



Saxmundham Town Council

All Members of the Gannon Institute Management Committee are summoned to attend a meeting on **Wednesday 19th July 2023 on the rising of the Market Hall Management Committee which meets at 1pm in the Market Hall.**

AGENDA

1) Apologies for Absence

To receive apologies for absence.

2) Pecuniary/Non-Pecuniary Interests

Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

3) Minutes of the Previous Meetings

- a. To approve the minutes of the previous Gannon Institute Committee meeting held on 24th May 2023.
- b. To receive the draft minutes of the meeting of the Gannon Institute Trustee held 12th June 2023.

4) Financial Reports

- a) To ratify the payments and receipts for May and June 2023.
- b) To note the bank balances as of 30th June 2023.
- c) To note the budgeted versus actual income and expenditure as of 30th June 2023.
- d) To consider and approve a budget table for 2023-2024.
- e) To receive an update on the loan application to the Public Works Loans Board.

5) Gannon rooms refurbishment

- a) To note that the new plastic facias will not be installed until August due to the wedding of the installer.
- b) To note the additional costs incurred for electrical work due to the lowering of Gannon Rooms ceilings by ABC.
- c) To receive a report on planned repair of the cupulas.
- d) To note the cost and decide on the purchase of replacement blinds.
- e) To note the works to the floor and walls in the main hall and the existing WC.
- f) To receive a verbal update from the caretaker.

6) To consider the request from ABC Radio for a further extension of their charge free period.

7) Future use of the main hall.

- a) To note the advice received from East Suffolk Council licensing.
- b) To consider a proposal to re-open the main hall for hire to small groups of up to 20 people who can cope with one WC which is not accessible. This may include exercise and dance groups and small private parties.
- c) To consider the first drafts of hire documents.

d) Date and time of next meeting – possibly to be held in the Gannon Rooms.

J Morcom

Date Thursday, 6th July 2023

Assistant Clerk to Saxmundham Town Council

Tel: 01728 604595 Email: assistanttownclerk@saxmundham-tc.gov.uk

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