



Saxmundham Town Council

Minutes of the meeting of the Market Hall Management Committee held on Wednesday 24th January 2024 at the Town House, Station Approach, Saxmundham at 2.00 pm.

Minutes

33/23MHC

Attendees

Cllr Jeremy Smith (Chair)
Cllr Charlotte Hawkins
Cllr Di Eastman

Apologies

Cllr John Fisher
Rosie Hoare
Carole Cecil

Also Present

Sharon Smith (Town Clerk)
Lisa Hamon (Deputy Town Clerk)

34/23MHC

Declaration of Interests

None.

35/23MHC

Open Forum

None.

36/23MHC

Minutes

It was **unanimously resolved** to approve the draft minutes of the meeting held on 20th November 2023 as a true and accurate record.

37/23MHC

Website

The Committee received a report from the Town Clerk about rebuilding the Market Hall website. The website was not hacked but was taken down as several links were broken and much of the information was out-of-date. The Committee noted that the Community Officer is working on updating the content and rebuilding the site. The Committee suggested that the website should include an events page, to provide prospective hirers and attendees with an idea of the activities taking place at the Market Hall. Cllr Smith recommended that the Market Hall website has a link to the Town Council website and also suggested that it could be linked to the Fromus Centre website.

38/23MHC

Maintenance

The Committee received a report about regular maintenance and reactive repairs at the Market Hall. In response to Cllr Jeremy Smith's question, the Town Clerk confirmed that, at present, hirers are not charged for any damage or extra cleaning incurred from their hire. The Deputy Town Clerk agreed to check whether the terms and conditions of hire refer to the right to recover repair and extra cleaning costs.

39/23MHC

Finance

- a) The Committee approved the payments and receipts for November and December 2023. It was noted that the Town Council should pay for hire of the Market Hall for monthly markets.

Signed _____ Date _____

- b) The Committee received and noted the budgeted versus actual income and expenditure report as of 31st December 2023. The Committee queried the higher than budgeted cost for cleaning and the Town Clerk explained that this was due to the Caretaker ensuring that the standard of cleanliness in the Hall was higher than in the past and also due to the need for extra cleaning to be carried out after parties. The Committee stated that a hire charge of £60 per hour would be a more reasonable charge for non-regular bookings. The Deputy Town Clerk agreed to review hire rates for Friday and Saturday parties in neighbouring locations and report back to the Committee at a future meeting.
- c) The Committee noted that the bank balance as of 31st December 2023 was £18,601.77.
- d) The Committee noted the debtors' position as of 17th January 2024.
- e) The Committee noted the forecast to the financial year end and the forecasted general and earmarked reserves.
- f) The Committee considered the draft budget for the financial year 2024-2025 and following amendments, recommended it for approval by the Trust.

40/23MHC Bookings

The Committee considered the future use of the Webster Room. The Town Clerk informed the Committee that an expression of interest for office space had been received. The Committee agreed that they would prefer any lease to be short-term as the long-term strategy for the Market Hall is under review and the Webster Room may be required as an additional space to support the provision of events. The Deputy Town Clerk agreed to analyse booking trends for the Market Hall and report back to the Committee at a future meeting.

41/23MHC Events Programme

The Committee considered a potential events programme for 2024-2025. In response to Cllr Smith's question, it was agreed that the Deputy Town Clerk would review programmes at similar social clubs and report back to the Committee at a future meeting.

42/23MHC Defibrillator

The Committee considered an offer from Saxmundham Judo Club to fundraise for a defibrillator for the Market Hall. The Committee agreed to thank the Judo Club for their offer and to inform them that a suitable location is being considered. Cllr Charlotte Hawkins offered to take photographs of proposed locations for consideration at the next meeting.

43/23MHC Photographs

Cllr Jeremy Smith showed the Committee various old photographs of events in the Hall, obtained in digital format from Saxmundham Library. It was suggested that these could be printed and hung on the Hall walls. Cllr Smith will obtain sample A2 copies from Leiston Press for further consideration at the next meeting.

44/23MHC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Wednesday 20th March at 2.00pm.

Signed _____ Date _____

The meeting closed at 3:10pm

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____