



Saxmundham Town Council

Members of the Market Hall Management Committee are summoned to attend a meeting on Wednesday 24th January 2024 at 2:00 pm at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensations.

3. Open Forum

Members of the public may give their views on items on this agenda or raise items for future consideration.

4. Minutes

To resolve that the minutes of the meeting held on 20th November 2023 are a true and accurate record.

5. Website

To receive a report about rebuilding the website.

6. Maintenance

To receive a report about regular maintenance and reactive repairs.

7. Finance

- a) To note the payments and receipts for November and December 2023.
- b) To receive the budgeted versus actual income and expenditure report as at 31st December 2023.
- c) To note the bank balance as at 31st December 2023.
- d) To note the debtors to 17th January 2024.
- e) To note the forecast to the financial year end and the forecasted general and earmarked reserves.
- f) To further consider and approve the draft budget for the financial year 2024-2025.

8. Bookings

To consider the future use of the Webster Room.

9. Events Programme

To consider a potential events programme for 2024-2025.

10. Defibrillator

To consider an offer from Saxmundham Judo Club to fundraise for a defibrillator for the Market Hall.

11. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 20th March 2024 at 2:00 pm.

Lisa Hamon

Deputy Town Clerk

18th January 2024