



## Saxmundham Town Council

Members of the Town Council as Trustees of the Gannon Institute Trust are summoned to attend a meeting on Monday 11<sup>th</sup> September 2023 at 7:00 pm at the Market Hall, 29 High Steet, Saxmundham

### Agenda

1. **Apologies and Approvals for Absence**
2. **Members' Declarations of Interest and Considerations of Requests for Dispensations**
3. **Open Forum**

Members of the public may address the Council on any agenda item or raise issues for future consideration. They may speak for up to 3 minutes and the session will last no longer than 15 minutes.

#### 4. **Minutes**

- a) To resolve that the draft minutes of the meeting held on 12<sup>th</sup> June 2023 are a true and accurate record.
- b) To receive the draft minutes of the Gannon Institute Management Committee meetings held on 19<sup>th</sup> July 2023 and 24<sup>th</sup> August 2023.

#### 5. **Reports**

- a) To receive a report from the Chair of the Management Committee regarding the refurbishment works.
- b) To receive a report from the Chair of the Management Committee regarding future use of the main hall.

#### 6. **Finance**

- a) To note the payments and receipts for July and August 2023.
- b) To note the bank balances as at 31<sup>st</sup> August 2023.
- c) To review the budgeted versus actual income and expenditure report as at 31<sup>st</sup> August 2023.
- d) To receive an update on the application for a loan of £20,000 from the PWLB.
- e) To consider and approve the Management Committee's recommendation to proceed with the further refurbishment works and to request the Town Council to transfer the PWLB loan balance.

**Sharon Smith**  
**Acting Town Clerk/RFO**  
**6<sup>th</sup> September 2023**