



# Saxmundham Town Council

Minutes of the meeting of the Gannon Institute Management Committee held on Monday 22<sup>nd</sup> July 2024 at the Town House, Station Approach, Saxmundham at 3:15 pm.

## Minutes

**07/24GIC**

### Attendees

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

### Also Present

Lisa Hamon (Deputy Town Clerk)

**08/24GIC**

### Declaration of Interests

None.

**09/24GIC**

### Open Forum

None.

**10/24GIC**

### Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 20<sup>th</sup> May 2024 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 8<sup>th</sup> July 2024.

**11/24GIC**

### Refurbishment

- a) The Committee considered quotations to refurbish the cupolas and agreed to report to the Trust that it would like to proceed, in principle, with the refurbishment if resources are available, subject to the receipt of a proper specification. A meeting of the Resources Committee would need to be convened to consider an appropriate source of funds.
- b) It was **unanimously resolved** to apply for a grant for £1,000 from SCC's Locality Budget towards the restoration of the cupolas.
- c) The Committee received an update about the replacement disabled access door. A quotation has been received from PC Rust to replace the existing door with a new UPVC door and to remove the old wooden ramp and create a flush easy access. The Committee instructed the Deputy Town Clerk to obtain a second quotation and to proceed with commissioning the work in accordance with the delegated authority granted to the Deputy Town Clerk at the meeting held on 20<sup>th</sup> May 2024. The Committee noted that the new door would not have a letterbox, for fire safety reasons and suggested that if the licensee needs a letterbox, this could be installed on the outside wall.
- d) The Committee noted that the electrical work had been completed.
- e) It was **unanimously** resolved to accept a revised quotation for £842.50 (net) for the replacement blinds.

Signed \_\_\_\_\_ Date \_\_\_\_\_

12/24GIC

### Maintenance/Fire Safety

- a) The Committee received and noted a reactive repairs report from the Maintenance Officer .
- b) The Committee received a fire safety inspection report commissioned by IP17 GNS. The Committee noted that the fire risk assessment should be requested for the whole building by the Management Committee, acting on behalf of the responsible Trustee. The Deputy Town Clerk informed the Committee that the last Fire Risk Assessment of the Gannon Rooms was carried out in October 2021. Cllr Jeremy Smith and Cllr Geraldine Barker expressed concern that one compliance issue noted in the report commissioned by IP17 GNS is rated as high risk. This risk relates to the fire door between the main hall and the communal entrance being wedged open during IP17 GNS's day-to-day activities. It is recommended that a Dorguard device is installed so the door automatically closes if the fire alarm is activated. In addition, an additional drop seal needs to be installed on the door, as the gap is over 10mm. The Committee asked the Deputy Town Clerk to inform IP17 GNS that an independent fire risk assessment will be carried out in the Autumn on the whole building, after the current refurbishment phase has been completed. In the meantime, it was **unanimously resolved** to appoint a professional contractor to address the high-risk issues identified in the report commissioned by IP17 GNS. The Committee also asked the Deputy Town Clerk to confirm whether the fire alarm needs to be tested weekly.

13/24GIC

### Finance Report

- a) It was **unanimously resolved to** approve the payments and receipts for March, April, May, June and July 2024. The Committee was informed that IP17 GNS has not yet paid their licence fees due for June, July and August. The Committee agreed not to arrange for the new blinds to be erected at the Gannon Institute until the outstanding licence fees have been paid.
- b) The Committee noted the forecasted bank balance of £4,854.12, as at 31<sup>st</sup> July 2024.
- c) The Committee received the budgeted versus actual income and expenditure report as at 10<sup>th</sup> July 2024.
- d) It was **unanimously resolved** to recommend to the Trust that it approves the Annual Income and Expenditure Accounts for the financial year 2023-2024 and the Balance Sheet as at 31<sup>st</sup> March 2024.
- e) The Town Clerk informed the Committee that annual gas, electric and water invoices from March 2023 to March 2024 for the Gannon Rooms totalled £2,370 from March 2023 to March 2024. During this period, ABC Radio had sole occupation of the building and contributed an annual total of £700. The Committee agreed to monitor the utility costs now that IP17 GNS also occupy the building and to report to both licensees that their contribution may need to be increased in future.
- f) The Committee noted the closure of the Saxmundham and District Welfare Association account held at Barclays Bank and instructed the Town Clerk to seek to wind up the Association.

14/24GIC

### Next Meeting

It was **unanimously resolved** to change the date of the next meeting to Monday 23<sup>rd</sup> September 2024 at 3:00 pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Cllr Jeremy Smith informed the Committee of his decision to resign as Chair and member of the Committee with immediate effect. The Committee thanked him for his valuable contribution to the Committee.

The meeting closed at 3.40 pm.

**Lisa Hamon**  
**Deputy Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_\_\_