



Saxmundham Town Council

Minutes of the meeting of the Market Hall Management Committee held on Monday 20th January 2025 at the Town House, Station Approach, Saxmundham at 2:00 pm.

Minutes

39/25MHC

Attendees

Cllr Jeremy Smith (Chair)
Cllr John Findlay
Cllr John Fisher
Cllr David Humphreys

Apologies

Cllr Nick Jackson

Also Present

Lisa Hamon (Deputy Town Clerk)

40/25MHC

Declaration of Interests

None.

41/25MHC

Open Forum

None.

42/25MHC

Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 18th November 2024 as a true and accurate record.

43/25MHC

Maintenance

- a) The Committee received a report about regular maintenance and reactive repairs. It was **unanimously resolved** to proceed with the quotation to service the Potterton Sirius gas boiler and fit a new probe and electrode.
- b) Following consideration of a quotation, it was **unanimously resolved** to replace the rear door and windows. The Committee asked the Deputy Town Clerk to obtain a quotation for the repair of the three windows at the rear. The Committee delegated authority to the Deputy Town Clerk to commission the necessary replacement and repairs, following clarification of any listed building requirements.
- c) Following consideration of a revised quotation, it was **unanimously resolved** to install CCTV to deter vandalism to the roof and enhance security.

44/25MHC

Bookings and Events

The Committee received a report on bookings from October to December 2024 and noted an increase in certain categories, such as private parties and events, compared to the 2023-2024 period.

45/25MHC

Finance

- a) It was **unanimously resolved** to approve the payments and receipts for November and December 2024.

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- b) The Committee noted the bank balance of £17,573.95 as of 31st December 2024.
- c) The Committee noted with concern the outstanding receipts to 31st December 2024, including those long owed by some prominent local organisations. The Committee agreed to send emails to the organisations, with outstanding debts of greater than 45 days, requiring payment within 28 days.
- d) Cllr David Humphreys verified the bank reconciliations as at 30th November and 31st December 2024.
- e) The Committee received the budgeted versus actual income and expenditure report as at 31st December 2024 and the forecast to the financial year end. It was **unanimously resolved** to recommend to the Trust to create an earmarked reserve of £4,000 for replacement of the rear door and refurbishment of the windows.
- f) The Committee reviewed the draft budget for the 2025-2026 financial year and noted the proposal for the Town Council not to provide a grant to the Market Hall for the coming year. This meant that the charity will be drawing down much of its cash reserve to balance the budget, which is possible for the coming year but could not be done on an ongoing basis.

Cllr Jeremy Smith requested that the Committee bring to the Trust’s attention the need to consider how the Market Hall budget would be balanced in future years, to meet recurrent expenditure, and also raised the question of how a planned maintenance program for tasks such as repointing the walls, would be funded in the absence of a grant from the Town Council. He did not believe the charity should have its own reserve for the purpose of meeting larger scale building expenditure and supported the idea of the Town Council holding reserves for such purpose across the range of its buildings and assets.

It was **unanimously resolved** to recommend to the Trust to approve the 2025-2026 budget while taking note of the comments regarding the grant.

46/25MHC **Committee Restructuring**

The Committee reviewed the Town Clerk’s proposal to restructure the committees, including the recommendation to disband the Market Hall Management Committee.

Cllr David Humphreys emphasised the importance of ensuring that Councillors understand the distinction between the governance rules of a charity and those of the Town Council. He also highlighted the need to establish clear Terms of Reference for any new committees and noted that the two Trusts could have competing interests.

Cllr Jeremy Smith expressed concern that the proposed restructure, bringing together two separate charities in single committees, might not align with Charities law, under which the interests of each charity need to be separately pursued.

Additionally, the Committee acknowledged that the Market Hall Redevelopment Working Group is also assessing both the function of the Market Hall and the building itself.

47/25MH **Next Meeting**

The Committee noted the date and time of the next meeting, which is scheduled for Monday 17TH March 2025 at 2:00 pm.

The meeting closed at 3:25 pm

Lisa Hamon Deputy Town Clerk

Signed _____ Date _____