



Saxmundham Town Council

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

Wednesday 17th July at 6.00pm 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 18th May 2022.
- 4) **Finance Report.**
 - a) To receive the Market Hall Trust end of year report for 21-22 and to note the decision of the Market Hall Trust.
 - b) To receive a financial report on The Market Hall showing budget and actual to end of June 2022.
 - c) To receive list of payments and receipts for the Market Hall in June 2022
- 5) **Clerk's update on operational matters and update from previous meeting.**
- 6) **Emergency Fire Doors.**
To discuss the request from Assistant Town Clerk
- 7) **Market Hall Improvements Phase 3.**
 - a) To note progress on permissions on toilets and frontage.
- 8) **Bookings 2022 to date.**
 - a) To receive a report on bookings financial year to date.
- 9) **Arrangements with Brittany Pears Arts as per request**
- 10) **External Repairs and Maintenance**
 - a) To receive an update on the issue with the window on the side of the building
 - b) To discuss the frontage decoration
- 11) **Staff**
To discuss roles and staff
- 12) **Developing the Market Hall as a venue**
 - a) To receive an update on the scheduled events programme and consider future arrangements.

Karen Forster

Clerk to Saxmundham Town Council

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