



Saxmundham Town Council

Minutes of the meeting of the Gannon Institute Management Committee held on Wednesday 20th March 2024 at the Town House, Station Approach, Saxmundham at 3:25 pm.

Minutes

65/23GIC

Attendees

Cllr Jeremy Smith (Chair)
Cllr Charlotte Hawkins
Cllr Di Eastman

Apologies

Cllr John Fisher
Cllr Tim Lock

Also Present

Lisa Hamon (Deputy Town Clerk)

66/23GIC

Declaration of Interests

None.

67/23GIC

Open Forum

None.

68/23GIC

Minutes

- a) It was **unanimously resolved** to approve the minutes of the meetings held on 24th January 2024, 6th February 2024 and 5th March 2024 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 12th February 2024.

69/23GIC

Licensees

- a) The Committee received and noted an update regarding the licence for IP17 Good Neighbours Scheme.
- b) It was **unanimously resolved** to recommend to the Trust to extend the free licence free period to ABC Radio until 31st March 2024. The Committee hopes ABC Radio will cooperate with the Town Council in relation to future events.

70/23GIC

Refurbishment

- a) The Committee received a progress report about the refurbishment works and reactive repairs. The Committee noted that the Caretaker is arranging for a quote to take down and repair the cupolas. It also noted that the Caretaker is liaising with IP17 GNS regarding electrical sockets, main hall redecoration and blinds.
- b) The Committee noted the Green Team's intention to begin landscaping work in April 2024 and that the cost for this had been allocated in this year's budget.

Cllr Charlotte Hawkins left the meeting.

Signed _____ Date _____

71/23GIC Finance Report

- a) It was **unanimously resolved** to approve the payments and receipts for February 2024 and to 14th March 2024.
- b) The Committee noted that the bank balance as of 14th March 2024 was £6,341.19. It also noted that the remaining Barclays Bank balance had been transferred to the Unity Trust account and that a letter had been sent to Barclays to close the account.
- c) The Committee noted the debtors as at 14th March 2024 and it was **unanimously resolved** not to pursue the outstanding debt for three meetings of the Friendship Group.
- d) The Committee noted the budget versus actual income and expenditure report as of 14th March 2024
- e) It was **unanimously resolved** to recommend to the Trust to transfer of the remaining PWLB loan principal balance to an earmarked reserve.
- f) The Committee noted the forecast to the financial year end and the forecasted general and earmarked reserves.
- g) It was **unanimously resolved to** recommend to the Trust to approve the draft budget for the financial year 2024-2025.

72/23GIC Governance

The Committee noted the submission of the Annual Return for 2022-2023 to the Charities Commission.

73/23GIC Next Meetings

- a) Cllr Jeremy Smith requested that an item be added to the agenda of the Trust meeting on 13th May 2024 to appoint members to the Management Committee for the coming year.
- b) The Committee considered the draft meetings schedule for 2024-2025 and requested that the meeting takes place on the same date as the Market Hall Management Committee meetings and remains bi-monthly.
- c) The Committee noted the next meeting is scheduled for Monday 20th May 2024 at 3:00 pm.

The meeting closed at 4:15 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____