



The Market Hall Trust

Minutes of the meeting of the Market Hall Trust held on Monday 5th January 2026
at 14:00 pm at the Town House, Station Approach, Saxmundham

Minutes

49/25MHT

Attendees

Cllr John Findlay (Chair)
Cllr Geraldine Barker (Vice-Chair)
Cllr Jeremy Smith
Cllr John Fisher
Cllr Elizabeth Clark
Cllr Laura Purina
Cllr Marianne Kiff

Apologies

Cllr Tim Lock (not accepted)
Cllr James Sandbach (not accepted)
Cllr Georgina Burns (accepted)
Cllr Steve Peck (accepted)

Also Present

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

50/25MHT

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.

51/25MHT

Open Forum

None.

52/25MHT

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 3rd November 2025 as true and accurate record.

53/25MHT

Flood Damage

The Committee received an update from the Deputy Town Clerk regarding the remedial works following the flood damage. It was noted that replacement of the floors is due to commence at the end of January and is expected to be completed within one month. A deep clean of the kitchens and toilets has been booked for the end of February. Staff are working to ensure that all preparations are in place for reopening on 1 March, and bookings are being taken from this date. It was further noted that there has been no further progress on flood prevention measures.

54/25MHT

Redevelopment

- a) The Council received an update from the Chair on progress with the feasibility study being undertaken by Ingham Pinnock Associates. A written report is expected shortly and will be presented to the Trust in due course. It was noted that any proposed redevelopment must be undertaken in accordance with the charitable objectives of the Trust. (*Annual Delivery Plan 3.2*)

Signed _____ Date _____

- b) The Council received an update from the Deputy Town Clerk regarding the refurbishment of the windows and replacement of the rear door. It was noted that the East Suffolk Council Heritage Fund had awarded the Trust a grant for up to 50% of the cost of the replacement door and refurbishment work. The Council noted that five joinery companies had been approached to quote for the work to the rear door and windows and that quotations had been received from three organisations. It was **unanimously resolved** to accept the quotation for £9,369,62 plus VAT from Suffolk Joinery Ltd and the Council noted the professionalism and detail of the quotation. The Deputy Town Clerk explained that this will be met by £4,685.00 from the grant and £4,000 from earmarked reserves. It was further **unanimously resolved** to request the Resources Committee to meet the remainder of £684.62 from the Town Council's earmarked reserves.
(Annual Delivery Plan 3.3)

55/25MHT Fire Risk Assessment

The Council received the fire risk assessment and noted any actions arising, which will be reviewed at its next meeting.

56/25MHT Finance

- a) The Council approved the payments and noted the receipts for November and December 2025.
- b) The Council noted the bank balances as at 31st December 2025.
- c) The Council verified the bank reconciliations from 30th November and 31st December 2025.
- d) The Council received the budgeted versus actual income and expenditure report as at 31st December 2025. Cllr Jeremy Smith raised a concern that forecast expenditure for the year may exceed income, even after allowing for the anticipated insurance claim for lost income and noted that this projected shortfall should be reported to the Resources Committee.

57/25MHT Next Meeting

The Council agreed the date and time of the next meeting which is scheduled for Monday 2nd March 2026 at 2:00 pm.

The meeting closed at 2:55 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____