



Saxmundham Town Council

Minutes of the Meeting Gannon Institute Management Committee
held from 6.50 pm on 20th November 2023 in the Town House, Station Approach

Councillors:

Cllr Jeremy Smith Chair
Cllr Charlotte Hawkins

Cllr Di Eastman
Cllr John Fisher

Also present:

Sharon Smith, Town Clerk (TC)
Jenny Morcom, Deputy Town Clerk (DTC)

Action

36/23GIMC

Item 1. Apologies for Absence

There were apologies for absence from Cllr Sandbach and Cllr Lock.

37/23GIMC

Item 2. Pecuniary/Non- Pecuniary Interests

None were declared.

Cllr Eastman reported to the Committee that she had resigned as a Trustee from IP17 GNS therefore she no longer had to declare an interest.

38/23GIMC

Item 3. Minutes of the previous meetings

The Committee **approved** the minutes of the meeting held on 2nd October 2023 as a true and accurate record.

39/23GIMC

Item 4. Financial reports

a. Payments and Receipts for October 2023 and to 17th November 2023

The Committee **noted** the receipts and payments to 31st October 2023 and the duplicate payment to the cleaning company which has been addressed. The Committee **noted** the receipts and payments to 17th November 2023.

b. To note the bank balance

The Committee **noted** the following balances as at 17th November 2023: Community Account £23,254.28 and the Premium Account £310.56.

The Committee instructed the Town Clerk to draw a cheque from the Premium Account made out to the the Community Account for the majority of this sum as the Premium Account is no longer used.

c. To note the year to date budgeted versus actual income and expenditure report

The Committee **noted** the report.

The Town Clerk explained that she had split the revenue budget from the building works budget to track expenditure against the PWLB loan.

For the budget for the financial year 2024-2025, the Town Clerk also explained that she had factored in £1,560 for 3 hours hire income per week along with £3,000 from ABC giving a total income of £4,560 which is a forecasted surplus of £933 over budgeted expenditure. If the main hall and kitchen is licensed the main hall to IP17 GNS this is forecasted to raise £3,600 as a minimum which would increase the projected income to £6,600.

Signed _____ Date _____

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d. **Discussion of priorities for next year's budget.**

The Committee **noted** the report suggesting internal decorations will cost £5,000 for the reception and main hall, or should the main hall be let to IP17 GNS, a similar sum being spent on the reception for decorations, lighting and new flooring. The Committee also **noted** the estimated cost of flower beds at £680.

The Committee **agreed** to revisit these issues in the January meeting when budget projections will be firmer.

40/23GIMC **Item 5: Gannon rooms refurbishment**

The Committee **noted** that the Market Hall Trustee had approved the quote from PC Rust for the accessible WC and that work was due to begin.

41/23GIMC **Item 6: Draft Asbestos Management Plan**

The Committee **agreed** the Asbestos Management Plan.

42/23GIMC **Item 7: To receive an update on the future use of the Hall.**

The Committee **received and noted** the new report from IP17 GNS.

The Town Clerk explained that the financial viability of the Gannon Institute would be improved should the main hall be licensed to IP17 GNS.

Committee members present were evenly split between those who felt that IP17 GNS should have sole occupancy as originally envisaged, and those who felt it should have preferential occupancy only.

The Committee **agreed** that the decision should be made by the Gannon Institute Trustee.

43/23GIMC **Date of next meeting:** The next meeting of the GIMC will be on 24th January 2024 time TBC.

The meeting ended at 8.10pm.

Jenny Morcom

Assistant Town Clerk

Signed _____ Date _____