



# Saxmundham Town Council

## Minutes of the Meeting Gannon Institute Management Committee held 17.25 27<sup>th</sup> October 2022 at the Town House

### Councillors:

Cllr Jeremy Smith Chair  
Cllr John Fisher  
Cllr Charlotte Hawkins

Cllr Di Eastman  
Cllr Tim Lock  
Cllr James Sandbach

**Also present:** K Forster (Clerk) and one member of the public

08/22GIMC

### **Apologies for Absence**

There were apologies for absence from Cllr. Fisher and Cllr. Sandbach.

09/22GIMC

### **Pecuniary/Non- Pecuniary Interests**

None were declared.

10/22GIMC

### **Minutes of the Previous Meeting**

It was unanimously RESOLVED to accept the minutes of the meeting 8<sup>th</sup> September 2022 and the Chair duly signed the document.

11/22GIMC

### **Open Forum**

The member of the public did not wish to speak.

12/22GIMC

### **Financial Reports**

- a To receive a report on the bank balances and update on the bank account.

The new signatories and bank account have still not been created due to information that is required by the new Bank. The RFO is continuing with this.

- b To receive a report on the invoices paid in August 2022.

A report was received however it was noted that it was some time ago. The Clerk stated she would ask the RFO to circulate to the committee the latest bank balances and activity after the close of month of October. **NOTED**

13/22GIMC

### **Gannon Rooms Refurbishment**

The Clerk provided a schedule of works that she was beginning to compile and a summary of the activities to date. ( Appendix i.)

It was noted that funding to date for the refurbishment had been established as:

- a) CIL of £10k allocated by STC for boiler replacement and asbestos removal
- b) Further £5k CIL allocated by STC towards Electrical and Decorating costs
- c) Up to £5k available from the GRI trust funds

It was considered that £25 – 28k will be required to bring the rooms up to a standard whereby they can be safely used by the community. The committee agreed that the funds that the GRI trust held were in part necessary to continue paying for utilities and similar. Therefore, they would approach the STC resources group for further funding. **It was unanimously RESOLVED to request up to £10,000 of general reserves as a grant in works for the completion of the required actions.** This will be discussed at the Resources meeting on Monday 31<sup>st</sup> October.

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

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### 14/22GIMC Licence with ABC Radio

A draft licence had been presented to ABC radio and returned with their comments. These had been incorporated and returned and a further reply had been received. Cllr. Smith and the Clerk had looked at the latest comments and determined that there was only one item that Council may not wish to accommodate – namely the installation of sub-meters for the utility costs. A subsequent response will now be made, agreeing to all points other than this one. **It was unanimously RESOLVED that the Clerk be asked to respond to ABC Radio with the above.**

Thereafter if ABC Radio is happy to continue and the Gannon Rooms Institute Trust ratify the agreement, the start date of the lease will be 1<sup>st</sup> December 2022.

### 15/22GIMC To Discuss the Possibility of the use of the Main Hall for Community Purposes.

Cllr. D. Eastman declared a non-pecuniary interest in this item as Chair of IP17 GNS.

The trustees had written to the Council expressing interest in the Hall of the Gannon Rooms. Subsequently, there had been a visit to the Gannon Rooms and Cllr. Eastman stated that they were quite keen however they were undecided as to what exactly would be moved to the Gannon Rooms. The final decision is to be discussed by the Trustees at a meeting on 8<sup>th</sup> November 2022.

### The meeting ended at 6.15

**Karen Forster**

Town Clerk

Next meeting of the Gannon Room Management Committee will be 8<sup>th</sup> December after the Market Hall Management Committee meeting.

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

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### Appendix i.

Activity	Budget	Company Assigned	Quotation	Est. Due Date	Act. Completion Date	Comments
<b>Gas</b>						
Remove Cooker in small kitchen	£ -					CH to work with gas services engineers to action
Service and repair cooker in large kitchen	£ 200					CH to work with gas services engineers to action
Re-connect the gas supply	£ 500					CH to work with gas services engineers to action
Remove Asbestos in the Boiler Room and replace the boiler	£ 10,000			11-Dec		WIP
Gas Certification	£ 200					CH to work with gas services engineers to action
<b>Electrics</b>						
Identify and install new sockets	£ 500					ABC to confirm where they are required
Move emergency lighting and replace with LED	£ 200					
Install fire protection system	£ 500					
Wiring check and certification	£ 200					
Introduce External Lighting	£ 500					
<b>Internals - General</b>						
Block door to boiler room	£ 200					
Install 2no internal 1/2 hours fire doors	£ 500					Waveney Windows contacted and will be asked to quote in next 2 weeks
Remove ramp and purchase temporary ramp	£ 250					
Replace items if required in toilets	£ 200					
Reseal Floor	£ 1,500					
Blinds	£ 500					
Internal Decorating	£ 1,500					
Repair/Replace the blinds	£ 250					
Steam Clean Carpets	£ 150					
<b>Contents</b>						
Clear contents to Main Area	£ -					Complete
Advertise so people can come and collect	£ -					Needs to be delayed until after decision on IP17 GNS occupancy
Dispose of remaining items in a skip to be hired	£ 500					
<b>External</b>						
Repair ornate Cupola x 2 inc. scaffolding	£ 2,000					
Replace door to Boiler room with ventilated 1/2 hour fire door	£ 500					Waveney Windows contacted and will be asked to quote in next 2 weeks
Service external door to shared area	£ 250					Waveney Windows contacted and will be asked to quote in next 2 weeks
Replace external fire escape door to Hall with external door with fire escape facility	£ 500					
Redecorate external paint works	£ 1,500					
Review Ground levels and make urgent repairs	£ 1,000					
Tidy up flower beds	£ 500					
Contingency	£ 2,000					
<b>TOTAL</b>	<b>£ 26,600</b>					

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