



# Saxmundham Town Council

Members of the Gannon Institute Management Committee are summoned to attend a meeting on Wednesday 24<sup>th</sup> January 2024 at 3:00 pm at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensations.

### 3. Open Forum

Members of the public may give their views on items on this agenda or raise items for future consideration.

### 4. Minutes

To resolve that the minutes of the meeting held on 20<sup>th</sup> November 2023 are a true and accurate record.

### 5. Maintenance Report

To receive a progress report about the refurbishment works and reactive repairs.

### 6. Finance Report

- a) To approve the payments and receipts for November and December 2023.
- b) To note the budget versus actual income and expenditure report as at 31<sup>st</sup> December 2023.
- c) To note the bank balances as at 31<sup>st</sup> December 2023.
- d) To note the forecast to the financial year end and the forecasted general and earmarked reserves.
- e) To further consider and approve the draft budget for the financial year 2024-2025.

### 7. Main Hall Licence

To consider a draft licence for IP17 Good Neighbours Scheme.

### 8. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 20<sup>th</sup> March 2024 at 3:00 pm.

**Lisa Hamon**  
**Deputy Town Clerk**  
**18<sup>th</sup> January 2024**