



# Saxmundham Town Council

## Minutes of the Meeting Gannon Institute Management Committee held from 5.15pm on 8<sup>th</sup> December 2022 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)  
Katy Bailey, Town Clerk (TC)

### Action

16/22GIMC

#### Apologies for Absence

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

17/22GIMC

#### Pecuniary/Non- Pecuniary Interests

Cllr Eastman declared a non-pecuniary interest in item 7 as she is a Trustee of IP17 GNS.

18/22GIMC

#### Minutes of the Previous Meeting

It was unanimously RESOLVED to accept the minutes of the meeting 27<sup>th</sup> October 2022 and the Chair duly signed the document.

19/22GIMC

#### Open Forum

No members of the public were present.

20/22GIMC

#### Financial Reports

a To receive an update on bank balances.

The Committee **NOTED** the current balance carried forward of £4,902.83 but felt a little unclear about the General Reserves of £7,701.83 showing in the Trial Balance document.

**The Committee requested clarification on this matter from the Registered finance Officer (RFO).**

RFO

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

Committee **NOTED** the report on invoices paid.

c To discuss the creation of a budget for the Gannon Institute.

This item was deferred pending the outcome of negotiations with potential licensees.

21/22GIMC

#### Gannon Rooms Refurbishment

The Committee **NOTED** the updated schedule of works and the increase in some of the costs based on actuals.

The boiler is now installed and working but has cost £3K more than originally foreseen due to a misunderstanding about the quotation - the cost of the different options for asbestos removal had not been included in the total. STC have agreed to fund the additional costs.

The total cost on the updated schedule is currently £28K but given the help from STC with the unanticipated £3K cost from STC the total cost will still be approximately £25K but with no contingency money.

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

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Quotes are being sought for the electrical work including the cost of a fire alarm as well as two internal fire doors

Funding for the refurbishments remains 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
- d) £10k from STC General Reserves.

### 22/22GIMC Potential Licensees

Negotiations are continuing with **ABC Radio**. 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 2 years before a 10% uplift in rent charged.

Negotiations with **IP17 GNS** are no further forward.

The Committee **AGREED** that the GRMC Chair would draft some key questions to guide IP17 GNS in deciding what they wish to request with respect to their potential use of the meeting room.

**The meeting ended at 5.55pm**

**Jenny Morcom**

Assistant Town Clerk

Next meeting of the Gannon Room Management Committee will be 18<sup>th</sup> January 2023 after the Market Hall Management Committee meeting (TBC).

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