



Saxmundham Town Council

Members of the Market Hall Management Committee are summoned to attend a meeting on Monday 17th March 2025 at 2:00 pm at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

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 January 2025 are a true and accurate record.
- b) To note the draft minutes of the Trust meeting held on 10th February 2025.

5. Maintenance and Refurbishment

- a) To receive an update about regular maintenance and reactive repairs.
- b) To receive an update regarding the refurbishment of the windows and replacement of the rear door.
- c) To receive an update regarding the repainting of the railings and benches.
- d) To receive an update regarding the installation of CCTV.
- e) To agree to commission a fire safety inspection report from Morgan Fire Protection Ltd.
- f) To agree to commission an electrical installation certificate from RW Curle.

6. Events and Bookings

- a) To receive a quarterly analysis of bookings for 2024-2025.
- b) To consider a request from Titanium Boxing to temporarily affix brackets to the interior walls.
- c) To consider any proposals for events.

7. Finance

- a) To approve the payments and receipts for January and February 2025.
- b) To note the bank balances as at 28th February 2025.
- c) To note the outstanding receipts to 28th February 2025.
- d) To consider invoicing East Suffolk Council for the cancelled local election booking.
- e) To verify the bank reconciliations as at 31st January and 28th February 2025.
- f) To receive the budgeted versus actual income and expenditure report as at 28th February 2025 including the forecast to the financial year end.

8. Policies

To consider the annual review of the Asset Register and recommend approval to the Trust.

9. Next Meeting

To note that the date and time of the next meeting will not be scheduled until the Town Clerk's Committee Restructuring paper has been considered at the Trust meeting to be held on 12th May 2025.

Sharon Smith
Town Clerk
12th March 2025