



# Saxmundham Town Council

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

## Minutes

**01/24MHC**

### Attendees

Cllr Jeremy Smith (Chair)  
Cllr John Fisher  
Cllr Charlotte Hawkins  
Carole Cecil

### Apologies

Cllr John Findlay  
Cllr Benjamin Gulliford  
Rosie Hoare

### Also Present

Lisa Hamon (Deputy Town Clerk)

**02/24MHC**

### Declaration of Interests

None.

**03/24MHC**

### Open Forum

None.

**04/24MHC**

### Committee Membership

- a) The Committee appointed Cllr Jeremy Smith as Chair to the Management Committee for the year 2024-2025.
- b) The Committee noted the resignation of Cllr Di Eastman from the Committee and the appointment of Cllr John Findlay and Cllr Benjamin Gulliford to the Committee. The Committee also noted that Rosie Hoare and Carole Cecil are non-voting members of the Committee.

**05/24MHC**

### Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 20<sup>th</sup> March 2024 as a true and accurate record.
- b) The Committee deferred approval of the draft minutes of the Trust meeting held on 13<sup>th</sup> May 2024.

**06/24MHC**

### Maintenance

- a) The Committee received a report about regular maintenance and reactive repairs at the Market Hall.
- b) The Committee received the fire detection, alarm system and emergency lighting reports and agreed any necessary action.
- c) The Committee considered a quotation for CCTV to prevent vandalism to the Market Hall roof and resolved to take the following actions:

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

- request information from other organisations which have CCTV,
  - seek information from the Police regarding potential action,
  - seek feedback from other Town Councils about their actions in this regard.
- d) The Committee considered a quotation to repair the Market Hall roof ridge and asked the Deputy Town Clerk to obtain a second quote, as the predicted cost exceeds £5,000. The Committee asked the Deputy Town Clerk to obtain ((via a drone) a full report of the extent of the damage to the roof and obtain the advice of a surveyor regarding the next steps.
- e) The Committee asked the Deputy Town Clerk to contact the insurance company and ask if they could contribute to the repair costs as the damage was partly caused by young people climbing on the roof.

**07/24MHC      Financial Year End 2023-2024**

The Committee reviewed the Annual Income and Expenditure Accounts and the Balance Sheet for the financial year 2023-2024 and noted a discrepancy in the figures. The Deputy Town Clerk agreed to refer the matter to the Town Clerk/RFO and to report back at the next meeting.

**08/24MHC      Bookings and Events**

- a) The Committee considered further the potential separation of events from the management of the Market Hall and asked the Deputy Town Clerk to research how other towns and parishes manage this. The Committee agreed to report to the Trust that this is being worked on as a concept and that it is too early to reach a final decision.
- b) The Committee received and noted a report listing recent and upcoming bookings in the Market Hall.
- c) The Committee received a report regarding the coordination of weddings between the Market Hall and the Bell Hotel and agreed, in principle, with the proposal but stressed the importance of respecting the regular users of the Hall. The Committee requested that a formal agreement is drafted by the Bell Hotel.
- d) The Committee considered a proposal from the Community Officer regarding signage for the Saturday Market and suggested that having 'A' Boards may be preferable to having permanent fixings on the Market Hall facade.

**09/24MHC      Refurbishment**

The Committee agreed to discuss this at the next Management Committee meeting in July.

*Carole Cecil left the meeting at 3.35 pm.*

**10/24MHC      Assets**

- a) The Committee received and approved an asset register.
- b) The Committee noted the decision of the Trust regarding the position of the defibrillator.

**11/24MHC      Finance**

- a) The Committee noted the payments and receipts for March, April and to 13<sup>th</sup> May 2024.
- b) The Committee noted the bank balance of £19,415.61 as at 13<sup>th</sup> May 2024.

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

- c) The Committee noted the outstanding receipts to 13<sup>th</sup> May 2024.
- d) The Committee noted the budgeted versus actual income and expenditure report as at 13<sup>th</sup> May 2024.
- e) The Committee noted the nil Domestic Rate Demand 2024-2025.
- f) The Committee recommended to the Trust that it opens a savings account with Unity Trust, with an opening balance of £10,000.
- g) The Committee agreed to delegate authority to the Deputy Town Clerk, in conjunction with two authorised signatories, to transfer funds to and from the current and savings bank accounts held at Unity Trust Bank.

**12/24MHC      Next Meeting**

The Committee noted the date and time of the next meeting, which is scheduled for Monday 15<sup>th</sup> July 2024 at 2.00 pm.

The meeting closed at 3:45 pm

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

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