



# Saxmundham Town Council

## Minutes of the Meeting Gannon Institute Management Committee held from 12 noon 22<sup>nd</sup> March 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)  
Colin Hathway, Caretaker

### Action

32/22GIMC

#### Item 1. Apologies for Absence

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

33/22GIMC

#### Item 2. Pecuniary/Non- Pecuniary Interests

Cllr Eastman declared a non-pecuniary interest in item 4 as she is a Trustee of IP17 GNS.

34/22GIMC

#### Item 3. Minutes of the Previous Meeting

Final handwritten changes we made to minute number 22/22GIMC , 8<sup>th</sup> December 2023 from 18<sup>th</sup> October meeting. The minute was amended from,

‘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 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.’

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 a further two- and one-half years have elapsed. There is a break clause at 3 years before a 10% uplift in rent charged.’

The Committee approved the amended minutes of the meeting held 8<sup>th</sup> December 22.

The Committee approved the minutes of the meeting held 18<sup>th</sup> January 2023 and these were signed by the Chair.

35/22GIMC

#### Item 4. Licence with IP17 GNS

The proposal from IP17 GNS was noted, and the discussion deferred until the end of the meeting.

36/22GIMC

#### Item 5: Financial reports

a. **Update on bank balances.** The Committee noted the RFO’s report and the current account balance of £4,232.67.

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

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- b. **Invoices paid in February 2023.** The Committee noted the list of February payments.
- c. **Expenditure and financing of capital works programme.** The Committee noted the report from the ATC showing a committed spend of £28,641 in the current financial year and Capital programme income of £23,641, amounting to a projected overspend of £4,578.03.

The Committee agreed that, in relation to expenditure already committed and commissioned in 2022-23, that a request for an additional sum of £5,000 to meet these costs from the Town Council's Capital Replacement Fund be put before the Town Council, initially via the Resources Committee.

### 37/22GIMC Item 6. Gannon rooms refurbishment

- **Progress on agreed works and new quotes.**
  - The Committee noted the decision made by the Chairs of the Gannon Rooms Management Committee and Resources Committee to split the circuits in the Gannon Rooms and install an additional meter, and that this entailed an additional cost of £925.
  - The ATC explained that a new and higher quote of £6,215 plus VAT for 930mm internal fire doors from PC Rust had been received. Rust's original quote for two 750mm fire doors was £4,800 and the contract was awarded on this basis. In the meantime, DBS had submitted a late quote of £4,893 for 950mm fire doors but DBS have proved extremely difficult to pin down in terms of start on site dates as they seem to have a lot of work.
- **Report on minimum requirements regarding further works needed to bring the building back into use.**
  - The Committee noted quotes from PC Rust totaling £1,692.40 to rip out the bench seating and level the sides of the floor in the main hall of the Gannon Rooms.
  - The Committee noted the two quotes to refurbish the reception area and suggested a minimum approach to include the building of one new accessible WC, to close of the exiting WC that conflicts with the ramp and to clean up the other existing WC. PC Rust have quoted approximately £15,000 for this work.
  - The Committee also noted the cost of scaffolding and repair work to the two unsafe cupulas or £4360 as set out in the report by the ATC, and that the cost of these essential works is currently £21,053.

**Noting the additional cost, the Committee agreed to continue with PC Rust providing they can start on site soon, and if not to approach DBS.** ATC/Caretaker

The Committee agreed to make the following proposal: -  
In relation to further required works to provide

- a. One accessible WC
- b. Repairs to cupulas and flashing
- c. Basic levelling of the floor in the main hall

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which the GIMC considers will cost in the region of £25,000, the GIMC asks , therefore, that the Town Council, initially via the Resources Committee, consider possible financing and in particular the possibility of borrowing via the Public Works loans Board (PWLB) of all or most of the resources, and asks the RFO to make preliminary enquiries as to the feasibility and costs of doing so.

c. **Bid to the Platinum Jubilee Village Halls Fund.** The Committee agreed that the ATC should progress the bid on the basis of the essential works identified in case the above proposal is not agreed and/or funds may contribute to meeting the costs. The bid will only be possible if IP17 GNS proceed with their proposed licence.

ATC

38/22GIMC **Deferred Item 4: Licence with IP17 GNS**

The Committee agreed to continue discussions with IP17 based on their proposals. Cllr Eastman abstained from the discussion.

39/22GIMC **Date of next meeting:** The next meeting of the GIMC will be on 24<sup>th</sup> May on the rising of the Market Hall Management Committee which will begin at 10.30am

**The meeting ended at 1.45 pm.**

**Jenny Morcom**

Assistant Town Clerk

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