



Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of the Market Hall Trust on Monday 12th February 2024 at 7:15 pm at the Market Hall, High Street, 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

- a) To resolve that the minutes of the meeting held on 11th December 2023 are a true and accurate record.
- b) To receive the draft minutes of the Market Hall Management Committee meeting held on 24th January 2024.

5. Finance Report

- a) To approve the payments and receipts for December 2023 and January 2024.
- b) To note the bank balances as at 31st January 2024.
- c) To note the budget versus actual income and expenditure report as at 31st January 2024.
- d) To note the forecast to the financial year end.

6. Financial Year 2024-2025

- a) To resolve to accept the Management Committee recommendation to adopt the draft budget of £26,500 for the financial year 2024-2025.
- b) To resolve to accept the Management Committee recommendation to transfer the surplus of £1,023 in the draft budget to the general reserve.

7. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 8th April 2024 at 9:00 pm.

Sharon Smith
Town Clerk
7th February 2024