

- d. **To approve the Bank Reconciliation for the financial year 2022-23.**
The Committee noted that there were no discrepancies and recommended the Bank Reconciliation for approval by the Trustee. RFO/TC

- e. **To note the Internal Auditor Independent Examination Report for the financial year 2022-23.**
The Committee noted Auditor’s Report and comments regarding the relationship between the Management Committee and the Trustee as well as the suggestion that the Trustee delegate greater financial autonomy to the Committee.
The Committee referred the Auditor’s report and comments to the Trustee for consideration and decision. RFO/TC

- f. **To note the bank balances as of 30th April 2023.**
The committee noted the bank balances.

- g. **To note the payments and receipts for March and April 2023.**
The Committee noted the payments and receipts.

- h. **To note the payments and receipts to 16th May 2023**
The Committee noted the receipts and payments. The RFO explained that there would be a refund of part of the cost of the PRS music licence.

- i. **To consider whether to set up a Market Hall Renovation fund from any net proceed from our own events.**
The Committee recommended that the Trustee approve the setting up of a small Renovation Fund and suggested a starting balance of £2,500 which would include the net profit of approximately £700 from the April Sax Jazz event. RFO/TC

5/23MHC

Developing the Market Hall as a Venue

- a. **To reconsider the arrangements for marketing support.**
As no further information had been received from the Town Clerk it was agreed that Cllr Eastman would discuss whether the Town Clerk still felt able to take on this role.
Cllr Eastman will report back to the Committee as soon as possible. DE

6/23MHC

Repairs and health and safety.

- a. **To consider the 2023 Risk Assessment and remedial Action Plan, including new call points and additional smoke detectors.**
The Committee noted the Risk Assessment and agreed the following
 - To hold a fire drill one Friday in July when the Hall is not in use. ATC
 - That two smoke detectors and reusable call points should be fitted in the Market Hall and authorised the ATC and Caretaker to commission the work based on quotes of £542 and £209 ATC/CT

Signed

Date

Action

respectively providing no lower quotes are received and the RFO agrees that quotes have been sought appropriately.

- ATC and Caretaker will prepare COSHH lists

ATC/CT

b. To note repairs to the side window

The Committee noted that repairs were complete at a final cost of £2,580. The Caretaker explained that a piece of flashing should have been fitted under the windowsill and that the builder would be returning to do this at no extra charge.

c. To receive an update on Gas Safety.

The Committee noted the Gas Safety Certificate and that the oven had been condemned.

The Committee agreed that the ATC and Caretaker should research the cost of a large, domestic dual fuel range and seek permission to purchase this from the Trustee at a cost not exceeding £2,500 including delivery, movement of sockets, and connection.

ATC/CT

d. To consider the cost of replacement lighting.

The Caretaker proposed replacing the strip lights with LEDs. We have a quote of £1,057.84 for the basic work but it is possible to have a dimmer switch and possibly to vary lighting from warm to cool.

Agreed: Caretaker to investigate costs of an arrangement that would allow lights to be dimmed and if possible, to switch between warm and cool white light.

ATC/CT

e. Replacement chairs

The Committee agreed the purchase of the 50 second-hand chairs to replace those damaged by moths at a cost of £438.50 should go ahead, pending further investigation by the Caretaker as to their condition.

ASTC/CT

7/23MHC

Current bookings and use of the Market Hall.

- a. The Committee noted the reports for April and May and that usage of the Market Hall regular hirers was going up. They also noted that the Sax Jazz event in April was exceptionally good and sold out, and that the next Sax Jazz event is on 30th September 2023.

8/23MHC

Date of next meeting.

The next meeting of the Market Hall Management Committee will be on 19TH July 2023 at 10.30am in the Town House. TBC

The meeting ended at 12 .15pm

Signed

Date