



# Saxmundham Town Council

Members of the Gannon Institute Management Committee are summoned to attend a meeting on Wednesday 20<sup>th</sup> March 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

- a) To resolve that the minutes of the meetings held on 24<sup>th</sup> January 2024, 6<sup>th</sup> February 2024 and 5<sup>th</sup> March 2024 are true and accurate records.
- b) To note the draft minutes of the Trust meeting held on 12<sup>th</sup> February 2024.

### 5. Licensees

- a) To receive an update regarding the licence for IP17 Good Neighbours Scheme.
- b) To consider the request from ABC Radio to extend the free rental period until 31<sup>st</sup> March 2024.

### 6. Refurbishment

- a) To receive a progress report about the refurbishment works and reactive repairs.
- b) To note the Green Team's intention to begin landscaping work in April 2024.

### 7. Finance Report

- a) To approve the payments and receipts for February 2024 and to 14<sup>th</sup> March 2024.
- b) To note the bank balances as at 14<sup>th</sup> March 2024.
- c) To note the debtors as at 14<sup>th</sup> March 2024.
- d) To note the budget versus actual income and expenditure report as of 14<sup>th</sup> March 2024.
- e) To agree to transfer the remaining PWLB loan principal balance to an earmarked reserve.
- f) To note the forecast to the financial year end and the forecasted general and earmarked reserves.
- g) To further consider and approve the draft budget for the financial year 2024-2025.

### 8. Governance

To note the submission of the Annual Return for 2022-2023 to the Charities Commission.

### 9. Next Meetings

- a) To note the date and time of the next meeting which is scheduled for Monday 15<sup>th</sup> April 2024 at 2:00 pm.
- b) To consider the draft meetings schedule for 2024-2025.

**Lisa Hamon**

**Deputy Town Clerk**

**14<sup>th</sup> March 2024**