



Saxmundham Town Council

Members of the Town Council as Trustee of the Market Hall Trust are summoned to attend a meeting on Monday 11th December 2023 at 7:20 pm at the Market Hall, 29 High Steet, Saxmundham

Agenda

1. **Apologies and Approvals for Absence**
2. **Members' Declarations of Interest and Considerations of Requests for Dispensations**
3. **Public Participation Session**
4. **Minutes**
 - a) To resolve that the draft minutes of the meeting held on 11th September 2023 are a true and accurate record.
 - b) To receive the draft minutes of the meeting of the Management Committee held on 20th November 2023.
5. **Finance**
 - a) To note the payments and receipts for September, October and November 2023.
 - b) To note the bank balances as at 30th November 2023.
 - c) To note budgeted versus actual income and expenditure report as at 30th November 2023.
6. **Administration**

To authorise Sharon Smith, as Town Clerk, to be the main contact person with the Charity Commission.

Sharon Smith
Town Clerk/RFO
8th December 2023