



# The Gannon Institute Trust

Members of the Town Council, as Trustee of The Gannon Institute Trust, are summoned to attend a meeting on Thursday 10<sup>th</sup> July 2025 at 2:00 pm at the Market Hall, High Street, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensations.

### 3. Open Forum

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

### 4. Minutes

To approve the minutes of the meeting held on 12<sup>th</sup> May 2025 are a true and accurate record.

### 5. Licensees

- a) To receive a report from IP17 GNS regarding their application to the Sizewell C Community Fund and the associated proposals for improvements to the Gannon Rooms.
- b) To receive a report from the Town Clerk clarifying the Trust's position and outlining the legal, governance, and resource considerations.
- c) To consider whether to grant approval to IP17 GNS to undertake the proposed improvements to the Gannon Rooms. (*Annual Delivery Plan 3.4*)

### 6. Thermal Efficiency

To consider a quotation to carry out an energy performance assessment and advice to improve the thermal efficiency of the Gannon Rooms. (*Annual Delivery Plan 4.2*)

### 7. Fire Risk Assessment

- a) To receive a progress report regarding actions arising from the Fire Risk Assessment.
- b) To consider approving a quotation for remedial works to the fire alarm system.
- c) To consider a formal request for the Town Council to release £1,600 from the earmarked Gannon Institute contingency fund to reimburse general reserves following the remedial expenditure.

### 8. Financial Year 2024-2025

- a) To receive the Budget Outturn Report for the financial year 2024-2025.

- b) To approve the Annual Income and Expenditure Accounts for the financial year 2024-2025.
- c) To approve the Balance Sheet for the financial year 2024-2025.
- d) To verify the Bank Reconciliation for the year ended 31<sup>st</sup> March 2025.
- e) To receive the Internal Auditor Independent Examination Report for 2024-2025 and to consider any recommendations.

#### **9. Financial Year 2025-2026**

- a) To approve the payments and note the receipts for March to June 2025.
- b) To note the bank balance as at 30<sup>th</sup> June 2025.
- c) To verify the bank reconciliations from 31<sup>st</sup> March to 30<sup>th</sup> June 2025.
- d) To receive the budgeted versus actual income and expenditure report as at 30<sup>th</sup> June 2025.

#### **10. Legal**

- a) To consider obtaining a revaluation of the Gannon Rooms for insurance purposes.
- b) To consider registering first title of the Gannon Rooms with HM Land Registry.

#### **11. Next Meeting**

To note the date and time of the next meeting which is scheduled for Thursday 11<sup>th</sup> September 2025 at 2:00 pm.

**Sharon Smith**  
**Town Clerk**  
**4<sup>th</sup> July 2025**