



# Saxmundham Town Council

Members of the Town Council are summoned to attend a meeting of the Gannon Institute Trust on Monday 12<sup>th</sup> February 2024 at 7:00 pm at the Market Hall, High Street, 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

- a) To resolve that the minutes of the meeting held on 11<sup>th</sup> December 2023 are a true and accurate record.
- b) To receive the draft minutes of the Gannon Institute Management Committee meetings held on 24<sup>th</sup> January 2024 and 6<sup>th</sup> February 2024.

### 5. Finance Report

- a) To approve the payments and receipts for December 2023 and January 2024.
- b) To note the bank balances as at 31<sup>st</sup> January 2024.
- c) To note the budget versus actual income and expenditure report as at 31<sup>st</sup> January 2024.
- d) To note the forecast to the financial year end.

### 6. Licence

To consider and resolve to accept the Management Committee recommendation to approve the draft licence to IP17 Good Neighbours Scheme.

### 7. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 8<sup>th</sup> April 2024 at 8:30 pm.

**Sharon Smith**  
**Town Clerk**  
**7<sup>th</sup> February 2024**