **Developing the Market Hall as a venue**
  - a) To receive an update on the scheduled events programme and consider future arrangements.

**Jenny Morcom**

**Assistant Clerk to Saxmundham Town Council**

Tel: 01728 604595

Date: 20<sup>th</sup> October 2022

Email: [assistanttownclerk@saxmundham-tc.gov.uk](mailto:assistanttownclerk@saxmundham-tc.gov.uk)