



Saxmundham Town Council

Minutes of the meeting of the Gannon Institute Management Committee held on Monday 31st March 2025 at the Town House, Station Approach, Saxmundham at 9.38 am.

Minutes

34/24GIC

Attendees

Cllr John Fisher (Chair)
Cllr Marianne Kiff
Cllr Geraldine Barker

Also Present

Lisa Hamon (Deputy Town Clerk)

35/24GIC

Declaration of Interests

None.

36/24GIC

Open Forum

None.

37/24GIC

Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 7th January 2025 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 13th January 2025.

38/24GIC

Finance

- a) It was **unanimously resolved** to approve the payments and note the receipts for January and February 2025.
- b) The Committee noted the bank balance as at 28th February.
- c) Cllr Geraldine Barker verified the bank reconciliations as at 31st January and 28th February 2025.
- d) The Committee received the budgeted versus actual income and expenditure report as at 28th February 2025.
- e) It was **unanimously resolved** to authorise the list of Approved Payments and Direct Debits 2025-2026.

39/24GIC

Refurbishment

- a) The Committee received a progress report regarding the repurposing of the foyer cupboard by ABC Radio, which is expected to be completed by 17th April.
- b) The Committee received a report regarding exterior signage, to include parking information and parking permits.

Signed _____ Date _____

40/24GIC Licensees

- a) It was **unanimously resolved** to recommend to the Trust to instruct a solicitor to review the licence arrangements with ABC Radio and IP17 GNS. The Committee agreed that the purpose of the building should be clearly stated in the agreement.
- b) The Committee received a report from IP17 GNS regarding their bid to Sizewell C Community Fund which includes refurbishment work and **unanimously recommended** it to the Trust to grant permission. The Committee discussed ownership and responsibility for repair of items for which grant funding has been received including kitchen appliances.

41/24GIC Maintenance/Health and Safety

- a) The Maintenance Officer reported no reactive repairs and informed the Committee that the disabled toilet has been repaired.
- b) The Committee received the Fire Risk Assessment from Morgan Fire Protection Ltd and agreed any necessary action.
- c) The Committee received a Pest Control Report from Rentokil and **unanimously resolved** to adopt measures to make the area rat proof, rather than using Rentokil to bait the drains.
- d) It was unanimously agreed to obtain quotes from other suppliers to commission an electrical installation certificate.

42/24GIC Policies

The Committee **unanimously resolved** to recommend approval of the Asset Register to the Trust.

43/24GIC Next Meeting

The Committee noted 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.

The meeting closed at 10.55 am.

Lisa Hamon, Deputy Town Clerk

Signed _____ Date _____