



The Gannon Institute Trust

Minutes of the meeting of the Gannon Institute Trust held on Thursday 8th January 2026
at the Town House, Station Approach, Saxmundham at 2:00 pm.

Minutes

49/25GIT

Attendees

Cllr John Findlay (Chair)
Cllr Laura Purina
Cllr Georgina Burns
Cllr Marianne Kiff

Also Present

Sharon Smith (Town Clerk)
No members of the public

Apologies

Cllr Geraldine Barker - accepted
Cllr Elizabeth Clark - accepted
Cllr Steve Peck – accepted
Cllr Jeremy Smith – not accepted
Cllr James Sandbach – not accepted
Cllr John Fisher – not accepted
Cllr Tim Lock – not accepted

50/25GIT

Declaration of Interests

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

51/25GIT

Open Forum

None.

52/25GIT

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 13th November 2025 as a true and accurate record.

53/25GIT

Matters Arising

With reference to minute 45/25GIT, Cllr Marianne Kiff queried the frequency at which fire risk assessments are undertaken. The Town Clerk advised that the relevant fire safety legislation is not prescriptive in terms of timescales but requires assessments to be reviewed regularly and as appropriate. It was noted that fire risk assessments are currently undertaken every five years.

It was **unanimously resolved** to increase the frequency of fire risk assessments to every three years, or earlier where there is reason to believe that an assessment is no longer valid, for example following building works, alterations, or a change in use, and to recommend this approach to the Market Hall Trust in respect of the Market Hall and to the Town Council in respect of the Town House.

54/25GIT

Finance

- a) The Council approved the payments and noted the receipts for November and December 2025.
- b) The Council noted the bank balance as at 30th November 2025.
- c) The Council verified the bank reconciliations from 30th November and 31st December 2025.

Signed _____ Date _____

- d) The Council received the budgeted versus actual income and expenditure report as at 31st December 2025.

55/25GIT Next Meeting

The Council agreed the date and time of the next meeting which is scheduled for Thursday 12th March 2026 at 2:00 pm.

The meeting closed at 2:15 pm.

**Sharon Smith
Town Clerk**

Signed _____ Date _____