



Saxmundham Town Council

Members of the Gannon Institute Management Committee are summoned to attend a meeting on Monday 22nd July 2024 at 3:00 pm at the Town House, Station Approach, 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

- a) To resolve that the minutes of the meeting held on 20th May 2024 are a true and accurate record.
- b) To note the draft minutes of the Trust meeting held on 8th July 2024.

5. Refurbishment

- a) To consider quotations and agree to commission the refurbishment of the cupolas.
- b) To consider applying for a grant for £1,000 from SCC's Locality Budget towards the restoration cost.
- c) To receive an update about the replacement front door.
- d) To receive an update about the electrical work.
- e) To approve a revised quotation for the replacement blinds.

6. Maintenance/Fire Safety

- a) To receive a reactive repairs report from the caretaker
- b) To receive a fire safety inspection report from IP17 GNS and consider any necessary action.

7. Finance Report

- a) To approve the payments and receipts for March, April, May, June and July 2024.
- b) To note the forecasted bank balance as at 31st July 2024.
- c) To receive the budgeted versus actual income and expenditure report as at 10th July 2024.
- d) To consider and recommend to the Trust that it approves the Annual Income and Expenditure Accounts for the financial year 2023-2024 and the Balance Sheet as at 31st March 2024.
- e) To receive a report regarding utility costs for the financial year 2023-2024.
- f) To receive and approve an asset register.
- g) To note the closure of the Saxmundham and District Welfare Association account held at Barclays Bank and to instruct the Town Clerk to seek to wind up the Association.

8. Next Meeting

To agree to change the date and time of the next meeting which is scheduled for Monday 16th September 2024 at 3:00 pm due to the annual leave of the Deputy Town Clerk and the Town Clerk.

Lisa Hamon
Deputy Town Clerk
10th July 2024