



Saxmundham Town Council

Members of the Gannon Institute Management Committee are summoned to attend a meeting on Monday 31st March 2025 at 9:30am 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 7th January 2025 are a true and accurate record.
- b) To note the minutes of the Trust meetings held on 13th January 2025.

5. Finance

- a) To approve the payments and note the receipts for January and February 2025.
- b) To note the bank balance as at 28th February 2025.
- c) To verify the bank reconciliations as at 31st January and 28th February 2025.
- d) To receive the budgeted versus actual income and expenditure report as at 28th February 2025.
- e) To authorise the list of Approved Payments and Direct Debits 2025-2026.

6. Refurbishment

- a) To receive a progress report regarding the repurposing of the foyer cupboard by ABC Radio.
- b) To receive a report regarding exterior signage and parking permits.

7. Licensees

- a) To consider recommending to the Gannon Institute Trust to instruct a solicitor to review the licence arrangements with ABC Radio and IP17 GNS.
- b) To receive a report from IP17 GNS regarding their bid to Sizewell C Community Fund which includes refurbishment work and consider recommending to the Trust to grant permission.

8. Maintenance/Health and Safety

- a) To receive a reactive repairs report from the Maintenance Officer.
- b) To receive the Fire Risk Assessment from Morgan Fire Protection Ltd and agree any necessary action.
- c) To receive a Pest Control Report from Rentokil and agree any necessary action.
- d) To agree to commission an electrical installation certificate from RW Curle.

9. Policies

To consider the annual review of the Asset Register and recommend approval to the Trust.

10. Next Meeting

To note that the date and time of the next meeting will not be scheduled until the Town Clerk's Committee Restructuring paper has been considered at the Trust meeting to be held on 12th May 2025.

Sharon Smith
Town Clerk
26th March 2025