



Saxmundham Town Council

Members of the Gannon Institute Management Committee are summoned to attend a meeting on Monday 20th May 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. Appointment of Chair

To appoint a Chair to the Management Committee for the year 2024-2025.

5. Minutes

- a) To resolve that the minutes of the meeting held on 20th March 2024 are a true and accurate record.
- b) To note the draft minutes of the Trust meeting held on 13th May 2024.

6. Refurbishment

- a) To consider quotations to erect scaffolding to remove the cupola.
- b) To consider quotations to remove the cupolas and make the voids watertight.
- c) To consider quotations to replace the disabled access door and note the decision of the Resources Committee to allocate the actual cost, up to £5,000, from the Capital Replacement Fund.
- d) To consider quotations for blinds for the main hall.
- e) To consider quotations for painting the foyer and toilets.
- f) To consider a quotation for flooring for the foyer.
- g) To consider a quotation for further electrical works.
- h) To receive an update on the Green Team's landscaping work.

7. Maintenance/Reactive Repairs

- a) To receive a reactive repairs report from the Caretaker.
- b) To receive the fire detection and emergency lighting inspection reports.

8. Financial Year End 2023-2024

To consider and recommend to the Trust that it approves the:

- a) Annual Income and Expenditure Accounts for the financial year 2023-2024
- b) Balance Sheet as at 31st March 2024.

9. Finance Report

- a) To approve the payments and receipts for March, April and to 13th May 2024.
- b) To note the bank balances as at 13th May 2024.
- c) To receive the budgeted versus actual income and expenditure report as at 13th May 2024.
- d) To note the closure of the Saxmundham and District Welfare Association account held at Barclays Bank and to instruct the Town Clerk to seek to wind up the Association.

e) To receive and approve an asset register.

10. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 15th July 2024 at 3:00 pm.

Lisa Hamon

Deputy Town Clerk

13th May 2024