



Saxmundham Town Council

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

Wednesday 18th January 2023 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**
 - a) To receive the minutes of the meeting held 8th December 2022.
- 4) **Finance Report.**
 - a) To receive the financial report to the end of December 2022.
 - b) To receive the list of payments and receipts for the Market Hall in December 2022.
 - c) To review the draft budget for 2023/24 and to recommend the budget to the Council (as trustee) for adoption
- 5) **Developing the Market Hall as a venue**
 - a) To consider report from Town Clerk on in-house marketing support, including estimated costings, (b) to discuss proposals for and events programme.
- 6) **To note and agree a way forward regarding problems relating to the gas safety certificate.**
- 7) **External Repairs and Maintenance**
 - a) To receive an update on repairs to the window on the side of the building and decide on appointment of contractor
 - b) To note that the clock is now working and to agree any publicity/acknowledgements of contributions etc.
- 8) **Current bookings and usage of the Hall**
Receive a report on recent and current bookings and usage of the Hall, and on booking and payment systems currently in place.
- 9) **Date and time of next meeting**

Jenny Morcom

Assistant Clerk to Saxmundham Town Council

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Date: 12th January 2023

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