



Saxmundham Town Council

All Members of the Town Council as Trustee of the Market Hall are summoned to attend a meeting on
Monday 12th June 2023 at 19:00 before the Town Council Meeting, at the Market Hall

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:

To receive and approve the draft minutes from the previous meeting of the Town Council as Trustee of the Market Hall on 13th February 2023

4) Minutes of meetings of the Market Hall Management Committee

To note the minutes of the meeting of the Market Hall Management Committee held on the 22nd March 2023 and (draft minutes) 24th May 2023

5) Appointment of the Market Hall Management Committee

- a) To review terms of reference for Committee.
- b) To appoint Councillors to the Committee.
- c) To appoint the Chair for the Committee.

6) Finance

- a) To note a small underspend of £220 for the financial year ending 31st March 2023.
- b) To approve the income and expenditure accounts for the financial year 2022-23
- c) To approve the balance sheet for the financial year ending 31st March 2023.
- d) To approve the bank reconciliation for the financial year ending 31st March 2023.
- e) To consider the auditor's report for 2022-23 and decide upon the auditor's recommendations.
- f) To consider and decide the recommendation from the Market Hall Management Committee to set aside £2,500 as the starting balance for a Market Hall Renovation Fund.

7) Repairs and renewals

- a) To consider and approve the recommendation from the Management Committee to purchase and install a dual-fuel oven in the Market Hall at a total cost not to exceed £2,500.

Katy Bailey

Clerk to Saxmundham Town Council

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Date Wednesday, 7th June 2023