



# Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee held at 6.00pm on 18<sup>th</sup> May 2022 in the Fromus Centre.

**Members of the Committee** Cllr Jeremy Smith (chair) Cllr Tim Lock  
Cllr Di Eastman Rosie Hoare (RH)

**Also present** Jen Morcom, Assistant  
Town Clerk (ATC)  
Bryony Peall (BP) –  
regular hirer of the  
Market Hall

## AGENDA

		Action
01/22MHC	<b>Item 1. Apologies for absence:</b> Apologies were received and accepted from Carol Cecil, Councillor Findlay, and the Town Clerk. All are unwell.	
02/22MHC	<b>Item 2. Pecuniary and non-pecuniary interests</b> None were declared	
03/22MHC	<b>Item 7b brought forward. To revisit and confirm decisions regarding kitchen equipment</b>  <b>Urn.</b> BP proposed that an urn should be attached to the wall and plumbed in as this would be safer to use than the free- standing urn. <b>No decision was taken but the ATC will investigate costs and report to the next meeting.</b>	ATC
	<b>Trolley.</b> BP explained that there were not enough worksurfaces in the Market Hall Kitchen and proposed that stainless steel trolley should be bought in time for the Jubilee event. A suitable trolley costing in the region of £125 is available from Nisbits who deliver quickly. <b>The Committee resolved that a trolley (as described) should be bought as a short-term solution.</b>	ATC/TC in discussion with BP
	<b>Table.</b> There was further discussion about the possible purchase of a catering table or stand. <b>The Committee resolved that the ATC and BP should investigate costs and fit of catering tables as a longer-term solution and report to the next meeting.</b>	ATC/TC in discussion with BP

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Signed .....

Date .....

Action

**Dishwasher.** The Committee had previously agreed the purchase of a domestic dishwasher. BP explained the importance of a short cycle option for people clearing up after a big event.

**The Committee resolved that a dishwasher costing up to £600 should be purchased.** (The chair should be contacted should a suitable dishwasher cost a little more than this ceiling)

ATC/TC

**Fridge or fridge freezer?** BP and Rosie Hoare explained that a tall fridge would be more useful to Hall users than a fridge freezer as Hall users need to keep food cool for the duration of an event rather than store it.

**The Committee resolved that a tall fridge costing up to £600 should be purchased.**

ATC/TC

**Gas oven:** A compartment of the oven may not be used as the ignition does not work. The ATC explained that ideally there should be a gas shut off point adjacent to the oven in case of fire, also there should be a safety ignition system so that the gas cannot be accidentally left on without being lit.

**The Committee resolved that the existing oven should be serviced as usual and that a replacement should be considered in the longer term.**

ATC to investigate availability and cost of double ovens suitable which are safe to hire out.

ATC

It was agreed that the tall fridge, dishwasher, and trolley were the immediate priorities.

ATC

04/22MHC

**Item 3. Minutes of the previous meeting.**

**The Committee resolved that the minutes of the meeting held 26<sup>th</sup> January 2022 were accurate and approved them.**

Minutes to be signed at the next meeting.

ATC/Chair

05/22MHC

**Item 4. Finance report:**

**a: Year-end report for 2021-22**

The Committee queried the lack of income from Hall hire in the detailed income and expenditure account as, despite lock downs, the Hall was hired out during 2021-22. The ATC agreed that the figures looked incorrect but could not explain them.

**The Committee resolved that an accurate year end report should be circulated as soon as possible and brought to the next meeting.**

ACT/TC

**b. Financial report for April 2022.**

Unfortunately, no year-to-date figures were available for the meeting.

**The Committee resolved that year-to-date figure and the budget for 2022-23 should be circulated as soon as possible and brought to the next meeting.**

ATC/TC

Signed .....

Date .....

