



The Gannon Institute Trust

Minutes of the meeting of the Gannon Institute Trust held on Thursday 10th July 2025
at the Market Hall, High Street, Saxmundham at 2:00 pm.

Minutes

20/25GIT

Attendees

Cllr John Findlay (Chair)
Cllr Geraldine Barker (Vice Chair)
Cllr Georgina Burns
Cllr Laura Purina
Cllr John Fisher
Cllr David Humphreys
Cllr Marianne Kiff

Apologies

Cllr Nick Jackson
Cllr Elizabeth Clark
Cllr Jeremy Smith – none received
Cllr Tim Lock – none received
Cllr James Sandbach – none received

Also Present

Sharon Smith (Town Clerk)
No members of the public

21/25GIT

Declaration of Interests

Cllr John Findlay declared a non-registerable interest in 24/25GIT.

22/25GIT

Open Forum

None.

23/25GIT

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 12th May 2025 as a true and accurate record.

24/25GIT

Licensees

- a) The Council received 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) The Council received a report from the Town Clerk clarifying the Trust's position and outlining the legal, governance, and resource considerations.
- c) It was **unanimously resolved** to grant approval to IP17 GNS to undertake the proposed improvements to the Gannon Rooms, noting that IP17 GNS will be responsible for the disposal of the old cooker. (*Annual Delivery Plan 3.4*)

25/25GIT

Thermal Efficiency

It was **unanimously resolved** to accept a quotation to undertake an energy performance assessment of the Gannon Rooms and provide recommendations to improve thermal efficiency. It was further agreed to explore potential funding opportunities from the Sizewell C Community Fund to support the implementation of any recommended improvements.
(*Annual Delivery Plan 4.2*)

Signed _____ Date _____

26/25GIT Fire Risk Assessment

- a) The Council received a progress report on the actions arising from the Fire Risk Assessment and noted that all identified actions are currently being addressed. It was agreed that the Town Clerk should carry out an annual inspection of the licensees' fire safety logbooks to ensure that regular fire drills are being conducted.
- b) It was **unanimously resolved** to approve a quotation from Coastal Fire for remedial works to the fire alarm system. It was further agreed that a letter be sent to the previous contractor, outlining that the works they carried out were not compliant with current fire safety regulations.
- c) It was **unanimously resolved** to request the Town Council to release £1,600 from the earmarked Gannon Institute contingency fund to reimburse general reserves following the remedial expenditure.

27/25GIT Financial Year 2024-2025

- a) The Council noted the Budget Outturn Report for the financial year 2024-2025.
- b) It was **unanimously resolved** to approve the Annual Income and Expenditure Accounts for the financial year 2024-2025.
- c) It was **unanimously resolved** to approve the Balance Sheet for the financial year 2024-2025.
- d) It was **unanimously resolved** to verify the Annual Bank Reconciliation for the year ended 31st March 2025.
- e) The Council noted the Internal Auditor Independent Examination Report for 2024-2025 and noted that no recommendations had been made.

28/25GIT Financial Year 2025-2026

- a) The Council approved the payments and note the receipts for March to June 2025.
- b) The Council noted the bank balance as at 30th June 2025.
- c) The Council verified the bank reconciliations from 31st March to 30th June 2025.
- d) The Council received the budgeted versus actual income and expenditure report as at 30th June 2025.

29/25GIT Legal

- a) The Council instructed the Town Clerk to obtain a quotation for revaluing the Gannon Rooms for insurance purposes.
- b) The Council instructed the Town Clerk to obtain a quotation for registering the first title of the Gannon Rooms with HM Land Registry.

30/25GIT Next Meeting

Signed _____ Date _____

The Council agreed the date and time of the next meeting which is scheduled for Thursday 11th September 2025 at 2:00 pm.

The meeting closed at 3:00 pm.

Sharon Smith
Town Clerk

Signed _____ Date _____