



Saxmundham Town Council

Minutes of the meeting of the Gannon Institute Management Committee held on Monday 20th May 2024 at the Town House, Station Approach, Saxmundham at 3:50 pm.

Minutes

01/24GIC

Attendees

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

Apologies

Cllr Geraldine Barker

Also Present

Lisa Hamon (Deputy Town Clerk)

Cllr Geraldine Barker arrived at 3:00 pm, when the meeting was due to start, but had to leave at 3:40 pm due to another commitment. The Gannon Institute Management Committee started 50 minutes late due to the Market Hall Management Committee over-running.

02/24GIC

Declaration of Interests

None.

03/24GIC

Open Forum

None.

04/24GIC

Appointment of Chair

The Committee appointed Cllr Jeremy Smith as Chair to the Management Committee for the year 2024-2025 and noted the resignation of Cllr Di Eastman from the Committee and the appointment of Cllr Gerladine Barker to the Committee.

05/24GIC

Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 20th March 2024, as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 13th May 2024.

06/24GIC

Refurbishment

- a) The Committee considered quotations to erect scaffolding to remove the cupolas and agreed to proceed with CAT Scaffolding at a cost of £1,700.
- b) The Committee considered quotations to remove the cupolas and make the voids watertight and agreed to proceed with Carl Allen Builders at a cost of £795. The Committee noted the close working relationship between them, the scaffolding company and the organisations which will quote to repair the cupolas, potentially reducing risk.

Meeting adjourned for 5 minutes as the Chair was unwell.

Signed _____ Date _____

- c) The Committee considered quotations to replace the disabled access door and noted the decision of the Resources Committee to allocate the actual cost, up to £5,000, from the Capital Replacement Fund. The Committee asked the Deputy Town Clerk to find out more information about fire regulations in relation to the door and to obtain a quotation from PC Rust for the creation of an internal and external flush access.
- d) The Committee considered quotations for the blinds for the main hall and agreed to contribute £650 to IP17 GNS toward the cost of the blinds.
- e) The Committee considered quotations for painting the foyer and toilets and agreed to proceed with Luke Harris for £1695.
- f) The Committee considered a quotation for flooring for the foyer and agree to proceed with Luke Harris for £452.30.
- g) The Committee considered a quotation from Bayfield Electrical for further electrical works and agreed to proceed with these.

All other agenda items were deferred until the next meeting.

The meeting was closed at 4.40 pm and authority was delegated to the Deputy Town Clerk to make necessary decisions regarding refurbishment quotations, with guidance from Committee members.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____