



Saxmundham Town Council

Members of the Gannon Institute Management Committee are summoned to attend a meeting on Thursday 3rd October 2024 at 2:00pm at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

Members of the public may give their views on items on this agenda or raise items for future consideration.

4. Minutes

- a) To resolve that the minutes of the meeting held on 22nd July 2024 are a true and accurate record.
- b) To note the minutes of the Trust meetings held on 6th August 2024 and 9th September 2024.

5. Refurbishment

- a) To receive an update about the restoration of the cupolas.
- b) To receive an update about the replacement front door, foyer painting, foyer carpeting, and main hall blinds.

6. Maintenance/Health and Safety

- a) To receive a reactive repairs report from the Maintenance Officer.
- b) To review the emergency lighting and fire detection six monthly report and agree any necessary action.

7. Finance Report

- a) To approve the payments and receipts for August and September 2024.
- b) To note the bank balance as at 30th September 2024.
- c) To appoint a non-authorised signatory to verify the bank reconciliations as at 31st July, 31st August 2024 and 30th September 2024.
- d) To receive the budgeted versus actual income and expenditure report as at 30th September 2024.
- e) To note the submission of the Annual Return for 2023-2024 to the Charities Commission.

8. Licensees

- a) To note that the Town Clerk will commence good faith discussions with IP17 GNS Trustees to consider the duration of their licence, as mandated by clause 4, and following consultation with the members of the Gannon Institute Management Committee, to agree a recommendation to be considered by the Gannon Institute Trust at its meeting in November 2024.
- b) To receive an update regarding utility costs and to consider licensee contributions.

9. Next Meeting

To note the date and time of the next meeting which is scheduled for 6th January 2025.

Sharon Smith
Town Clerk
27th September 2024