



Saxmundham Town Council

Minutes of the Meeting of the Gannon Institute Management committee at 2pm on 8th September at the Town House

Councillors:

Cllr Jeremy Smith, Chair
Cllr John Fisher
Cllr Charlotte Hawkins

Cllr Di Eastman
Cllr Tim Lock

Also present: Jenny Morcom, Assistant Town Clerk (ATC)

Action

01/22GIMC **Apologies for Absence**
There were no apologies for absence.

02/22GIMC **Pecuniary/Non- Pecuniary Interests**
None were declared.

03/22GIMC **Financial Reports**

- a To receive a report on the bank balances and update on the bank account.
There is approximately £5,000 in the Gannon Institute bank account. The Town Council has also made an in-principle decision to allocate £10,000 of CIL money towards refurbishment of the Gannon Rooms. The Town Council's overall financial position has improved, and the community buildings should benefit from the fuel cap announced by the government.

The RFO recommends opening a new bank account for the Gannon Rooms, as it is time consuming to change all the trustees and signatories for the old one.

The Committee RESOLVED to agree the proposal to open a new bank account.

RFO

- b To receive a report on the invoices paid in August 2022.
The Committee noted the report, and in particular:
- The payment of 80% business rates and RESOLVED that an application for 100% business rate relief should be made.
 - That the general advice is to increase buildings insurance and requested a full report on the insurance position for the next meeting of the Trustees.
 - That there had been a payment of £45 for Hall hire. The Committee requested clarification as to who had hired the Hall and wondered whether it had been for a Trustee meeting. (This is £45 cash that was handed over to the Town Council by the former Trustees of the Gannon Rooms.)

RFO

04/22GIMC **Gannon Rooms Refurbishment**

- a To consider quotes for exterior redecoration and decide which contractor to use.
Two quotes were considered::
1. Originally for £850, but after further details were requested, for approximately £1,270 including paint, and
 2. A detailed quote of £1,708.

The Committee RESOLVED that Prime Finish (quote 2) should redecorate the exterior of the Gannon Rooms as theirs was the more comprehensive quote.

This cost can be met from the current budget. ATC to contact Prime Finish.

ATC

Signed _____ Date _____

b To consider quotes for the new boiler and decide which contractor to use.

Three quotes were considered:

1. £2,990 plus VAT to put a new boiler on the external wall and remove the old boiler. There would be additional uncosted work to remove the flue and asbestos.
2. £3,500 to fit a new boiler to the back wall for £3,500 (not recommended), or to install a boiler and entire new heating system for £15,000 plus VAT. Their recommended option is to have an electrical heating system for £5,000 plus VAT.
3. £9,734.38 plus VAT for a new boiler and complete removal of the old boiler and flue including asbestos removal.

The Committee RESOLVED to recommend DBS (quote 3) to carry out the work as theirs is the most comprehensive quote and includes asbestos removal.

As there is not enough money in the current budget for the Gannon Room to cover this cost. A request will also be made of the Town Council to confirm a payment of £10,000 CIL money.

c To consider other work to be completed prior to internal decoration.

This will include:

- Minor changes to the kitchen adjacent to the front office,
- Electrical work including additional sockets, emergency lighting and fire alarm,
- Minor work to address the slight lip at the threshold of the back kitchen to create an accessible door, and
- Internal decoration.

With approximately £3,000 left in the current budget after the external decorations, and any CIL money going to wards the boiler, it is likely to be necessary to request additional money from the Resources Committee. The exact sum will be determined once this work is scheduled, and quotes are received.

05/22GIMC **Licence with ABC Radio**

The Committee NOTED that ABC radio are very interested in leasing the front office, and that the details are still being negotiated.

06/22GIMC **To Discuss the Possibility of the use of the Main Hall for Community Purposes.**

Cllr Eastman declared a non-pecuniary interest in this item as the Chair of one of the community organisations who may be interested in using the Hall.

The Committee RESOLVED to support the use of the main hall for community purposes in principle.

07/22GIMC **Date of next meeting TBC**

The Chair felt that ideally the MHMC and GIMC would meet in the second rather than the third week of the month to allow enough time to bring items to the Resources Committee and Town Council. ATC to raise this with the TC

ATC

The meeting ended at 3.40 pm

Jenny Morcom
Assistant Town Clerk

Signed _____ Date _____