



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee held at 6.00pm on 13th July 2022 in the Town House.

Members of the Committee Cllr Jeremy Smith (chair) Cllr. J Sandbach Cllr Tim Lock
 Cllr Di Eastman Cllr. C Hawkins R. Hoare
 Cllr. Fisher C. Cecil

Also present K. Forster (Clerk)

13/22MHC **Apologies for absence:**
There were no apologies for absence. The Chair explained that at the last Full Council meeting, Cllr. Findlay stepped down from this committee and Cllr. Fisher was appointed however, it was too short a time to make arrangements to attend.

14/22MHC **Pecuniary and non-pecuniary interests**
None were declared

04/22MHC **Minutes of the previous meeting.**
The Committee resolved that the minutes of the meeting held 18th May 2022 were accurate and approved them.

05/22MHC **Finance report:**
a) Year-end report for 2021-22
The year end report for 2021/22 was passed on to the non-council members. It was noted that the general reserves balance for the Market Hall had increased from £9,232 to £ 15,622.

b) Financial report for June 2022.
The trial balance and YTD budget report were noted. The current bank balance for the Market Hall, as at end of June, is £12,135.76. The Clerk stated that there was also a balance of approximately £3300 VAT repayment to be credited to the account.

c) Payments and Receipts
The payments and receipts for the Market Hall were noted.

06/22MHC **Clerk's update on operational matters.**
The Clerk's report is appendix a.
Items to arise from this are:

- It was noted that the Wedding Licence is for 3 years. The Chair asked if this could be reflected in the accounts. **NOTED**
- The catering table is still under discussion. Clerk to arrange discussion with B. Peall and T. Lock. **NOTED**
- The Chair asked for information as to why the gas servicers believe the gas cooker to be commercial. **NOTED**
- The Clerk reported that the clock is due the following week. She will ask for fixing instructions from the supplier and arrange for it to be installed.
- There is no plan to purchase an urn.
- The large ladder needs to be safely stored. Cllr. Lock proposed folding back hinges to the brackets. He will investigate further.

Signed

Date

- 07/22MHC **Emergency Fire Doors.**
Following a recommendation from the H & S consultants, the Assistant Town Clerk had received a quotation from a company regarding the number and servicing of the fire doors. After discussion, it was agreed to approach the Fire Brigade for advice and Cllr. Lock will investigate the issue further.

- 08/22MHC **Market Hall Improvements (Phase 3)**
The Chair reported that the planning permission had been granted. Tim Buxbaum will be asked to quote to provide the specification as he has extensive knowledge of the building and the proposals. **NOTED**

- 09/22MHC **Bookings 2022 to date**
The Clerk did not have any specific information currently, other than as shown on financial reports. There are some regular bookings, but the hall is only being used to 33% of its capacity and she feels it should be at least 75%.

- 10/22MHC **Arrangements regarding special rates for specific users.**
Brittan Pears and the Library had previously been allowed to use the hall for free and had asked for this to be continued. However, it was felt that this could cause problems with other users who pay their full rate. **It was unanimously RESOLVED that all users of the hall will pay the applicable rates as of September 1st, 2022, and that there will be no special arrangements in future.** The Clerk was asked to let Brittan Pears and the Library know that if there was a specific need, then they could apply to the Council for a grant.

- 11/22MHC **External Repairs and Maintenance**
 - a) The work to maintain the Window at the side of the building was agreed at the Full Council meeting.
 - b) The Clerk was asked to arrange for the painting of the front windows and door.
 - c) It was noted that the pointing will need attention within the next 2 years.

- 12/22MHC **Staff**
The Chair and other members felt that there was a need for a caretaker and a cleaner. There is also a need for someone to undertake the marketing of the building so as to generate future income and achieve a higher usage. It was suggested that this cost could be shared with the Gannon Rooms if appropriate.
The Clerk is currently looking at the Staffing requirements across the Council and will provide a rough-cost based recommendation on the staff/people required at the next meeting

- 13/22MHC **Developing the Market Hall as a venue**
Cllr. Eastman suggested contacting local colleges to see if they were running event management courses and could provide volunteers to assist. **NOTED**
R. Hoare will meet the Clerk to suggest ideas for future events. **It was unanimously RESOLVED that the Clerk has the authority to work on instructions to from Rosie regarding future events.**
This item to be included again at the next meeting.

Next meeting Wednesday 21st September 10.30 am

K. Forster

Interim Clerk/ RFO Saxmundham Town Council

Signed

Date

Appendix a.

Item 5 Clerks Report

Update on items from the previous meeting:

03/22 items

- a) Urn - Still open
- b) Trolley - Complete
- c) Catering Table - Options have been looked at. Tim Lock
- d) Dishwasher - Outstanding
- e) Fridge - Complete
- f) Gas Oven - ATC is working on this

06/22

- a) Fire Drill - Complete
- b) Clock - Outstanding
- c) Large Ladder - Outstanding

10/22

- a. Wedding Licence - complete and we have been invoiced
- b. Arts Station - There is no money being passed to the Arts Station.

Signed

Date