

**Saxmundham Town Council**

**Minutes of the Meeting of the Market Hall Management Committee held on 2nd October 2023 11am in the Town House.**

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

|  |  | **Action** |
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| **17/23MHC** | **Item 1. Apologies for absence.**  Apologies were received and accepted from Cllr John Fisher. Cllr. James Sandbach and Cllr Tim Lock were unable to attend. |  |
| **18/23MHC** | **Item 2. Pecuniary and non-pecuniary interests.**  None were declared. |  |
| **19/23MHC** | **Item 3. Minutes of the meeting held 24th May 2023.**  The Committee **approved** the minutes of the Committee meeting held 19th July 2023, and **noted** the minutes of the Market Hall Trustee Meeting held 11th September 2023. |  |
| **20/23MHC** | **Item 4. Finance reports**   1. **Payments and receipts for July, August, and September**   The Committee **noted** the payments and receipts and that there were a number of outstanding debts.  **DTC to confirm that people booking events are now being invoiced in advance.**   1. **Bank Balance**   The Committee **noted** the bank balance on 26 September 2023.   1. **Budgeted versus actual income and expenditure as of 26th September 2023.**   The Committee **commented** that the report had not been received until the meeting and **noted** that tabled report.  **DTC to ensure that the report is circulated in advance in future.**  The Committee also **noted** that expenditure on marketing and publicity for the jazz events has not been deducted from the budget.  **DTC to check that invoices have been paid and inform the Committee where the expenditure has been allocated.**   1. **To receive a report on the utilities bills and consequences for the Market Hall budget.**   The Committee **agreed** the proposal from the Town Clerk to allocate the outstanding utilities bill of £2,208.06 to this year’s utilities budget.   1. **To receive an update on charges for the Webster Room.**   The Committee **noted** that Alde and Blythe Radio have been billed for an outstanding charge of £1,800.   1. The Committee discussed the flowing priorities form next year’s budget:  * Realistic utilities budget. **Caretaker to take control of the thermostat.** * Exterior high level flood lights - £1,200 approx. * Renovation of purple side door, Webster Room windows and broken wall – est. £3,000 * Lond term plan for the roof – likely to cost up to £5,000 per year in emergency repairs or est. £40,000 for a new roof. * Marketing and publicity, we have £4,000 set aside and a borrowing facility of a further £6,000 from STC. Decisions are needed as to whether to outsource this. * Repointing of wall next to Crisps shop – est. £5,000 * Paint the benches at the front of the Market Hall.   **DTC and Caretaker to provide quotes to the next meeting.** | **DTC**  **DTC**  **DTC**  **TC**  **CT**  **DTC** |
| **21/23MHC** | **Developing the Market Hall as a Venue**  The Committee strongly **expressed the view** that problems with the Market Hall website should have been reported to them.  **DTC to report back to the next meeting**  Rosie Hoare reported back on the Sax Rocks’ evening and thanked all the people who had helped her. Especially, Colin Hathway for putting out the chairs and tables, Ian Scott for helping with the lighting, Michael, and Gary for lending their card machine, Carole and Rob for helping to set up and Jeremy and Anne for helping to put things away.  Although it was an excellent evening the turnout was a little disappointing with most people getting information from flyers and posters rather than social media.  The Committee **noted** the ideas from the meeting held 17th September 2023. | **DTC** |
| **22/23MHC** | **Repairs and health and safety.**   1. The Committee **noted** the emergency repairs to the roof costing £756, and that the new LED lights will be installed as soon as roof repairs are completed. |  |
| **23/23MHC** | **Current bookings and usage**  The Hall is well booked up until Christmas with very few free weekends |  |
| **25/23MHC** | **Date of next meeting.**  The next meeting will be on 20th November at 5.30pm provided working Committee members are able to attend.  **DTC to confirm this with those concerned.** | **DTC** |

The meeting ended at 12.25pm