



Saxmundham Town Council

All Members of the Town Council as Trustee of Gannon Institute are summoned to attend a meeting on
Monday 12th June 2023, 7:00pm, before the Town Council Meeting at 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 meeting

To resolve that the draft minutes of the Town Council as Trustee of Gannon Institute on 5th April 2023 are a true and correct record.

4) Minutes of the Gannon Institute Management Committee meeting

To note the draft minutes of the meeting of the Gannon Institute Management Committee held 24th May 2023.

5) Appointment of the Gannon Institute Management Committee

- a) To review terms of reference for the Committee.
- b) To appoint Councillors to the Committee.
- c) To appoint the Chair for the Committee.

6) Finance

- a) To approve the Income and expenditure accounts for 2022-23.
- b) To approve the balance sheet as of 31st March 2023.
- c) To approve the bank reconciliation for the financial year 2022-23
- d) To note the Internal Auditor Independent Examination Report for the financial year 2022-23 and consider and decide upon the Auditor's recommendation that the Trustee delegate greater financial autonomy to the Committee and that the agreed scheme of delegation should then be reflected in the terms of reference for the Management Committee.
- e) To consider and agree a recommendation to the Town Council to seek a loan from the PWLB of £20,000 to complete the necessary works to the Gannon Rooms. See background report.

7) Gannon Rooms –

- a) To note the outcome of discussions with IP17 GNS, licensing arrangements and hire charges mirroring those for the Market Hall.
- b) To note and approve the Management Committee's recommendation to extend the charge free period for Alde and Blythe Radio to 31st December 2023 in recognition of the improvements they have made to the front offices and in particular the ceiling.
- c) To note the Management Committee's decision to replace rotten facias at the side of the building with more durable plastic facias at a cost of £350 pending research into any restrictions relating to the conservation area.

K Bailey

Clerk to Saxmundham Town Council

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

Date: 7th June 2023