



Saxmundham Town Council

All Members of the **Market Hall Management Committee** are summoned to attend a meeting on
Monday 20th November 2023 at 5.30pm in 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) **Developing the Market Hall as a venue**
 - a) To receive a verbal report from the Community Officer regarding options for the Market Hall website.
- 4) **Minutes of the Previous Meetings**
 - a) To approve the minutes of the meeting held 2nd October 2023.
- 5) **Finance Report.**
 - a) To approve the payments and receipts for October and to 17th November 2023.
 - b) To note the bank balances as of 17th November 2023.
 - c) To note the budgeted versus actual income and expenditure as of 17th November 2023 and the accompanying note from the Town Clerk regarding any implications for next year's budget.
 - d) Discussion of any new priorities for next year's budget, and whether the sum previously set aside for marketing support should be carried forward.
- 6) **Repairs, and health and safety**
 - a) To receive an update on maintenance and repairs.
- 7) **Current bookings and usage of the Hall**
 - a) To consider a report on the costs of holding Weddings at the Market Hall.
- 8) **Date and time of next meeting – 24th January 2024 TBC**

Jenny Morcom

Deputy Town Clerk to Saxmundham Town Council

Tel: 01728 604595

Date: 15th November 2023

Email: assistanttownclerk@saxmundham-tc.gov.uk