



# Saxmundham Town Council

Members of the Market Hall Management Committee are summoned to attend a meeting on Monday 18<sup>th</sup> November 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 23<sup>rd</sup> September 2024 are a true and accurate record.
- b) To note the draft minutes of the Trust meeting held on 14<sup>th</sup> October 2024.

### 5. Maintenance

- a) To receive an update about regular maintenance and reactive repairs.
- b) To consider an offer from a member of the community to contribute to the cost of refurbishing the Market Hall benches.
- c) To receive an update regarding roof repairs.
- d) To consider a quotation for CCTV to prevent vandalism to the roof.
- e) To consider quotations for the refurbishment of the rear door, windows and wall.

### 6. Events and Bookings

- a) To receive a report regarding booking analysis information currently available on the financial software.
- b) To consider a proposal to live stream a pantomime from the Wolsey Theatre in Ipswich to the Market Hall.

### 7. Finance

- a) To approve the payments and receipts for September and October 2024.
- b) To note the bank balances as at 31<sup>st</sup> October 2024.
- c) To note the outstanding receipts to 31<sup>st</sup> October 2024.
- d) To receive the budgeted versus actual income and expenditure report as at 31<sup>st</sup> October 2024.
- e) To appoint a non-authorised signatory to verify the bank reconciliations as at 31<sup>st</sup> July, 31<sup>st</sup> August, 30<sup>th</sup> September and 31<sup>st</sup> October 2024.

### 8. Next Meeting

To note the date of the next meeting which is scheduled for Monday 20<sup>th</sup> January 2025 at 2:00 pm.

**Sharon Smith**

**Town Clerk, 11<sup>th</sup> November 2024**

Saxmundham Town Council, The Town House, Station Approach, Saxmundham, IP17 1BW  
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