



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Management Committee (MHMC)
held on 20th November 2023 11am in the Town House, Station Approach

Committee Members	Cllr Jeremy Smith (chair) Cllr Di Eastman Rosie Hoare	Cllr Charlotte Hawkins Carole Cecil
Also Present	Jen Morcom, Deputy Town Clerk (DTC) Sharon Smith, Town Clerk (TC)	Jess Palmer, Community Officer (CO)

		Action
26/23MHC	Pecuniary and non-pecuniary interests None were declared.	
27/23MHC	Market Hall Website The Community Officer explained that she had attended a digital strategy meeting with East Suffolk Council which advised Town Councils to have one website purely devoted to Town Council business and legal responsibilities, and a separate community oriented 'What's On' website devoted to local community events and facilities. The Market Hall could have its own space on the 'What's On' website and its events would be displayed on a site where everyone would see them. The Committee noted the Community Officer's recommendations but decided that its former website should be reinstated in its original form in the short term.	TC
28/23MHC	Apologies for absence Apologies were received and accepted from Cllr John Fisher. Cllr. James Sandbach and Cllr Tim Lock were unable to attend.	
29/23MHC	Minutes of the MHMC meeting held 2nd October 2023 The Committee approved the minutes of the meeting held 2 nd October 2023. The Committee noted that the minutes of the Trustee meeting held 13 th November 2023 were not yet available.	
30/23MHC	Finance reports a. Payments and receipts for October and November 2023 The Committee noted both reports. b. Bank balances at 17th November 2023. The Committee noted the balance carried forward of £14,797.30. c. Budgeted versus actual income.	

Signed

Date

The Town Clerk confirmed that one-off event hirers are now being invoiced at the time of booking.

d. Budget forecast and priorities for next year’s budget

The Committee **agreed** the following actions:

Income

- Reduce expected income from Hall hire to £10K.
- Request £20K from STC
- Reduce event income to £500

TC

Expenditure

- Show PHS on separate line
- Consider allowing £5K for refurbishment

TC

The Committee **agreed** that ideally it would like to cover the cost of the following major items:

- Portable PA – up to £600
- High-level flood lights – est. £1,124
- Refurbishment of back door, Webster Room windows and broken wall – est. £4,500.

The Committee agreed to revisit these ideas in January when a more accurate picture of annual income and expenditure will be available.

31/23MHC Repairs and Health and Safety

The Committee **noted** that there had been no further leaks to the Market Hall roof and that service inspections and safety checks are up to date.

RH requested that the Caretaker check that the large damp patch on the right-hand wall above the mezzanine is not due to a new leak, and whether the red paint in the reception area could be retouched.

Caretaker

31/23MHC Current bookings and usage of the Market Hall

- a. The Committee **noted** that the Hall was well booked up to Christmas.
- b. The Committee **noted** the report on the costs of hall hire for weddings and **agreed** the following revised charges.

	Local Rate	Standard Rate
Customers who have engaged their own wedding planner/responsible person	£ 550.00	£ 700.00
Customers requiring responsible persons during the wedding ceremony	£ 900.00	£ 1,000.00

32/23MHC The next scheduled meeting is on 24th January 2024 at 2pm TBC

The meeting ended at 6.50pm

Signed

Date