



Saxmundham Town Council

Members of the Market Hall Management Committee are summoned to attend a meeting on Wednesday 20th March 2024 at 2:00 pm at the Town House, Station Approach, 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 24th January 2024 are a true and accurate record.
- b) To note the draft minutes of the Trust meeting held on 12th February 2024.

5. Maintenance

- a) To receive a report about regular maintenance and reactive repairs.
- b) To receive a report about vandalism to the roof and consider preventative measures.

6. Finance

- a) To note the payments and receipts for January and February 2024 and to 14th March 2024.
- b) To note the bank balance as at 14th March 2024.
- c) To note the debtors to 14th March 2024 and to consider writing off a bad debt for £40.
- d) To receive the budgeted versus actual income and expenditure report as at 14th March 2024.
- e) To note the forecast to the financial year end.
- f) To discuss the opportunity to obtain grant funding.

7. Governance

To note the submission of the Annual Return 2022-2023 to the Charities Commission.

8. Events

To further consider the development of an events programme for 2024-2025.

9. Assets

- a) To receive a report regarding Saxmundham Judo Club's fundraising initiative to provide a defibrillator.
- b) To approve expenditure to purchase two replacement teapots.

10. Next Meetings

- a) To note the date and time of the next meeting which is scheduled for Monday 20th May 2024 at 2:00 pm.
- b) To consider the draft meetings schedule for 2024-2025.

Lisa Hamon

Deputy Town Clerk

14th March 2024