



Saxmundham Town Council

All Members of the Gannon Institute Management Committee are summoned to attend a meeting on **Wednesday 2nd October 2023 on the rising of the Market Hall Management Committee in the Town House.**

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 Gannon Institute Management Committee meeting held on 19th July 2023.
 - b. To approve the draft minutes of the extraordinary meeting of the Gannon Institute Management Committee held 24th August 2023.
 - c. To receive the draft minutes of the Gannon Institute Trustee meeting held on 11th September 2023.
- 4. Financial Reports**
 - a. To approve the payments and receipts for July, August and to 26th September 2023.
 - b. To note the bank balances as of 26th September 2023.
 - c. To note the budgeted versus actual income and expenditure as of 26th September 2023.
 - d. To receive an update on the loan application to the Public Works Loans Board.
 - e. Discussion of any new priorities for next year's budget.
- 5. Gannon rooms refurbishment and repairs**
 - a. To receive a report outlining first priorities for refurbishment with timescales and costs.
 - b. To receive a report regarding further repairs to the roof to the bay window.
 - c. Proposal for environmental improvements.
- 6. To consider draft health and safety and fire procedures including outcome of request for licence.**
- 7. To consider draft terms and conditions of hire**
- 8. To consider whether there is capacity for a joint promotional event with ABC Radio from 10am – 2pm on 28th October 2023.**
- 9. To receive an update on future use of the Hall.**

Date and time of next meeting

Date Wednesday 27th September 2023

Acting Town Clerk/RFO to Saxmundham Town Council

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