



The Gannon Institute Trust

Minutes of the meeting of the Gannon Institute Trust held on Thursday 11th September 2025
at the Fromus Centre, Street Farm Road, Saxmundham at 2:00 pm.

Minutes

40/25GIT

Attendees

Cllr John Findlay (Chair)
Cllr Laura Purina
Cllr Georgina Burns
Cllr Tim Lock
Cllr John Fisher

Also Present

Sharon Smith (Town Clerk)
No members of the public

Apologies

Cllr Geraldine Barker - accepted
Cllr Elizabeth Clark - accepted
Cllr David Humphreys - accepted
Cllr Jeremy Smith - accepted
Cllr Marianne Kiff – not accepted
Cllr James Sandbach – not accepted
Cllr Steve Peck – not accepted

41/25GIT

Declaration of Interests

Cllr John Findlay declared a non-registerable interest in matters relating to IP17 GNS.

42/25GIT

Open Forum

None.

43/25GIT

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 20th July 2025 as a true and accurate record.

44/25GIT

Thermal Efficiency

The Council received a progress report on actions to improve the Gannon Rooms' thermal efficiency and noted the update.

The Council noted that the previously approved quotation of £2,415 to create heating zones and install an additional radiator had been incorrect. The Council **unanimously resolved** to approve the revised quotation of £2,898 and agreed to recommend that the Town Council release this sum from the contingency fund, as the recent grant application had been unsuccessful.

The Council also agreed to explore whether applying film to the windows could help improve thermal efficiency of the building.

45/25GIT

Fire Risk Assessment

The Council received the progress report on actions arising from the Fire Risk Assessment and noted that all identified actions have been completed.

Signed _____ Date _____

46/25GIT Legal

The Council received and noted the rebuild valuation report for the Gannon Rooms. It was **unanimously resolved** to increase the insurance cover to the recommended valuation of £1,000,000.

47/25GIT Finance

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

48/25GIT Next Meeting

The Council agreed the date and time of the next meeting which is scheduled for Thursday 8th January 2026 at 2:00 pm.

The meeting closed at 2:30 pm.

**Sharon Smith
Town Clerk**

Signed _____ Date _____