



The Market Hall Trust

Members of the Town Council, as Trustee of The Market Hall Trust, are summoned to attend a meeting on Monday 7th July 2025 at 2:00 pm at the Fromus Centre, Street Farm Road, 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

To approve the minutes of the meeting held on 12th May 2025 as a true and accurate record.

5. Fire Safety

- a) To note the Town Clerk's emergency action in addressing the failure of the fire alarm system and the acceptance of a quotation for £5,005 (excl. VAT) to install a new wireless fire alarm system, in consultation with the Chair.
- b) To consider a formal request for the Town Council to release the earmarked Market Hall contingency fund of £5,000 to reimburse general reserves following this emergency expenditure.
- c) To approve a quotation from Morgan Fire Protection for a fire safety inspection report.

6. Redevelopment and Refurbishment

- a) To receive a report on the recent flooding incident and insurance claim, and to consider whether this provides an opportunity to progress wider refurbishment works. (*Annual Delivery Plan 3.2*)
- b) To receive a report on the refurbishment of windows and replacement of the rear door, including quotations from architects and the availability of an ESC Heritage Grant. (*Annual Delivery Plan 3.3*)
- c) To receive an update on the repainting of the railings and benches. (*Annual Delivery Plan 3.2*)

7. Events and Bookings

- a) To note the expiry of the wedding licence in October 2025 and consider renewal.
- b) To note the Market Hall does not meet the criteria outlined in the Terrorism (Protection of Premises) Act 2025 (Martyn's Law).
- c) To note forthcoming events.

8. Financial Year 2024-2025

- a) To receive the Budget Outturn Report for the financial year 2024-2025.
- b) To approve the Annual Income and Expenditure Accounts for the financial year 2024-2025.
- c) To approve the Balance Sheet for the financial year 2024-2025.
- d) To verify the Bank Reconciliation for the year ended 31st March 2025.
- e) To receive the Internal Auditor Independent Examination Report for 2024-2025 and to consider any recommendations.

9. Financial Year 2025-2026

- a) To review the payments and receipts from 31st March 2025 to 30th June 2025.
- b) To note the bank balances as at 30th June 2025.
- c) To verify the bank reconciliations from 31st March 2025 to 30th June 2025.
- d) To review the budgeted versus actual income and expenditure report as at 30th June 2025.
- e) To authorise the list of Approved Payments and Direct Debits for 2025-2026.

10. Legal

- a) To consider revaluing the Market Hall for insurance purposes.
- b) To consider registering first title of the Market Hall with HM Land Registry.

11. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 1st September 2025 at 2:00pm.

Sharon Smith
Town Clerk
2nd July 2025