



Saxmundham Town Council

Minutes of the Extraordinary Meeting Gannon Institute Management Committee held 24th August 2023 at 5.30pm in the Town House

Councillors:

Cllr Jeremy Smith Chair
Cllr Charlotte Hawkins
Cllr John Fisher

Cllr Di Eastman
Cllr Tim Lock
Cllr James Sandbach

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

Action

- 17/23GIMC **Item 1. Apologies for Absence**
There were no apologies.
- 18/23GIMC **Item 2. Pecuniary/Non- Pecuniary Interests**
Cllr Eastman declared a non-pecuniary interest in item 5 as she is a Trustee of IP17 GNS.
- 19/23GIMC **Item 3. Minutes of the previous meeting held 19th July 2023**
The Committee **approved** the minutes of the meeting held 19th July 2023 for signature.
- 20/23GIMC **Item 4. To receive an update on the application for the loan from the Public Works Loans Board (PWLB) and to consider and agree priorities for action and recent quotes PWLB loan**
- The Committee NOTED that a loan of £20,000 had been approved by the PWLB, and recorded its thanks to the Town Clerk.
The Committee RECOMMENDED that the Town Council accept and dedicate the money to the Gannon Institute to cover the costs of agreed refurbishment works.

Essential refurbishment work

- Reception area and accessible WC
The committee NOTED that three quotes had originally been sought with only two contractors expressing interest and returning estimates for the work, and that both contractors have been contacted in the last two weeks for updates on their estimates as several months have passed. Only one contractor, RC Rust has replied and confirmed that there is no change to their estimate of £14, 312 to build and accessible WC.
The Committee AGREED to recommend that RC Rust should be commissioned to undertake the work in the absence of a lower quote as soon as the Town council is able to dedicate the PWLB loan to the Gannon Institute.
- RFO
ATC/Caretaker
- Repairs to roof and cupolas.
The Committee NOTED the total estimated costs for this work of £3,360, and that the estimated grand total for essential repairs now stands at £17,672.
The Committee agreed to RECOMMEND to the Gannon institute Trustee, that

Signed _____ Date _____

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the essential works should be commissioned as long as the costs do not exceed £20,000.

21/23GIMC **Item 5: Future use of the Main Hall**

- a. The committee NOTED the email received from the Art Station regarding future use of the Hall.

At this point Cllr Easton left the meeting and Cllr Sandbach joined it.

- b. The Committee NOTED the request from IP17 GNS for a licence allowing them exclusive use of the main Hall, and received an oral report from the Assistant Clerk and Committee Chair on their recent meeting with two Trustees of IP17GNS **The Committee RECOMMENDED that that, subject to agreement on terms, the Trust grant a licence to IP17 GNS for preferential, but not exclusive, use of the Main Hall of the Gannon Rooms for its community activities including the Social Supermarket. The licence should be reviewed after 12 months. The Committee considered, taking account of the Trust's objectives, that the Hall should remain available for other community meetings and activities at times when not required by IP17 GNS for their activities.**

22/23GIMC The next meeting of the Gannon Institute Management Committee is expected to be on 2nd October on the rising of the Market Hall Management Committee (TBC).

The meeting ended at 6.40 pm.

Jenny Morcom

Assistant Town Clerk

Signed _____ Date _____