



# Saxmundham Town Council

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

Wednesday 18 May 2022 at 6.00pm in the conference room at the Fromus Centre.

## 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 26<sup>th</sup> January 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 for April 2022.
- 5) **Clerks Update and Operational Matters.**
  - a) To request volunteers and arrange fire alarm drill.
  - b) To consider a report on Fire and Health and Safety issues.
  - c) To agree the installations costs for the new Market Hall clock.
- 6) **External Decoration** - To consider proceeding with external decoration quotes.
- 7) **Market Hall Improvements Phase 3.**
  - a) To note progress on permissions on toilets and frontage.
  - b) To revisit and confirm decisions regarding kitchen equipment made at the January meeting.
- 8) **Bookings 2021 – 2022.**
  - a) To receive a report on bookings year to date.
- 9) **Developing the Market Hall as a venue**
  - a) To receive an update on the scheduled events programme and consider future arrangements.
  - b) To consider registering as a wedding venue at a licence cost of £1,800 for a 3-year period
  - c) To note transfer of 50% fees for Makers Market to the Art Station.

*R Barnett*

**R Barnett**  
**Clerk to Saxmundham Town Council**

**Date: 12/05/2022**

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