



# Saxmundham Town Council

Minutes of the meeting of the Market Hall Management Committee held on Monday 17<sup>th</sup> March 2025 at the Town House, Station Approach, Saxmundham at 2:05 pm.

## Minutes

48/25MHC

### Attendees

Cllr Jeremy Smith (Chair)  
Cllr John Findlay  
Cllr Nick Jackson  
Cllr David Humphreys

### Apologies

Cllr John Fisher

### Also Present

Lisa Hamon (Deputy Town Clerk)

49/25MHC

### Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

50/25MHC

### Open Forum

None.

51/25MHC

### Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 20<sup>th</sup> January 2025 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 10<sup>th</sup> February 2025.

52/25MHC

### Maintenance and Refurbishment

- a) The Committee noted that the closing mechanisms to the doors to the main hall have been replaced. The Committee also noted that standard monthly testing has been carried out to the emergency lighting, fire alarm, water temperature and flushing.
- b) The Deputy Town Clerk informed the Committee that an application for listed building consent needs to be submitted for the new rear door. Once consented, a resident has volunteered to suggest a potential contractor for the new door for the Committee's consideration.
- c) The Committee received an update that materials were being sourced for the painting of the benches and railings and that the Community Payback Team will carry out the work in April/May.
- d) The Deputy Town Clerk informed the Committee that two CCTV cameras have been installed at the rear of the Market Hall.
- e) It was **unanimously resolved** to commission a fire safety inspection report from Morgan Fire Protection Ltd.

Signed \_\_\_\_\_ Date \_\_\_\_\_

- f) It was **unanimously resolved** to commission an electrical installation certificate, following receipt of an up-to-date quotation.

**53/25MHC Events and Bookings**

- a) The Committee received an analysis of bookings for 2024–2025 and noted that the Market Hall remains unbooked for approximately 80% of its available hire hours, with evenings being particularly underutilised. It was agreed that the Market Hall Redevelopment Working Group should review this data at its next meeting, the date for which is yet to be confirmed. The Committee further agreed that a broader assessment should be undertaken of all buildings in Saxmundham offering space for hire. As part of this process, it was considered appropriate to invite representatives from these venues to participate in the Working Group’s discussions.
- a) The Committee noted further information has not yet been received from Titanium Boxing following their request to temporarily affix brackets to the interior walls
- b) The Deputy Town Clerk informed the Committee about proposals for future events including one from the Shake festival.

**54/25MHC Finance**

- a) It was **unanimously resolved** to approve the payments and receipts for January and February 2025.
- b) The Committee noted the bank balance of £15,085.15 as of 28<sup>th</sup> February 2025.
- c) The Committee noted the outstanding receipts to 28<sup>th</sup> February 2025. The Deputy Town Clerk agreed to send follow up reminder letters letter to all outstanding debtors.
- d) The Committee considered invoicing East Suffolk Council for the cancelled local election booking and asked the Deputy Town Clerk to check the cancellation terms and, if applicable, remind ESC regarding payment.
- e) Cllr Nick Jackson verified the bank reconciliations as at 31<sup>st</sup> January and 28<sup>th</sup> February 2025.
- f) The Committee received the budgeted versus actual income and expenditure report as at 28<sup>th</sup> February 2025 including the forecast to the year end.

**55/25MHC Policies**

The Committee considered the annual review of the Asset Register. It was **unanimously resolved** to recommend approval to the Trust.

**56/25MH Next Meeting**

The Committee noted 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 12<sup>th</sup> May 2025.

The meeting closed at 3:15 pm

**Lisa Hamon**  
**Deputy Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_\_\_