



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee held on 8th December 22 at 4pm in the Town House.

Committee Members

Cllr Jeremy Smith (chair)
Cllr Di Eastman
Cllr John Fisher
Cllr Di Eastman

Cllr Tim Lock
Carole Cecil
Cllr Charlotte Hawkins

Also present

Jen Morcom, Assistant Town Clerk (ATC)
Katy Bailey, Town Clerk (TC)

Sharon Smith, Registered Finance Officer (RFO)

AGENDA

- | | | |
|----------|---|------------------|
| | | Action |
| 32/22MHC | Item 1. Apologies for absence:
Apologies were received and accepted from Cllr Tim lock and Rosie Hoare. | |
| 33/22MHC | Item 2. Pecuniary and non-pecuniary interests
None were declared | |
| 34/22MHC | Item 3. Minutes of the previous meeting.
The Committee resolved that the minutes of the meeting held 27th October 2022 were accurate and approved them.
The Chair signed the minutes at the end of the meeting. | ATC/Chair |
| 35/22MHC | Item 4. Finance report:
a: Financial Report to end November 2022.
The Committee NOTED the actual year to date income £20,552 and that meeting the annual budget figure of £27,450 would rely on income from Hall Hire.
The Committee also NOTED the year-to-date expenditure of £18,357 and a current account balance of £16,599.78 with £15,621.58 in General Reserves.

b. To receive a list of payments and receipts for the Market Hall in November 2022

c. To consider the Market Hall Draft Budget for 2023-24.
£4000 has been put into marketing and publicity for the market hall. This may be a post which may also borrow approximately £4K from STC to be re-paid over time via increased hire income. The MH budget shows a deficit of £4,068 to be made up from its Reserves.
The Committee NOTED the draft budget. | |

Signed

Date

36/22MHC Item 5. Clerk’s update on operational matters. – Covered under agenda items.
37/22MHC Market Hall Improvements phase 2: Nothing to report

38/22MHC Bookings 2022
The Committee NOTED a short report showing that in a typical week 43% of available sessions in the Market Hall are hired. Most available sessions are on Fridays and at weekends.

39/22MHC External Repairs and maintenance.

1. Side window.

Despite several contractors looking at the work we are yet to identify one willing to quote and take on the repair.

CC To forward ATC the name of a builder.

CC/ATC

2. Market Hall clock.

An electrician is supplying g a quoter to connect the external clock to the internal master clock on Wednesday 14th December 22. We hope the installation will commence shortly after that.

3. Routine service inspections, maintenance and health and safety checks.

The Committee NOTED the report showing routine inspections etc.

40/22MHC Developing the Market Hall as a venue

The aim is for an events programme that demonstrates the importance to the local community of the MH both as a venue and a community space that compliments and/or enhances the offer of other local venues and community spaces.

STC has set aside £15K CIL monies that could provide match funding for a future bid to the Lottery Fund.

Objectives:

- Nine events per year to two years.

Funding:

- £4K from MH Reserves plus a loan on £4K from STC

The Committee agreed that the Chair and Clerk will draft a proposal to be considered at the next meeting of the MHMC planned for 18th January 2023.

JS/TC

41/22MHC. DATE AND TIME OF NEXT MEETING: Wednesday 18th January 2023 at 4pm TBC

The meeting ended at 5.00 pm.

Signed

Date