



# Saxmundham Town Council

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

Wednesday 22<sup>nd</sup> March 2023 at 10.30 am 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 18<sup>th</sup> January 2023.
- 4) **Finance Report.**
  - a) To receive the financial report to the end of February 2023.
  - b) To receive the list of payments and receipts for the Market Hall in February 2023.
  - c) To note the agreed budget for 2023/24.
- 5) **Developing the Market Hall as a venue**
  - a) To receive a revised proposal from the Town Clerk on in-house marketing support.
- 6) **Repairs and Maintenance**
  - a) To receive an update on repairs to the window on the side of the building.
  - b) To receive an update on gas safety.
  - c) To receive a caretaker's report on upkeep in the market hall.
- 7) **Current bookings and usage of the Hall**
  - a) Receive a report on recent and current bookings and usage of the Hall, and on booking and payment systems currently in place.
  - b) Receive a report on the music events programme.
  - c) Receive a report on the plans for the Coronation.
- 8) **Date and time of next meeting**

**Jenny Morcom**

**Assistant Clerk to Saxmundham Town Council**

Date: 16<sup>th</sup> March 2023

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