



Saxmundham Town Council

Minutes of the meeting of the Gannon Institute Management Committee held on Wednesday 24th January 2024 at the Town House, Station Approach, Saxmundham at 3:15 pm.

Minutes

44/23GIC

Attendees

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

Apologies

Cllr John Fisher
Cllr Tim Lock

Also Present

Sharon Smith (Town Clerk)
Lisa Hamon (Deputy Town Clerk)

45/23GIC

Declaration of Interests

None.

46/23GIC

Open Forum

None.

47/23GIC

Minutes

It was **unanimously resolved** to approve the draft minutes of the meeting held on 20th November 2023 as a true and accurate record.

48/23GIC

Maintenance Report

The Committee received and noted a progress report about the refurbishment works at the Gannon Rooms. Cllr Jeremy Smith requested to be shown around the building when the works were complete.

49/23GIC

Finance Report

- a) The Committee approved the payments and receipts for November and December 2023.
- b) The Committee received and noted the budgeted versus actual income and expenditure report as of 31st December 2023.
- c) The Committee noted that the bank balance as of 31st December 2023 was £24,055.59 in the Community Account and £10.56 in the Premium Account.
- d) The Committee noted the forecast to the financial year end and the forecasted general and earmarked reserves.
- e) The Committee considered the draft budget for the financial year 2024-2025 but were unable to recommend it for approval by the Trust, until a review of the reserves position had been carried out. The Committee agreed to add £1,000 to the budget for improvements to the garden area.

Signed _____ Date _____

50/23GIC Main Hall Licence

The Committee considered a draft licence for IP17 Good Neighbours Scheme.

The Committee noted that the monthly licence fee proposed was proportionate to that of ABC Radio.

The Committee also agreed that no parking provision will be made for IP17 GNS at the Gannon Rooms.

It was agreed to forward the draft licence to the Trustees of IP17 GNS for their review and comment. An extraordinary meeting of the Gannon Institute Management Committee will be convened, prior to the next scheduled meeting of the Gannon Institute Trust, to consider any response if necessary.

The Committee also considered a draft Asset Register and agreed to offer the items to IP17 GNS for their use on the understanding that the licensor will not be responsible for repairs, replacement, nor disposal. Any items not required will be stored for future use.

51/23GIC Next Meeting

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

The meeting closed at 4:05 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____