



Saxmundham Town Council

Minutes of the Meeting of the Market Hall Trust held on Monday 11th September 2023 at 7:00 pm at the Market Hall, 29 High Street, Saxmundham

Councillors in Attendance:

Cllr Di Eastman (Chair), Cllr Jeremy Smith, Cllr Elizabeth Clark, Cllr James Sandbach, Cllr Marianne Kiff, Cllr John Fisher, Cllr John Findlay, Cllr Charlotte Hawkins, Cllr Benjamin Gulliford, Cllr Tim Lock

Also Present:

Sharon Smith – RFO
County Cllr Richard Smith
Two members of the public.

8/23MHT **Apologies for Absence**

None.

9/23MHT **Declarations of Interest**

None.

9/23MHT **Open Forum**

None.

10/23MHT **Minutes**

It was unanimously RESOLVED to approve the minutes of 12th June 2023 as a true and accurate record.

11/23MHT **Management Committee Report**

The Chair of the Management Committee informed the Trustees of the following:

- A new cooker has been installed in the kitchen.
- There have been problems with water ingress from the roof recently. Repairs have been carried out and a full report on the condition of the roof will be commissioned.
- The hall is being well used in recent times. The Management Committee have scheduled a meeting to consider events to meet the needs of the diverse community.
- Cllr Jeremy Smith is progressing plans to print historical photographs of the hall for display.

Cllr James Sandbach requested an update about the proposed National Lottery bid for an extensive renovation to the hall. Cllr Jeremy Smith responded that the Management Committee has been unable to take forward this long-held aspiration as, to support the bid, it is necessary to have a cultural programme of events in place to demonstrate the use of the hall.

12/23MHT **Finance**

- a) The Trustees noted the payments and receipts for July and August 2023.

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- b) The Chair of the Management Committee informed the Trustees that there is a potential liability of £2,200 arising from the supply of electricity. The RFO is investigating whether there has been a mix-up with the Market Hall and Town House electric meters.
- c) The Chair of the Management Committee informed the Trustees that ABC Radio were licenced to occupy the Webster Room for £200 per month. The Town Council had considered providing ABC Radio with a grant to cover the first year of licence fees, and this intention had been communicated, however this was not formally approved. ABC Radio have not been invoiced for the two years they have occupied the Webster Room; however, it was noted that they had paid £600. Given this background, the Management Committee agreed that an equitable way forward is to charge ABC Radio for the remaining £1,800 for the second year of occupation and to forgo the licence fee income for the first year.
- d) The Trustees noted the bank balance as at 31st August 2023.
- e) The Trustees reviewed the budgeted versus actual income and expenditure report as at 31st August 2023.

The meeting closed at 7:30 pm
Sharon Smith – Acting Town Clerk/RFO