



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee held on 22nd March 2023 at 10.30 am
in the Town House.

Committee Members

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

Cllr Charlotte Hawkins

Also present

Jen Morcom, Assistant Town
Clerk (ATC)
Colin Hathway, caretaker

Action

- 51/22MHC** **Item 1. Apologies for absence.**
Apologies were received and accepted from Rosie Hoare.
- 52/22MHC** **Item 2. Pecuniary and non-pecuniary interests.**
None were declared.
- 53/22MHC** **Item 3. Minutes of the previous meeting.**
The Committee found the minutes of the meeting held 18th January 2023 to be accurate and approved them.
The Chair signed the minutes at the end of the meeting.
- 54/22MHC** **a. Financial report to end February 2023**
The Committee noted the report.
b. Payments and receipts made in February 2023.
The Committee noted the February payments and receipts.
c. Market Hall budget 2023/24
The Committee noted the agreed budget for the coming year, in particular the deficit of £4,068 to be met from the General Fund, and the £4,000 for marketing and publicity which together with a loan facility of £6,000 from the Town Council will give a budget of £10,000 for this piece of work.
- 55/22MHC** **Developing the Market Hall as a Venue**
The Committee noted the proposal from the Town Clerk showing staffing costs of £5,924.96 for an additional five hours per week. This leaves a potential £4,075 for marketing and promotions.

The Committee requested a meeting within the next three weeks or so to look **TC**
at the Marketing proposal in more detail.

Signed

Date

56/22MHC

Repairs and maintenance.

a. **Side window:** Repairs to the side window are underway but will cost more than the original quote for £2,580 as the damage is so extensive. The additional cost is not estimated to be more than £5000.

Agreed: The Caretaker will take before and after photographs of the window and to inspect pointing of the side wall.

Caretaker

b. **Gas safety:** It turns out that the gas pressure to the boiler is correct at 19mbs. The fact that the pressure is lower within the boiler turns out to be irrelevant. We will now progress repairs to the water heater and gas oven.

c. **Upkeep of the Market Hall:** The Caretaker reported plans to deep clean the Hall and wcs, and pressure washing the external area. The state of the back door and future use of the Webster Room were also discussed.

Agreed: Webster Room and back door to be on the next agenda

ATC

57/22MHC

Current bookings and use of the Market Hall.

a. **Current bookings** were noted. ATC to work with RFO to invoice by event name so that the bookings reports can be published.

ATC/RFO

b. **Music events programme:** The Committee noted the events programme. Carole Cecil explained that she is helping Rosie Hoare with the jazz events.

c. **Coronation plans** were discussed. It was agreed that there should be a small two pounds charge for the live stream event in the Hall to cover the costs of teas and cakes. This will allow the event to be ticketed. A road closure has been arranged for the Market Place in case needed. The Saturday event will be organised by the Town council and a Monday event has been organised by IP17 GNS. There will be bunting and flags in the High Street and Market place as well as in the Hall itself. Both events will be in Saxmundham News.

58/22MHC

Date of next meeting.

The next meeting of the Market Hall Management Committee will be on 24TH May 2023 at 10.30am in the Town House. TBC

The meeting ended at 11.45 am

Signed

Date