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**Councillors:**

|  |  |  |
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| Cllr Jeremy Smith Chair |  | Cllr Di Eastman |
| Cllr Charlotte Hawkins |  |  |
|  |  |  |

**Also present:** Jenny Morcom, Assistant Clerk (ATC)

Colin Hathway, Caretaker (CT)

|  |  | **Action** |
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| 17/23GIMC | **Item 1. Apologies for Absence** |  |
|  | There were apologies for absence from Cllr Fisher. Cllr. Lock and Cllr. Sandbach were unable to attend. |  |
| 18/23GIMC | **Item 2. Pecuniary/Non- Pecuniary Interests** |  |
|  | None were declared. |  |
| 19/23GIMC | **Item 3. Minutes of the previous meetings** |  |
|  | The Committee **approved** the minutes of the meeting held 24th August with an amendment to correct Cllr Eastman’s name.  The Committee **noted** the draft minutes of the Gannon Institute Trustee Meeting held 11th September 2023. |  |
| 20/23GIMC | **Item 4. Financial reports** |  |
|  | 1. **Payments and Receipts for July, August, and September 2023.**   The Committee **noted** the report and queried whether the Public Works Loan should have its own line in order to track expenditure against it more easily.   1. **To note the bank balance.**   The Committee **noted** the bank balance on 26th September of £23,883 which includes the £20,000 public works loan.   1. **To note the year to date budgeted versus actual expenditure.**   The Committee **noted** the report.   1. **To receive an update on the loan application to the Public Works Loans Board.**   The Committee **noted** that the loan has been received and is in the Gannon Institute current account.   1. **Discussion of priorities for next year’s budget.**   Suggestions included:   * Internal decoration once the accessible WC has been built. * Projector and screen * Better internal lighting * Ideas form the ecological officer regarding external gardening.   The Committee **agreed** that the Caretake and Deputy clerk should bring estimated costs to the next meeting. | **DTC/CT** |
| 21/23GIMC | **Item 5: Gannon rooms refurbishment** |  |
|  | a**. Priorities for refurbishment.**  The Committee **noted** the report and the suggestion to press on with plans to build the accessible WC. No decision to commission Rust earlier in the year had been taken, however, as the Committee (and the Trustee) decided that an application should be made to the Public Works Loans Board. Rust at that time were the only contractor to provide a clear itemised quote for the accessible WC. In view of this the Committee **instructed** the DTC to rewrite the specification for the accessible WC and seek three quotes for estimated costs as a matter of urgency.  **b. Further work to the roof and leak to bay window.**  The Committee **agreed** the quote of £250 from AJ Smith to put a cover the hole where the cowl over the boiler house chimney used to be and re-attach the loose flashing on the main roof.  The Committee **noted** that repairs have been made to address the leak through the roof of the bay window and that ABC Radio are monitoring for further leaks. Should leaks remain a problem the Committee **agreed** expenditure up to £1,000, on the lowest of three quotes for the work.  **c. Proposal for environmental improvements.**  The Committee noted the paper by the Environmental Officer and requested her to provide costings for   * A minimum option * A slightly more extensive option   To be considered at the next Committee meeting. | **DTC (done)**  **CT**  **EO** |
| 22/23GIMC | **Item 6: Draft Health and Safety procedures** |  |
|  | 1. **Asbestos management plan**   The Committee **instructed** the DTC to update and simplify the plan for consideration at the next Committee meeting.  **b. Fire evacuation plan.**  The Committee **agreed** the plan subject to the addition of the location of the assembly point | **DTC**  **DTC** |
| 23/23GIMC | **Item 7: Draft terms and conditions for hire** |  |
|  | The Committee considered and **agreed** the draft terms and conditions of hire subject to minor changes to be made by the DTC. | **DTC** |
| 24/23GIMC | **Item 8: ABC Radio promotional event 28th October 2023** |  |
|  | The Committee considered that it was too soon to promote the entire building as essential building work is yet to be completed. |  |
| 25/23GIMC | **Item 9: Future use of the Main Hall** |  |
|  | The Committee **agreed** that the Town Clerk should, in collaboration with the Chair of the Gannon Institute Management Committee, write to the Chair of IP17 GNS to invite them to a further meeting. | **TC/JS** |
| 26/23GIMC | **Date of next meeting:** The next ordinary meeting of the GIMC will be on 20th November 2023 on the rising of the Market Hall Management Committee which will begin at 5.30pm providing working members of the Committee can attend at this time. TBC | **DTC** |

**The meeting ended at 2.15 pm.**

**Jenny Morcom**

Assistant Town Clerk