



Saxmundham Town Council

Minutes of the meeting of the Market Hall Management Committee held on Monday 18th November 2024 at the Town House, Station Approach, Saxmundham at 2:00 pm.

Minutes

31/24MHC

Attendees

Cllr John Fisher
Cllr John Findlay
Cllr Nick Jackson
Cllr David Humphreys

Apologies

Cllr Benjamin Gulliford
Cllr Jeremy Smith

Also Present

Lisa Hamon (Deputy Town Clerk)

In the absence of Cllr Jeremy Smith, Cllr Nick Jackson was appointed Chair for the meeting.

32/24MHC

Declaration of Interests

Cllr Nick Jackson declared an interest in item 35/24MHCd.

33/24MHC

Open Forum

None.

34/24MHC

Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 23rd September 2024 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 14th October 2024.

35/24MHC

Maintenance

- a) The Committee received a report about regular maintenance and reactive repairs.
- b) It was **unanimously resolved** to accept an offer from a member of the community to contribute to the cost of repainting the Market Hall benches in black paint.
- c) The Deputy Town Clerk informed the Committee that the roof repairs have been completed.
- d) The Committee considered a quotation for CCTV to prevent vandalism to the roof. It was **unanimously resolved** to obtain a further quotation for a CCTV camera with a light to sense movement. It was **unanimously resolved** to follow the advice of the local Crime Prevention Officer and erect a sign with anti-vandal paint to further deter vandals.
- e) The Committee considered quotations for the refurbishment of the rear door, windows and wall and **unanimously resolved** that a quotation should be obtained to replace the door rather than refurbish it. It was noted that due consideration needs to be taken regarding the size and requirements due to the listed building status. The Committee also discussed the replacement of the windows and removal of the grills at the rear however no decision was made.

Signed _____ Date _____

36/24MHC Events and Bookings

- a) The Committee received a report regarding the booking analysis information currently available from the financial software.
- b) The Committee considered a proposal to live stream a pantomime from the Wolsey Theatre in Ipswich to the Market Hall and **unanimously resolved** that more information was required before proceeding.

37/24MHC Finance

- a) It was **unanimously resolved** to approve the payments and receipts for September and October 2024.
- b) The Committee noted the bank balance of £17,879.26 as of 31st October 2024.
- c) The Committee noted the outstanding receipts to 31st October 2024. Cllr David Humphreys asked if an analysis of ageing debt by month can be provided.
- d) The Committee received the budgeted versus actual income and expenditure report as of 31st October 2024.
- e) The Committee appointed Cllr Nick Jackson as a non-authorised signatory to verify the bank reconciliations as at 31st July, 31st August, 30th September and 31st October 2024.

38/24MHC Next Meeting

The Committee noted the date and time of the next meeting, which is scheduled for Monday 20th January 2025.

The meeting closed at 3:15 pm

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____