

**Saxmundham Town Council**

**Minutes of the Meeting of the Market Hall Management Committee held on 19th July 2023 at 1 pm in the Market Hall.**

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| **Committee Members** | Cllr Jeremy Smith (chair) |  | Cllr Charlotte Hawkins |
|  | Cllr Di Eastman |  | Carole Cecil |
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| **Also present** | Jen Morcom, Assistant Town Clerk (ATC) |  |  |
|  | Colin Hathway, Caretaker |  |  |

|  |  | **Action** |
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| **9/23MHC** | **Item 1. Apologies for absence.**  Apologies were received and accepted from Rosie Hoare, and Cllr Fisher. Cllr. James Sandbach and Cllr Tim Lock were unable to attend. |  |
| **10/23MHC** | **Item 2. Pecuniary and non-pecuniary interests.**  None were declared. |  |
| **11/23MHC** | **Item 3. Minutes of the meeting held 24th May 2023.**  The Committee approved the minutes of the Committee meeting held 24th May 2023. |  |
| **12/23MHC** | **Item 4. Finance reports**   1. **Payments and receipts for May and June.**   The Committee **noted** the payments and receipts.   1. **Bank Balance**   The Committee **noted** the bank balance of £15,191.42.   1. **Budgeted versus actual income and expenditure as of 30th June 2023.**   The Committee **noted** the report.   1. **To agree to write off a bad debt of £100 outstanding from 2023**   The Committee **agreed** that the bad debt may be written off and that the existing policy of invoicing event hirers at the time of their booking and of only confirming bookings once payment is received should be implemented.   1. **To receive an update on utilities bills.**   The Committee **noted the report** and the outstanding electricity bill of £2,795.97. The Committee also **noted** that negotiations were not yet concluded.  **The committee requested an update at its next meeting and that the sum budgeted for promoting and marketing the Market Hall should be set aside for the time being in case part of this money was needed to pay the bill.**   1. **To receive a report on licence charges for the Webster Room.**   It was understood that it had been agreed to make a grant to ABC Radio to cover their charges for the first year, though it appears that the Market Hall Trust had not received any payment. It also appears that there may be an amount owed for the second year.  **The Committee agreed that the Town Clerk should check to see whether any licence fee charges have been invoiced and paid for the 2 years in question and produce a further report for the next meeting of the committee showing the definitive position. The Committee expressed the provisional view that the Trust should in any event receive income relating to at least one year’s occupation.** | **RFO/TC**  **RFO/TC**  **RFO/TC/TC** |
| **13/23MHC** | **Developing the Market Hall as a Venue**  The Committee **deferred** this item to the next meeting where it will be higher on the agenda.  **ATC to convene an informal meeting in the week commencing 18th September to look at a diverse annual programme of 8 to 9 events. The meeting should include other interested local partners.**  **ATC to email the Committee with weekend events planned up to Christmas**. | **ATC**  **ATC**  **ACT** |
| **14/23MHC** | **Repairs and health and safety.**   1. **Additional fire call points and smoke detectors.**   The Committee **noted** that these have now been installed at a cost of £751. Dry ice may no longer be used in the market hall. This has been added to the terms and conditions of hire.   1. **New oven**   The Committee **noted** that the new oven had been installed at a total cost of £1,791 including gas and electricity connection.   1. **Serving hatch**   The Committee agreed the quote for £526.05 to tile the serving hatch as the current surface has been damaged through fair wear and tear and is not fit for purpose.   1. **Quotes for replacement lighting (LEDs)**   The Committee **agreed** the quote for £1,712.48 for dimmable warm white LEDs.   1. **Replacement folding chairs.**   The Committee **agreed** the purchase of 18 folding chairs at a cost of £299.97.   1. **Roof repairs.**   The Committee **noted** the emergency repairs to the roof costing £273.  The Committee **agreed** that further essential repairs estimated at £180 may be commissioned and noted that essential repairs are also needed to the ridge tiles at an estimated cost of £475 for labour. The ridge tiles themselves must also be sourced by the caretaker.  The Committee **agreed** that ridge tile costs below £500 may be incurred via Clerk’s action with the consent of the Chair and reported subsequently.   1. **Use of Webster Room**   The Committee **agreed** that the Webster Room may be used as an emergency workspace by the Town Council on a provisional basis, provided it may still be used as a green room for performances. | **ATC/CT**  **ATC/CT/TC** |
| **15/23MHC** | **Fire Drill**  Committee members evacuated the Hall and reached the assembly point within 2 minutes and reviewed the evacuation plan. No changes were needed to the plan.  **ATC to record review date.** | **ATC** |
| **16/23MHC** | **Events programme**  Upcoming events include   * Ourt first wedding on 29th July 2023. **ATC to enquire as to whether we may have some photographs of the Hall when set up.** * Sax Jazz in September and November * A Breton dance group every two months * A wedding in October * A real ale festival in October. | **ATC** |
| **16/23MHC** | **Date of next meeting.**  The next meeting of the Market Hall Management Committee will be on 2nd October at 11am in the Town House. |  |

The meeting ended at 3pm