



Saxmundham Town Council

Minutes of the Meeting Gannon Institute Management Committee held from 3.15 pm 19th July 2023 in the Market Hall

Councillors:

Cllr Jeremy Smith Chair
Cllr Charlotte Hawkins

Cllr Di Eastman

Also present:

Jenny Morcom, Assistant Clerk (ATC)
Colin Hathway, Caretaker (CT)

Action

- 9/23GIMC **Item 1. Apologies for Absence**
There were apologies for absence from Cllr Fisher. Cllr. Lock and Cllr. Sandbach were unable to attend.
- 10/23GIMC **Item 2. Pecuniary/Non- Pecuniary Interests**
Cllr Eastman declared a non-pecuniary interest in item 7a as she is a Trustee of IP17 GNS.
- 11/23GIMC **Item 3. Minutes of the previous meeting held 24th May 2023**
The Committee **approved** the minutes of the meeting held 24th May 2023 for signature.
- 12/23GIMC **Item 4. Financial reports**
- a. **Payments and Receipts for May and June 2023.**
The Committee **noted** the report.
 - b. **To note the bank balance.**
The Committee **noted** the that the bank balance stood at £3,862.61 on 1st June 2023.
 - c. **To note the budget report to 30th June.**
The Committee **noted** the report showing a small underspend of £2,122 of actual spend compared to income to date.
 - d. **To note the budget table for 2023-24.**
The Committee **noted** the budget but asked for clarification whether it was necessary to have a deficit as presently shown in the table. RFO
 - e. **To receive an update on the loan application to the Public Works Loans Board.** ATC/Caretaker
The Committee **noted** that a decision was expected on or around 23rd August and instructed the Assistant Town Clerk and Caretaker to seek updated quotes for the cupolas and accessible WC.
- 13/23GIMC **Item 5: Gannon rooms refurbishment**
- a. **Installation of new plastic fascias.**
The Committee **noted** that the work would be done in August.

Signed _____ Date _____

Saxmundham Town Council

Minutes of the Meeting Gannon Institute Management Committee held from 3.15 pm 19th July 2023 in the Market Hall

Action

b. Additional costs of electrical work due to lowering ceilings by ABC

The Committee **noted** the additional cost of £649.55 to adjust fire detection and emergency lighting systems.

c. Cupolas

The Committee **noted** that loose metal had been removed from the cupolas to make them safe in the short term. Repair and refurbishment of these will be prioritised if the PWLB loan is granted. Quotes are being sought as directed.

d. Blinds

The Committee noted the estimated cost of new blinds on the west side of the Hall (£235 approx.).

A decision on purchase was delegated to the Town Clerk in consultation with the Chair deferred pending outcome of further discussions with IP17 GNS, if relevant .

f. Floors and walls

The Committee **noted** that the floor had been varnished and the walls retouched and thanked the Caretaker.

14/23GIMC

Item 6: ABC Radio charge-free period

The committee considered the request from ABC Radio to extend their charge-free period to 31 March 2024. The Committee was not minded to agree the request at this stage, particularly given its own expenditure on the Gannon Rooms.

The Committee asked the Town Clerk to check the overall position regarding ABC licence fee payments and report to the next meeting.

RFO

15/23GIMC

Item 7: Future use of the Hall

As Cllr Eastman could not take part in discussion regarding Item 7a the meeting became inquorate. The Chair and ATC will meet with representatives of IP17 GNS to gather further information and an extraordinary meeting of the GIMC will be convened if necessary.

Chair/ACT

16/23GIMC

Date of next meeting: The next ordinary meeting of the GIMC will be on 2nd October 2023 on the rising of the Market Hall Management Committee which will begin at 11am. TBC

The meeting ended at 4.30 pm.

Jenny Morcom

Assistant Town Clerk

Signed _____ Date _____