



# Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee held at 4.00 pm on 24<sup>th</sup> October 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 in the absence of the Assistant Clerk) and 1 member of the public

**25/22MHC Apologies for absence**  
There were apologies from Cllr. Fisher and Cllr. Sandbach. Cllr. Eastman sent apologies that she would be late.

**25/22MHC Pecuniary and non-pecuniary interests**  
None were declared.

**26/22MHC Minutes of the previous meeting.**  
The Committee unanimously resolved that the minutes of the meeting held 13<sup>th</sup> July were accurate and the Chair signed them.

**27/22MHC Open Forum**  
The member of the public did not wish to speak.

**AT THIS POINT R. HOARE ARRIVED AT THE MEETING**  
**28/22MHC Finance report:**  
a) **Financial report for September 2022.**  
The Income statement was presented and noted. The Clerk stated that there had been a number of errors on utilities which had been recently corrected by the RFO.  
b) **Payments and Receipts**  
The payments and receipts for the Market Hall were noted.

**AT THIS POINT CLLR D. EASTMAN ARRIVED AT THE MEETING**

**29/22MHC Clerk's update on operational matters.**  
The Clerk's report is appendix a.  
With reference to the failure of the boiler, Cllr. Lock asked if an emergency call out could be organised. The Clerk was asked to include a review by the Caretaker of the emergency lighting and the motion sensors in the toilets. **NOTED**

**30/22MHC Wedding Venue**  
The inspection of the hall to become a suitable wedding venue has taken place and no issues were raised. The responsible people have been nominated as the new Clerk (Katy Bailey) and the Assistant Clerk (Jen Morcom). The Registrars Office will be pass this for final approval and we expect to be notified shortly.

**31/22MHC Market Hall Improvements (Phase 3)**  
The Clerk is to update the committee members of the current situation. **NOTED**

Signed .....

Date .....

**32/22MHC Bookings 2022 to date**

- a) There are few bookings currently and there was concern that some users had been lost to the new Fromus Centre. The Clerk suggested that a project was needed for someone to review events and usage and organise publicity and marketing.  
It was unanimously RESOLVED that the refund policy for hirers should be reworded to say “bookings may
- b) be charged in full unless at least one weeks’ notice of cancellation is given before the date of the booking”.

**33/22MHC External Repairs and Maintenance**

- a) The work to maintain the window at the side of the building was agreed at the Full Council meeting. The Caretaker has visited and discussed with the owner and will be organising a joiner to replace the cill and possibly review the flashing.
- b) The painting of the front windows and door is complete.

**34/22MHC Developing the Market Hall as a venue**

It was agreed that a business and publicity plan is required for the development of the Market Hall. A number of suggestions for future events were made. These included:

- a) Coronation “watch along” in the market hall on May 6<sup>th</sup>.
- b) Quiz from the museum. The Clerk also volunteered to host a quiz
- c) Stalls from the market
- d) Music event – RH to discuss with JS

Next meeting 8<sup>th</sup> December 4.00 pm

Meeting closed at 17.20 pm.

K. Forster

**Interim Clerk/ RFO Saxmundham Town Council**

Signed .....

Date .....

**Appendix a.**

Item 5 Clerks Report

Update on items from the previous meeting:

- a) Dishwasher - Complete
- b) Gas Oven - the new Caretaker is arranging the repair and service
- c) Clock - The Caretaker is testing it however there is a problem with access and we may need a tower or scaffolding.
- d) Large Ladder - The Caretaker is discussing a modified method of storing it.
- e) Curtains - Rehung – Complete
- f) Cupboard - The Caretaker is emptying the contents and will organise items to be stored better or disposed of.
- g) Boiler Repair - The Boiler has stopped working since the power failure a couple of weeks ago. Although under warranty, it requires that a deposit of £800 + VAT is paid before the engineers will attend. This is being progressed. However, the Clerk has contacted users of the hall to advise and offer refunds if the hall without heating is unsuitable. So far, only one user has cancelled their booking.
- h) New Cleaners have been appointed to the Market Hall and the initial reports are that they are doing a good job. There are 2 cleaners to work one hour on Tuesday (8.30 – 9.30) and Friday (8.30 – 9.30) at a rate of £17 per hour - £68 per week. They supply their own equipment and materials. Annual Budget is £2000 for cleaning and £ 3000 for cleaning and general materials (Total £5,000). At £68 per week, this results to £3,536 for the cleaning leaving £1,464 for general materials such as toilet rolls and similar.

Signed .....

Date .....