



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Trustee

Monday 13th February 2023 after the Full Council meeting

Councillors

D. Eastman (Chair), J. Findlay (Vice-Chair), J. Fisher, C. Hawkins, T. Lock, J. Sandbach, J. Smith, N. Hiley, B. Gulliford, E. Clark

Also present: Katy Bailey (Town Clerk), Sharon Smith (RFO)

Open Forum: There were no members of the public present.

6/22MHT Apologies for Absence

All members of the Council present

7/22MHT Declarations of Interest

There were no Declarations of Interests.

8/22MHT Minutes of the Previous Meetings

RESOLVED: That the Council received and approved the draft minutes of the Market Hall Trust dated 9th May 2022.

9/22MHT Minutes of meetings of the Market Hall Management Committee

Minutes of meetings of the Market Hall Management Committee were noted.

10/22MHT Finance

- a) The proposal from the Market Hall Management Committee to promote the Market Hall, using in-house staff resources, with a revised annual budget of £10,000, and to note that this involves at least £4,000 to be drawn down from Market Hall reserves and the possible take-up of an offer of an interest-free loan facility of up to £6,000 from the Town Council if necessary was unanimously agreed.
- b) The annual budget for the Market Hall for 2023/24 was unanimously agreed.

11/22MHT Wedding Venue

- We have a reception booked and interest in a wedding.
- The need to promote/ market the venue for weddings was recognised.

12/22MHT Repairs and renewals

- There had been a problem with the gas pressure. Wildings were booked to come and check the boiler
- Cllr Jeremy Smith asked whether there was a date set for the window repairs. It was confirmed that the date had not been set but it was in the pipeline. It was agreed that the Town Clerk would follow up as a matter of urgency.

The meeting closed at 9.35pm

Katy Bailey – Saxmundham Town Clerk

Signed _____ Date _____

Saxmundham Town Council
Minutes of the Meeting of the Market Hall Trustee
Monday 13th February 2023 after the Full Council meeting

Clerk to Saxmundham Town Council
The Town House, Station Approach. Saxmundham, IP17 1BW

Signed _____ Date _____



Market Hall Trust End of Year Report 2021 -2022



Report on the Activities of the Market Hall

Hall Users

For the first month of the year the Market Hall became the Covid 19 Testing Centre for the Town. In the Spring and Summer of 2021 as restrictions were lifted hirers gradually returned to the Hall. The Trust were pleased to welcome Alde and Blythe Community Radio who took a licence for the Webster room and had a successful year broadcasting to the Town and surrounding areas. Over the year the following organisations used the hall:

- Public Health Suffolk Covid19 Testing Centre
- Saxmundham Horticultural Society
- Alde and Blyth Community Radio
- Sax Jazz
- Elections East Suffolk Council
- Saxmundham Town Council
- East Suffolk U3A
- ESTA
- Active Adults
- IP17 Good Neighbours Scheme
- Keep Fit
- Saxmundham carpet bowls club
- East Suffolk Lib Dems
- Suffolk Coastal Conservative Association
- Mid Wales Geology Club
- The Art Station
- Reed in Partnership
- Snape Maltings
- AA
- Saxmundham Library
- Greener Sax
- Saxmundham PPG
- Access Community Trust
- Creative Core Movement
- Saxmundham Judo Club
- Saxmundham Museum
- East Suffolk Council
- Green Team
- 2 Funeral Services
- 6 Private Parties

In the Autumn Rosie Hoare organised 3 well attended music events and a new makers market was launched at the Christmas shopping event in December. The website was revamped to promote the venue and allow people to book events online.

In January, the Market Hall Trustees improved the kitchen facilities. This would not have been possible without the work of the trustees and the contractor DBS projects.

Jen Morcom, the Assistant Clerk worked hard to ensure the venue could reopen safely by creating coronavirus cleaning stations and guidance for users. Judy Chesterfield continued doing an excellent job of cleaning the hall.

The Trust would like to say a particular thank you to the Trustees who gave their considerable expertise for free.

Below shows the balance sheet for 2021-22.

09/05/2022

Market Hall

13:26

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

Current Assets			
3,328	VAT Control A/c	3,422	
12,293	Current Bank A/c	9,610	
<u>15,622</u>		<u> </u>	13,032
15,622	Total Assets		13,032
Current Liabilities			
<u>0</u>		<u> </u>	0
15,622	Total Assets Less Current Liabilities		13,032
Represented By			
15,622	General Reserves		13,032
<u>15,622</u>		<u> </u>	<u>13,032</u>

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Below shows the income and expenditure for 2021-22.

Market Hall		
Income and Expenditure Account for Year Ended 31st March 2022		
31st March 2021		31st March 2022
	Operating Income	
46,472	Income	41,397
<u>46,472</u>	Total Income	<u>41,397</u>
	Running Costs	
3,003	Salaries & Staff Expenses	345
8,113	Admin Costs	8,105
31,907	Building Maintenance	25,641
626	Marketing, Events & Publicity	917
<u>43,649</u>	Total Expenditure	<u>35,007</u>
	General Fund Analysis	
6,408	Opening Balance	9,232
46,472	Plus : Income for Year	41,397
52,881		50,629
43,649	Less : Expenditure for Year	35,007
9,232		15,622
<u>0</u>	Transfers TO / FROM Reserves	<u>0</u>
<u>9,232</u>	Closing Balance	<u>15,622</u>