



Saxmundham Town Council

Minutes of the Meeting Gannon Institute Management Committee held from 6pm 18th January 2023 at the Town House

Councillors:

Cllr Jeremy Smith Chair
Cllr John Fisher
Cllr Charlotte Hawkins

Cllr Di Eastman

Also present: Jenny Morcom, Assistant Clerk (ATC)

Action

- 23/22GIMC **Item 1. Apologies for Absence**
There were apologies for absence from Cllr. Lock and Cllr. Sandbach.
- 24/22GIMC **Item 2. Pecuniary/Non- Pecuniary Interests**
Cllr Eastman declared a non-pecuniary interest in item 7 as she is a Trustee of IP17 GNS.
- 25/22GIMC **Item 3. Minutes of the Previous Meeting**
Several changes were requested to minute number 22/22GIMC. The minute is to be amended from,

'The lease will allow the first six months' rent free a service charge of £50 to cover the cost of utilities. The charge for utilities will be kept under review. Full rent will then be paid until two years have elapsed. There is a break clause at 2years before a 10% uplift in rent charged.'

to

'The lease will allow the first six months' rent free and a service charge of £50 to cover the cost of utilities. The charge for utilities will be subject to review. Full rent will then be paid until two years have elapsed. There is a break clause at 3 years before a 10% uplift in rent charged.'
- The Committee RESOLVED to approve the minutes of the meeting held 8th December 22 once the minutes have been amended.**
The Chair will then sign the amended minutes.
- 27/22GIMC **Item 4. Financial Reports**
a The committee **NOTED** the financial report.
- 28/22GIMC **Item 5. ABC licence**
The Committee **NOTED** the signed agreement and that it was received in the Town Council office on 29th December 2022.
- 29/22GIMC **Item 6. Refurbishment**
a. **The following works were agreed:**
• Quote from JJ Services for £299.30 plus VAT to repair the cooker.

ATC/caretaker

Signed _____ Date _____

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- By majority vote, Bayfield quote of £4,595.00 plus VAT for emergency lights, alarm etc.
- Rust quote of £4,800 plus Vat for internal fire doors unless DBS come in with a lower quote within 7 days i.e., by Weds 25th Jan, in which case Cllr Smith and Cllr Eastman may agree the lower quote.
- DBS quote of £1110.50 for the external door to the boiler room

b. Stage 1 bid to DEFRA Village Hall s Fund for 20% eligible costs.

The Committee agreed that the Assistant Clerk should put in a Stage 1 bid of £37,500 to help fund refurbishment of the reception area and WCs, cupulas, and external decoration with additional items from IP17 and ABC if they so wish. If successful, the bid would bring in £7,500 and commit the Town Council to finding an additional £22.5K. There is an option to withdraw at Stage 1 or not to accept a successful Stage 2 bid.

ATC

The Committee also **RESOLVED** that the Stage 1 bid should also be considered by the Town Council as Gannon Institute Trustee at its February meeting.

ATC/TC

30/22GIMC **Item 7. Motion to exclude the public.**

No members of the public were present at the meeting

The draft licence to IP17 GNS was discussed. The licence mirrors the licence already agreed with ABC radio.

The Committee **RESOLVED** to ask the Town Clerk, Cllr Findlay, and Cllr Smith to continue with the negotiations. Cllr Eastman abstained from the vote.

TC/JS/JF

The Committee also **RESOLVED** that the licence should go before the Town Council as Trustee of the Gannon Rooms at the February meeting.

TC

31/22GIMC **The next meeting of the Gannon Institute Management Committee will be on 22nd March immediately following the meeting of the Market Hall Management Committee which will begin at 10.30am**

The meeting ended at 7.15 pm.

Jenny Morcom

Assistant Town Clerk

Signed _____ Date _____