



Saxmundham Town Council

Members of the Market Hall Management Committee are summoned to attend a meeting on Monday 23rd September 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 22nd July 2024 are a true and accurate record.
 - b) To note the draft minutes of the Trust meeting held on 9th September 2024.
- 5. Maintenance**
 - a) To receive an update about regular maintenance and reactive repairs and to consider quotations to replace three emergency lights.
 - b) To receive an update regarding roof repairs.
 - c) To receive an update regarding the refurbishment of the rear door, windows and wall.
 - d) To consider feedback from the Green Team following their 'tidy up' of the exterior areas.
- 6. Events and Bookings**

To receive a report regarding bookings and consider any proposals for events.
- 7. Redevelopment**

To note that the Trust has established a Redevelopment Working Group, which has arranged a meeting with the architect.
- 8. Finance**
 - a) To approve the payments and receipts for August 2024.
 - b) To note the bank balances as at 31st August 2024.
 - c) To note the outstanding receipts to 31st August 2024.
 - d) To receive the budgeted versus actual income and expenditure report as at 31st August 2024.
 - e) To note the submission of the Annual Return for 2023-2024 to the Charities Commission.
- 9. Next Meeting**

To note the date of the next meeting which is scheduled for Monday 18th November 2024 at 2:00 pm.

Sharon Smith
Town Clerk
18th September 2024