



# Saxmundham Town Council

## Minutes of the Meeting of the Market Hall Trustee

### Monday 12<sup>th</sup> June 2023 7:00pm

#### Councillors

John Findlay (Chair), John Fisher, Charlotte Hawkins, James Sandbach, Jeremy Smith, Elizabeth Clark

**Also present:** Katy Bailey (Town Clerk), Sharon Smith (RFO)

**Open Forum:** There were no members of the public present.

(Meeting began at 7:18pm)

#### 1/23MHT **Apologies for Absence**

Apologies were received from Cllr. Di. Eastman. Cllr. John Findlay chaired the meeting.

#### 2/23MHT **Declarations of Interest**

No pecuniary or non-pecuniary Interests were declared.

#### 3/23MHT **Minutes of the Previous Meetings**

**RESOLVED: That the Council receive and approve the draft minutes of the meeting of the Market Hall Trust of 13<sup>th</sup> February 2023.**

#### 4/23MHT **Minutes of meetings of the Market Hall Management Committee**

The minutes of the meeting of the Market Hall Management Committee held on the 22nd March 2023 were noted; and the draft minutes of the meeting of 24th May 2023 were noted after highlighting an error in point 4/23 MHC (point e) linked with the auditor's report.

Cllr Marianne Kiff arrived.

#### 5/23MHT **Appointment of the Market Hall Management Committee**

a) Terms of Reference - It was proposed to remove after Trustee 'so that Council funds are allocated' - on bullet point 5 of the financial and statutory matters.

**RESOLVED- That the Terms of Reference, as amended, be adopted.**

b) Cllr. Jeremy Smith, Cllr. Di Eastman, Cllr. John Fisher, Cllr. Charlotte Hawkins and Cllr. Tim Lock were appointed to the Market Hall Management Committee. Cllr. Jeremy Smith asked for approval to invite Rosie Hoare and Carol Cecil to be appointed as non-voting members of the committee.

c) Cllr. John Fisher proposed Cllr. Jeremy Smith as Chair which was seconded by Cllr. Charlotte Hawkins. Cllr. Jeremy Smith was appointed as Chair of the Market Hall Management Committee.

Cllr. Benjamin Gulliford arrived.

#### 6/23MHT **Finance**

a) A small underspend of £220 for the financial year ending 31<sup>st</sup> March 2023 was noted.

b) The income and expenditure accounts for the financial year 2022-23 were approved.

c) The balance sheet for the financial year ending 31<sup>st</sup> March 2023 was approved.

d) The bank reconciliation for the financial year ending 31<sup>st</sup> March 2023 was approved.

e) The auditor's report for 2022-23 was noted. There were no recommendations received from the Auditor.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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- f) The recommendation from the Market Hall Management Committee to set aside £2,500 as the starting balance for a Market Hall Renovation Fund was agreed.

**7/23MHT Repairs and renewals**

- a) The recommendation from the Management Committee to purchase and install a dual-fuel oven in the Market Hall at a total cost not to exceed £2,500 was approved.

**The meeting closed at 7:30 pm**

**Katy Bailey – Saxmundham Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_\_\_

