



# Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee held on 18<sup>th</sup> January 23 at 4pm in the Town House.

**Committee Members**

Cllr Jeremy Smith (chair)  
Cllr Di Eastman  
Cllr John Fisher

Rosie Hoare  
Carole Cecil  
Cllr Charlotte Hawkins

**Also present**

Jen Morcom, Assistant Town Clerk (ATC)  
Katy Bailey, Town Clerk (TC)

**Action**

42/22MHC

**Item 1. Apologies for absence.**

Apologies were received and accepted from Cllr Tim Lock and Cllr James Sandbach.

43/22MHC

**Item 2. Pecuniary and non-pecuniary interests.**

None were declared.

44/22MHC

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

After agreeing a handwritten amendment to add an 'e' to Carole Cecil's name, the Committee **RESOLVED** that the minutes of the meeting held 8<sup>th</sup> December 2022 were accurate and approved them.

The Chair signed the minutes at the end of the meeting.

45/22MHC

**The Committee agreed to bring forward Item 5.**

**Item 5. To consider a report from the Town Clerk on in-house marketing support and proposals for an events programme.**

The Town Clerk presented the written action plan.

There was a discussion of additional ideas for events in particular:

- Jazz events
- Tea dances
- Literary events
- Arts festival

After taking questions the Town Clerk left the meeting.

The Committee **RESOLVED** that it was broadly supportive of the approach taken in the Town Clerk's presentation and of the work being carried out inhouse through an extension of Town Clerk and RFO hours for at least the

Signed .....

Date .....

first year, BUT that this must be within the original budget of £10,000 including on-costs, with £4,000 from Market Hall reserves and £6,000 as a loan facility from the Town Council, if agreed.

The Committee also decided to:

- Request the TC to redraft the proposal to reflect the budget of £10,000.
- That the Market Hall budget be redrafted to reflect this.
- There should a proposed plan to repay the loan from the Town Council
- The budget including this proposal to be put before both the Town Council and the Market Hall Trustee at the February meeting.

TC/RFO

46/22MHC Item 4 : Finance Report.

a. Financial report to end December 2022.

The Committee NOTED the report and discussed its concern that income from Hall hire would not reach the £9,000 budgeted as income.

RFO to chase the outstanding payment of £615 owed by REED

RFO

b. List of payments made in December 2022.

The committee NOTED the list of payments.

c. Draft budget 2023-24.

The Committee NOTED the draft budget and requested an updated budget showing income and expenditure for the proposed marketing role.

TC/RFO

47/22MHC Item 6: Gas safety certificate.

The Committee NOTED the report, and AGREED the following actions:

- Pursue JT Wilding who should remedy the problem of the gas supply pipe. A letter from our solicitor is to be sent if JT Wilding refuse.
- Replace the gas water heater – as per the quote of £1,028.94 plus VAT from JJ Services.
- Repair the gas oven – as per the quote of £442.13 plus VAT from JJ Services

ATC/caretaker

48/22MHC Item 7: External Repairs and Maintenance

a. Repairs to side window

A quote of £2,580 from PC Rust builders was AGREED unless a cheaper quote is received within 7 days in which case the Town Clerk in consultation with Cllr Smith and Cllr Eastman may agree the lower quote.

b. The clock

The Committee NOTED that the clock was now installed and running.

Signed .....

Date .....

49/22MHC

**Item 8: Bookings**

The Assistant Clerk reported that occupancy was currently 43% based on timeslots. It was suggested that a charge of £12 per head would be reasonable for the jazz events.

50/22MHC

**Date of next meeting.**

The next meeting will be held on 22<sup>nd</sup> March at 10.30 am (TBC).

The meeting ended at 5.45 pm.

Signed .....

Date .....