



Saxmundham Town Council

Minutes of the Extraordinary meeting of the Gannon Institute Management Committee held on Tuesday 6th February 2024 at the Town House, Station Approach, Saxmundham at 11:30 am.

Minutes

52/23GIC

Attendees

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

Apologies

Cllr Tim Lock

Also Present

Sharon Smith (Town Clerk)

53/23GIC

Declaration of Interests

None.

54/23GIC

Open Forum

None.

55/23GIC

Minutes

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

56/23GIC

Maintenance Report

The Committee received a progress report about the building of the accessible WC which is expected to be completed this week.

57/23GIC

Finance Report

- a) The Committee approved the payments and receipts for January 2024.
- b) The Committee noted the budget versus actual income and expenditure report as at 31st January 2024. The Committee accepted the Town Clerk's recommendation to cease showing revenue expenditure separately from the building works expenditure as it over complicates the accuracy of cash flow forecasting,
- c) The Committee noted the bank balances as at 31st January 2024.
- d) The Committee noted the forecast to the financial year end.
- e) The Committee agreed to defer consideration of the draft budget for the financial year 2024-2025 until the next meeting to allow the Town Clerk to present a budget table including both revenue and building works expenditure and an accurate reserves position.

58/23GIC

Licences

Signed _____ Date _____

- a) The Committee further considered the draft licence for IP17 Good Neighbours Scheme. It was **unanimously resolved** to add a clause to the draft licence for both parties to review the trial basis after a period of six months and to decrease the licence fee to £450 per month.
- b) The Committee noted minute 14/23GIMC from the meeting held on 19th July 2023, which recorded that the Committee was not minded to extend the licence fee-free period to ABC Radio to 31st March 2024. The Committee requested the Town Clerk to check whether this decision had been communicated to ABC Radio and to report back at the next meeting.

59/23GIC Next Meeting

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

The meeting closed at 12 noon.

Sharon Smith
Town Clerk

Signed _____ Date _____