



# The Market Hall Trust

Minutes of the meeting of the Market Hall Trust held on Monday 3<sup>rd</sup> November 2025  
at 14:05 pm at the Town House, Station Approach, Saxmundham

## Minutes

39/25MHT

### Attendees

Cllr John Findlay (Chair)  
Cllr Geraldine Barker (Vice-Chair)  
Cllr David Humphreys  
Cllr John Fisher

### Apologies

Cllr Marianne Kiff (not accepted)  
Cllr James Sandbach (not accepted)  
Cllr Georgina Burns (accepted)  
Cllr Jeremy Smith (accepted)  
Cllr Elizabeth Clark (accepted)  
Cllr Laura Purina (accepted)  
Cllr Tim Lock (not accepted)  
Cllr Steve Peck (not accepted)

### Also Present

Lisa Hamon (Deputy Town Clerk)  
No members of the public

40/25MHT

### 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.

41/25MHT

### Open Forum

None.

42/25MHT

### Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 13<sup>th</sup> October 2025 as true and accurate record.

43/25MHT

### Flood Damage

The Council received a report from the Town Clerk regarding the remedial works following the flood damage. Members were informed that the insurers would consider quotations from local contractors who may be able to complete the reinstatement more quickly than the insurer's appointed flooring company. However, they stated that they would not approve any alternative until they had received a quotation from their own contractor. The alternative quotations were received at the beginning of November and were forwarded to the insurer. Given the time taken to reach this stage, the ongoing uncertainty over the flooring specification, and the insurer's progress with their appointed contractor, it was **unanimously resolved** to allow the flooring replacement to proceed under the insurer's management using their approved contractor. Members requested that the insurers provide a full method statement before any work starts, including details of the specification of wood to be used in the main hall.

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

Members were informed that Suffolk Highways had carried out a deep cleanse and flush procedure to ensure that all pipes and gullies are clean and clear of debris, following the flooding incident and that no further intervention works are planned by Suffolk Highways at this stage.

Members discussed other possible solutions for example flood barriers and **unanimously resolved** to request a second quotation from a flood prevention company, to carry out a flood site survey and to ask Woodbridge and Aldeburgh Town Councils for advice following the flooding they had experienced.

The Deputy Town Clerk informed the Council that a plumbing company had confirmed that non-return valves can be installed in the toilets and will provide contact details of a suitable contractor.

#### **44/25MHT      Redevelopment**

- a) The Council received an update from the Town Clerk regarding the feasibility study from Ingham Pinnock Associates. The study is progressing well and IPC hope to complete the first phase by the end of November, after which a meeting will be arranged with the Redevelopment Working Group. *(Annual Delivery Plan 3.2)*
- b) The Council received an update from the Deputy Town Clerk regarding the refurbishment of the windows and replacement of the rear door. Application for planning permission and listed building consent has been submitted to East Suffolk Council and a quotation obtained for the work. It was **unanimously resolved** to obtain a second quotation for the work and to approach East Suffolk Council again to ask if a Heritage grant application can be submitted for the replacement rear door, as well as the refurbishment of the windows. *(Annual Delivery Plan 3.3)*

#### **45/25MHT      Maintenance**

- a) The Council noted the five-year electrical safety inspection report and considered a quotation for necessary remedial work. It was **unanimously resolved** to accept the quotation however the Council requested that more than one quote is obtained for this work in future.
- b) The Council noted the vandalism of the Webster Room rear door. It was **unanimously resolved** to proceed with temporary repairs by the Maintenance Officer and to review any longer-term repair requirements, in line with the redevelopment project.

#### **46/25MHT      Legal**

The Council received and noted the rebuild valuation report for the Gannon Rooms. It was **unanimously resolved** to increase the insurance cover to the recommended valuation of £1,750,000.

#### **47/25MHT      Finance**

- a) The Council approved the payments and noted the receipts for September and October 2025.
- b) The Council noted the bank balances as at 31<sup>st</sup> October 2025.
- c) The Council verified the bank reconciliations from 30<sup>th</sup> September and 31<sup>st</sup> October 2025.

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

- d) The Council received the budgeted versus actual income and expenditure report as at 31<sup>st</sup> October 2025.

**48/25MHT      Next Meeting**

The Council agreed the date and time of the next meeting which is scheduled for Monday 5<sup>th</sup> January 2025 at 2:00 pm.

The meeting closed at 2:55 pm.

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

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