



## Saxmundham Town Council

Members of the Town Council as Trustees of the Gannon Institute Trust are summoned to attend a meeting on Monday 11<sup>th</sup> December 2023 at 7:00 pm at the Market Hall, 29 High Steet, Saxmundham

### Agenda

**1. Apologies and Approvals for Absence**

**2. Members' Declarations of Interest and Considerations of Requests for Dispensations**

**3. Public Participation Session**

**4. Minutes**

- a) To resolve that the draft minutes of the meeting held on 13<sup>th</sup> November 2023 are a true and accurate record.
- b) To receive the draft minutes of the meeting of the Management Committee meeting held on 20<sup>th</sup> November 2023.

**5. Finance**

- a) To note the payments and receipts for September, October and November 2023.
- b) To note the bank balances as at 30<sup>th</sup> November 2023.
- c) To note budgeted versus actual income and expenditure report as at 30<sup>th</sup> November 2023.

**6. Future Use of the Gannon Rooms**

- a) To receive and consider reports from the Town Clerk and IP17 GNS.
- b) To further consider licencing the main hall and kitchen for exclusive use by IP17 GNS.

**7. Administration**

To authorise Sharon Smith, as Town Clerk, to be the main contact person with the Charity Commission.

**Sharon Smith**  
**Town Clerk/RFO**  
**8<sup>th</sup> December 2023**