



Saxmundham Town Council

All Members of the **Market Hall Management Committee** are summoned to attend a meeting on

Wednesday 24th May 2023 at 10.30 am in the meeting room at **THE TOWN HOUSE**

AGENDA

- 1) **Apologies for Absence** - To receive apologies for absence.
- 2) **Pecuniary/Non-Pecuniary Interests.**
Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3) **Minutes of the Previous Meeting**
 - a) To receive the minutes of the meeting held 22nd March 2023.
- 4) **Finance Report.**
 - a) To note the budgeted versus actual income and expenditure as of 31st March 2023.
 - b) To approve the Income and Expenditure Accounts for the financial year 2022-2023.
 - c) To approve the Balance Sheet as of 31st March 2023.
 - d) To approve the Bank Reconciliation for the financial year 2022-2023.
 - e) To note the Internal Auditor Independent Examination Report for the financial year 2022-2023 (if received).
 - f) To note the bank balances as of 30th April 2023.
 - g) To note the payments and receipts for March and April 2023.
 - h) To note the payments and receipts to 16 May 2023.
 - i) To consider whether to set up Market Hall Renovation Fund from net proceeds from events.
- 5) **Developing the Market Hall as a venue**
 - a) To reconsider the arrangements for marketing support.
- 6) **Repairs, and health and safety**
 - a) To consider 2023 risk assessment and remedial action plan including call points and additional smoke detectors.
 - b) To note that repairs to the window on the side of the building are now complete and final cost.
 - c) To receive an update on gas safety, note gas safety certificate
 - d) To consider the cost of replacement lighting.
 - e) To consider replacing the condemned gas oven with an electric oven, and possible models/prices.
 - f) To consider costs of 50 additional chairs to replace those damaged by moths.
 - g) To receive a caretaker's report on upkeep in the market hall.
- 7) **Current bookings and usage of the Hall**
 - a) Receive a report on recent and current bookings and usage of the Hall.
 - b) Receive a report on the music events programme.
- 8) **Date and time of next meeting**

Jenny Morcom

Assistant Clerk to Saxmundham Town Council

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Date: 19th May 2023

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