



# Saxmundham Town Council

## Minutes of the Meeting Gannon Institute Management Committee held from 12.15pm 24<sup>th</sup> May 2023 at the Town House

### Councillors:

Cllr Jeremy Smith Chair  
Cllr John Fisher

Cllr Di Eastman

### Also present:

Jenny Morcom, Assistant Clerk (ATC)  
Colin Hathway, Caretaker (CT)  
Sharon Smith, Registered finance Officer (RFO)

### Action

- 1/23GIMC **Item 1. Apologies for Absence**  
There were apologies for absence from Cllr Hawkins, Cllr. Lock and Cllr. Sandbach.
- 2/23GIMC **Item 2. Pecuniary/Non- Pecuniary Interests**  
Cllr Eastman declared a non-pecuniary interest in item 7a as she is a Trustee of IP17 GNS.
- 3/23GIMC **Item 3. Minutes of the previous meeting held 22 March 2023**  
The Committee **approved** the minutes of the meeting held 22 March 2023 for signature.
- 4/23GIMC **Item 4. Financial reports**
- a. **Income and expenditure accounts for 2022-23.**  
The Committee **noted** the accounts and **referred it to the Trustee for approval.**
  - b. **To approve the balance sheet as of 31<sup>st</sup> March 2023.**  
The Committee **noted** the balance sheet and **referred it to the Trustee for approval.**
  - c. **To approve the bank reconciliation for the financial year 2022-23**  
The Committee **noted** the report and **referred it to the Trustee for approval.**
  - d. **To note the Internal Auditor Independent Examination Report for the financial year 2022-23**  
The Committee **noted** the report and the auditor's comment regarding the relationship between the Management committee and the trustee as well as the suggestion that the Trustee delegate greater financial autonomy to the Committee.  
**The Committee referred the Auditor's report and comments to the Trustee for consideration and decision. The agreed scheme of delegation should then be reflected in the terms of reference for the Management Committee.**
  - e. **To note the bank balances on 30<sup>th</sup> April 2023**  
The Committee **noted** the bank balances.
  - f. **To note the payments and receipts for March and April 2023.**  
The Committee **noted** the payments and receipts.
  - g. **To note the payments and receipts to 19 May 2023**

Signed \_\_\_\_\_ Date \_\_\_\_\_

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Action

The Committee **noted** the payments and receipts.

h. **Explanatory note from the RFO**

The Committee **noted** the report.

5/23GIMC **Item 6: ABC Radio – Item brought forward due top time constraints**

The Committee noted the extensive works carried out by ABC Radio and their request for recompense for the cost of the false ceiling of £2,315.69 or grant an extension of their charge free period to April 2023.

**The Committee recommended, for approval by the Trustee, that ABC’s charge free period should be extended from July 2023 until 31 December 2023.**

6/23GIMC **Item 5: Gannon Rooms refurbishment**

a. **Progress report on schedule of works and recent quotes.**

The Committee **noted** the report and **approved expenditure of £350** for replacement plastic facias at the side of the building, pending research into whether these would require planning permission.as the Gannon Rooms are in the conservation area.

Cllr Fisher left the meeting at 1.50pm and the meeting was no longer quorate.

The following items were therefore referred to the Trustee for approval:

- Internal decoration of the main Hall at a cost of £880.
- To consider and agree a recommendation to the Town Council to seek a loan from PWLB of £20,000 to complete the necessary works to the Gannon Rooms.
- To note the outcome of discussions with IP17 GNS, licensing and hire charges mirroring those for the Market Hall.

8/23GIMC **Date of next meeting:** The next meeting of the GIMC will be on 19<sup>th</sup> July on the rising of the Market Hall Management Committee which will begin at 10.30am. TBC

**The meeting ended at 1.50 pm.**

**Jenny Morcom**

Assistant Town Clerk

Signed \_\_\_\_\_ Date \_\_\_\_\_