



# Saxmundham Town Council

Minutes of the meeting of the Market Hall Management Committee held on Wednesday 20<sup>th</sup> March 2024 at the Town House, Station Approach, Saxmundham at 2.00 pm.

## Minutes

45/23MHC

### Attendees

Cllr Jeremy Smith (Chair)  
Cllr Charlotte Hawkins  
Cllr Di Eastman

### Apologies

Cllr John Fisher  
Rosie Hoare  
Carole Cecil

### Also Present

Lisa Hamon (Deputy Town Clerk)  
Cllr Benjamin Gulliford

46/23MHC

### Declaration of Interests

None.

47/23MHC

### Open Forum

Cllr Gulliford asked the Committee to approve the transfer of ownership of a small wooden noticeboard, which is no longer used by the Market Hall, to be used for the Wildlife Walk, as a bird or insect habitat. The Committee agreed to the proposal but asked Cllr Benjamin to ask Cllr John Fisher about the value of the item prior to its change of use.

48/23MHC

### Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 24<sup>th</sup> January 2024 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 12<sup>th</sup> February 2024.

49/23MHC

### Maintenance

- a) The Committee received a report about regular maintenance and reactive repairs at the Market Hall.
- b) The Committee received a report about vandalism to the Market Hall roof and agreed to request a quote for the repair to the ridge, caused by vandalism and general wear and tear. The Committee also agreed to contact the responsible police officer regarding advice on anti-vandal measures that could be considered.

50/23MHC

### Finance

- a) It was **unanimously resolved** to approve the payments and receipts for January and February 2024 and to 14<sup>th</sup> March 2024.
- b) The Committee noted that the bank balance as of 14<sup>th</sup> March 2024, which was £11,113.05.

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

- c) The Committee noted the debtors' position as of 14<sup>th</sup> March 2024 and it was **unanimously resolved** to write off the bad debt for £40 from an event held in October 2023. The Committee were informed by the Deputy Town Clerk that the Market Hall bookings process had been amended, so that bookings schedules are reviewed weekly, to ensure that all private bookings have been paid in advance.
- d) The Committee received and noted the budgeted versus actual income and expenditure report as of 14<sup>th</sup> March 2024.
- e) The Committee noted the forecast to the financial year end.
- f) The Committee discussed the opportunity to obtain grant funding from East Suffolk Council and agreed to consider for future projects.

**51/23MHC Governance**

The Committee noted the submission of the Annual Return 2022-2023 to the Charities Commission.

**52/23MHC Events**

The Committee further considered a potential events programme for 2024-2025 and discussed how to form a body of volunteers to use and develop the Market Hall's facilities. It was **unanimously resolved** to recommend to the Trust the need to separate the organisation of events from the management of the Market Hall and noted the importance of ensuring close liaison with the Town Council staff, to ensure efficient administration of an events programme.

**53/23MHC Assets**

- a) The Committee received a report regarding Saxmundham Judo Club's fundraising initiative to provide a defibrillator for the Market Hall. The Committee agreed that it would be better for the defibrillator to be positioned at the front of the building, as it would not be prominent enough at the back. A proposal was made to locate the defibrillator on the right-hand wall left of the notice board. A check will be done, regarding ownership of the right-hand wall. Planning permission will also need to be sought as the Market Hall is a listed building. Cllr Hawkins suggested that we obtain a photo of the defibrillator at the Fromus Centre, as well as any others located in the town. The Committee referred the request to agree various incremental costs for the defibrillator like replacement batteries, to the Resources Committee.
- b) It was **unanimously resolved** to approve the expenditure for two replacement teapots.

**54/23MHC Next Meeting**

- a) The Committee noted the date and time of the next meeting which is scheduled for Monday 20<sup>th</sup> May at 2.00 pm.
- b) Cllr Jeremy Smith requested that an item be added to the agenda of the Trust meeting on 13<sup>th</sup> May 2024 to appoint members to the Management Committee for the coming year.
- c) The Committee considered the draft meeting schedule for 2024-2025.

The meeting closed at 3:25 pm

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

**Lisa Hamon**  
**Deputy Town Clerk**

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