



Saxmundham Town Council

Minutes of the Extraordinary meeting of the Gannon Institute Management Committee held on Tuesday 5th March 2024 at the Town House, Station Approach, Saxmundham at 2.15 pm.

Minutes

59/23GIC

Attendees

Cllr Jeremy Smith (Chair)
Cllr Di Eastman
Cllr John Fisher
Cllr Charlotte Hawkins

Apologies

Cllr Tim Lock

Also Present

Sharon Smith (Town Clerk)

60/23GIC

Declaration of Interests

None.

61/23GIC

Open Forum

None.

62/23GIC

Minutes

The Committee agreed to defer approval of the draft minutes of the meeting held on 24th January 2024 until the next meeting.

63/23GIC

IP17 Draft Licence

- a) The Committee noted that the IP17 GNS Trustees have resolved to enter into a licence agreement with the Town Council in accordance with the terms outlined in the draft licence.
- b) The Committee considered additional criteria for extension or termination of the Trial Period and resolved that the key criteria for extending the licence agreement will be determined by the degree and scale of community involvement over the coming period.
- c) The Committee considered the rent-free period and agreed to grant IP17 GNS a rent-free period of one month, to contribute to the costs of redecorating. The Committee also agreed to date the licence agreement from 1 April 2024 and allow IP17 GNS occupancy from 1 March 2024 to enable the initial moving, setting up, redecorating and electrical work to take place. This effectively allows IP17 GNS a period of two months of free rent.
- d) The Committee agreed that IP17 GNS would carry out re-decoration of the hall, in colours to be agreed with the Town Clerk.
- e) The Committee agreed to provide further electrical sockets at their expense. They agreed that the Caretaker will meet with IP17 GNS to discuss the number and position of sockets for mutual and sensible agreement.

Signed _____ Date _____

- f) The Committee agreed to provide blinds at their expense and requested that IP17 GNS submit a quotation for their preference of blinds for the Committee's consideration.
- g) The Committee agreed in principle to a small, moveable shed subject to confirmation of the exact position being agreed with the Caretaker; confirmation that it will not impede egress in the event of an emergency and subject to any planning consent that may be required due to the building being a commercial property in a Conservation Area. The Town Clerk will contact the planning authority for pre-planning advice.
- h) The Arts Fest will be held on Saturday 8th June 2024 and the Art Station have asked if they may use the Gannon Rooms for a photography exhibition during the day, The Committee agreed to make this a condition of the licence.

64/23GIC Next Meeting

The next meeting is scheduled for Wednesday 20th March 2024 at 3:00pm.

The meeting closed at 3:00 pm.

**Sharon Smith
Town Clerk**

Signed _____ Date _____