



# Saxmundham Town Council

## Minutes of the Meeting of the Gannon Institute Trust Monday 5<sup>th</sup> April 2023, 7:00pm, The Market Hall, Saxmundham

### Councillors

D. Eastman (Chair), J. Findlay (Vice-Chair), J. Fisher, C. Hawkins, T. Lock, J. Sandbach, J. Smith, N. Hiley, B. Gulliford, E. Clark

**Also present:** Katy Bailey (Town Clerk), Sharon Smith (RFO)

**Open Forum:** There were no members of the public present.

- 1/23GIT **Apologies:**  
Apologies received from Cllr. James Sandbach  
Cllr. Tim Lock and Cllr. Marianne Kiff were absent from the meeting – no apologies received.
- 2/23GIT **Declaration of Interest:**  
There was a non-pecuniary Declaration of Interest in item 4b by Cllr. Di Eastman as a Trustee of IP17 GNS.
- 3/23GIT **Minutes of the previous meeting**  
The Minutes of 13<sup>th</sup> March 2022 were presented. **It was unanimously RESOLVED to accept the Minutes as a true and accurate record.**
- 4/23GIT
- **Gannon Rooms – Update from Cllr. Jeremy Smith on proposed next steps works programme and financing** was received
  - The proposals made by the Gannon Institute Management Committee have been referred to The Resources Committee. It was noted that £28,500.00 has been committed for refurbishment of The Gannon Rooms. There is currently a gap of approximately £5,000.00 for existing committed works.
  - (4.1) In relation to expenditure already committed and commissioned in 2022-23, the Trustees considered a request for an additional sum of £5,000 to meet these costs from the Town Council's Capital Replacement Fund.  
**It was unanimously RESOLVED to recommend to Town Council that £5,000 is allocated from the Capital Replacement Fund to the Gannon Rooms' capital works programme.**
  - (4.2) In relation to further required works to provide:
    - One accessible WC
    - Repairs to cupolas and flashing
    - Basic levelling of the floor in the main hallwhich the Gannon Institute Management Committee (GIMC) considers will cost in the region of £25,000, the Trustees considered possible financing and in particular the possibility of borrowing via the Public Works Loans Board (PWLB) of all or most of the resources.  
**It was unanimously RESOLVED to recommend to Town Council that the RFO makes preliminary enquiries as to the feasibility and terms of a loan from the PWLB.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

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- (4.3) Additionally, quotes totalling £1,692.40 to level the floor in the main hall have now been received. These are from the builder who is currently on-site and fitting fire doors. Ideally the builder would like to remain on-site to level the floor. In view of the difficulty the GIMC has experienced in identifying builders willing to quote and free to undertake work at present, the Trustees considered agreeing the quote and allowing these costs to be met via the Gannon Rooms current budget in advance of any new loan or other financial arrangement.  
**It was unanimously RESOLVED** to recommend to The Town Council to agree the quote with a limit of £2000.00 and allowing these costs to be met via the Gannon Rooms current budget in advance of any new loan or other financial arrangement.

**Meeting ended at 19:25**

Katy Bailey  
Clerk to Saxmundham Town Council

Signed \_\_\_\_\_ Date \_\_\_\_\_