



Saxmundham Town Council

All Members of the Gannon Institute Management Committee are summoned to attend a meeting on Thursday 8th December 2022 on the rising of the Market Hall Management Committee which meets at 4pm in the Conference Room of the Town House.

AGENDA

1) Apologies for Absence

To receive apologies for absence.

2) Pecuniary/Non-Pecuniary Interests

Councillors to declare any Pecuniary or Non-Pecuniary Interests and Consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

3) Minutes of the Previous Meeting - To receive the minutes of the previous meeting 27th October 2022.

4) Open Forum: Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the Council meeting itself.

5) Financial Reports

- a) To receive an update on the bank balances.
- b) To receive a report on the invoices paid in November 2022.
- c) To discuss the creation of a budget for the Gannon Institute.

6) Gannon rooms refurbishment

- a) To receive a progress report on
 - a. External redecoration.
 - b. The new boiler.
- b) To receive an update on the specification for further work including:
 - a. Changes to the internal kitchen next to the front office.
 - b. Electrical work including additional sockets in the front office, emergency lights and fire alarm.
 - c. Disabled entrance.
 - d. Internal decoration.
 - e. Quotes so far received
- c) To discuss budget matters regarding the refurbishment

7) Potential users of the Gannon Rooms.

To receive an update on potential users of the Gannon Institute front room and main hall.

J Morcom

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Date Wednesday 30th November 2022