06/22MHC	<p><b>Item 5. Clerk’s update on operational matters.</b></p> <p><b>a. To request volunteers for a fire drill.</b> Rosie Hoare, Cllr Eastman, Cllr Lock and Cllr Smith kindly volunteered to help with a fire drill on 26<sup>th</sup> May at 1pm.</p> <p><b>b. Health and Safety Report.</b> The Committee received and noted the health and safety report. The Committee resolved that:</p> <ul style="list-style-type: none"> <li>• ATC and RH would discuss where to keep the large ladder safely.</li> <li>• Additional fire detection in the main hall would be addressed as part of the larger project to improve the Hall</li> </ul> <p><b>c. To agree installation costs for the Market Hall Clock.</b> The Committee authorised expenditure of up to £300 and requested that installation be got underway as soon as possible.</p>	<p>ATC/RH</p> <p>TC</p>
07/22MHC	<p><b>Item 6. External decoration</b> No report was available. The Committee resolved that a report should be brought to its next meeting.</p>	
08/22MHC	<p><b>Item 7. Market Hall improvements phase 3</b></p> <p><b>a. To note progress on toilets and frontage.</b> The Committee noted that the architect had submitted a planning application to East Suffolk Council.</p> <p>The Committee agreed in principle that a drainage design consultant should be engaged at the appropriate time, and the matter should be referred to the architect.</p>	<p>TC</p>
09/22MHC	<p><b>Item 8. Bookings 2021-22</b> The Committee noted the bookings for May 22.</p> <p>A year-to-date bookings report will be brought to the next meeting of the Committee.</p>	<p>TC/ATC</p>
10/22MHC	<p><b>Item 9. Developing the Market Hall as a venue</b></p> <p><b>a. To receive an update on the events programme and consider future events.</b> The Committee noted the events programme. The ATC explained that the time Machine performance was cancelled as no tickets had been sold, and wrestling was cancelled because the organisers found a larger venue.</p> <p>The Committee requested outline briefs for the related roles of:</p> <ul style="list-style-type: none"> <li>• Town Centre Manager (existing post)</li> <li>• Events manager focussing on the Market Hall events programme but possibly including other Town venues</li> </ul>	<p>TC/ATC</p>

Signed .....

Date .....

Action

- Caretaker focussed on shifting and lifting of gazebos, tables, market signage, road-block signs, bollards etc. and key holding.

TC/ATC

To be brought to the next Committee meeting.

b. To consider registering as a wedding venue at a licence cost of £1,800 for a three-year period.

The Committee resolved that the Market Hall should be registered as a wedding venue.

TC

The Committee requested that the Clerk check that this is the cheapest option and to discuss with the Chair if need be.

a. To note the transfer of 50% fees from the Makers Market to the Art Station.

The Committee noted the current arrangement but felt it could not consider whether this should continue without further information including:

- Whether there is a written agreement with the Art Station.
- The role of the Art station and the town centre managers.

A report should be brought to the next Committee meeting.

TC

11/22MHC

Summary of items to be brought to the next Committee meeting.

- Costings for a wall fixed urn.
- Costings and ideas for table or additional work surface in Market Hall kitchen.
- Costings for a double oven
- Year-end finance report for 21 22 which should also be circulated ASAP.
- Year-to-date finance report for 22-23 and 22-23 budget which should also be circulated ASAP.
- Update on external decoration. (This has not been progressed).
- Year-to-date bookings report.
- Outline job descriptions for the related roles of:
  - Town Centre Manager (existing job share)
  - Events manager focussing on the Market Hall events programme but possibly including other Town venues
  - Caretaker focussed on shifting and lifting of gazebos, tables, market signage, road-block signs, bollards etc.
- A report on the rationale behind payment to the Art Station of 50% profits from stalls located in the Market Hall at makers markets and a copy of any written agreement.

12/22MHC.

DATE AND TIME OF NEXT MEETING: Thursday 16<sup>th</sup> June at 6pm in the Market Hall. Steve Palmer will be invited to attend.

The meeting ended at 8.05 pm.

Signed .....

Date .....