



Saxmundham Town Council

Members of the Market Hall Management Committee are summoned to attend a meeting on Monday 22nd July 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 20th May 2024 are a true and accurate record.
- b) To note the draft minutes of the Trust meeting held on 10th June 2024.

5. Maintenance

- a) To receive a report about regular maintenance and reactive repairs.
- b) To receive the drone footage of the roof and consider the estimated cost for repairs.

6. Events and Bookings

- a) To consider charging a cleaning fee for parties where alcohol is served.
- b) To receive a report on bookings and consider any proposals for events.

7. Redevelopment

- a) To review the Improvement Phase 3 proposals to redevelop the Hall.
- b) To consider progressing the refurbishment of the back door, back windows and broken wall.

8. Finance

- a) To approve the payments and receipts for May, June and July 2024.
- b) To note the forecasted bank balances as at 31st July 2024.
- c) To note the outstanding receipts to 10th July 2024.
- d) To receive the budgeted versus actual income and expenditure report as at 10th July 2024.
- e) To review and recommend to the Trust that it approves the Annual Income and Expenditure Accounts for the financial year 2023-2024 and the Balance Sheet as at 31st March 2024.

9. Next Meeting

To agree to change the date and time of the next meeting which is scheduled for Monday 16th September 2024 at 2:00 pm due to the annual leave of the Deputy Town Clerk and the Town Clerk.

Lisa Hamon

Deputy Town Clerk

10th July 2024