



Saxmundham Town Council

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

Wednesday 19th July 2023 at 1pm am in 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 Meetings**
 - a) To approve the minutes of the meeting held 24th May 2023.
 - b) To receive the draft minutes of the meeting of the Market Hall Trustee held 12th June 2023.
- 4) **Finance Report.**
 - a) To ratify the payments and receipts for May and June 2023.
 - b) To note the bank balances as of 30th June 2023.
 - c) To note the budgeted versus actual income and expenditure as of 30th June 2023.
 - d) To agree to write off £100 of bad debts arising from private bookings in the previous financial year and to adopt a policy to receive payment for private bookings in advance.
 - e) To receive a report on utilities bills.
 - f) To receive an update on charges for the Webster Room.
- 5) **Developing the Market Hall as a venue**
 - a) To reconsider the arrangements for marketing support.
- 6) **Repairs, and health and safety**
 - a) To note the completion of works to replace the fire call points and additional smoke detectors.
 - b) To note the final cost and completion of the installation of the new oven.
 - c) To consider a quote for replacement of the work surface in the serving hatch.
 - d) To consider the cost of replacement lighting.
 - e) To receive an update on the 50 additional chairs.
 - f) To receive a verbal report from the caretaker regarding a recent leak in the roof.
 - g) To receive a verbal report from the caretaker about future use of the Webster Room, and the general upkeep in the market hall.
- 7) **Fire Drill and discussion of any changes needed to the evacuation plan.**
- 8) **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.
- 9) **Date and time of next meeting**

Jenny Morcom

Assistant Clerk to Saxmundham Town Council Date: 6th July 2023

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