



Saxmundham Town Council

Minutes of the meeting of the Gannon Institute Management Committee held on Monday 3rd October 2024 at the Town House, Station Approach, Saxmundham at 2 pm.

Minutes

- | 15/24GIC | Attendees | Also Present |
|-----------------|--|---|
| | Cllr John Fisher (Chair)
Cllr Marianne Kiff
Cllr Geraldine Barker | Lisa Hamon (Deputy Town Clerk)
Sharon Smith (Town Clerk) |
| 16/24GIC | Declaration of Interests | |
| | None. | |
| 17/24GIC | Open Forum | |
| | None. | |
| 18/24GIC | Minutes | |
| | a) It was unanimously resolved to approve the minutes of the meeting held on 22 nd July 2024 as a true and accurate record. | |
| | b) The Committee noted the draft minutes of the Trust meetings held on 6 th August 2024 and 9 th September 2024. | |
| 19/24GIC | Refurbishment | |
| | a) The Committee received an update about the restoration of the cupolas. The Deputy Town Clerk reported that the supplier has not provided a completion date for the restoration work. Cllr Geraldine Barker suggested that a visit is made to the supplier to check progress and take photographic records. | |
| | b) The Committee received an update about the replacement front door, foyer painting, foyer carpeting and main hall blinds. All works have either been completed or commissioned. | |
| 20/24GIC | Maintenance/Health and Safety | |
| | a) The Committee received and noted a reactive repairs report from the Maintenance Officer . | |
| | b) The Committee reviewed the emergency lighting and fire detection six monthly report and noted that the Emergency Lighting system passed all tests and was satisfactory. The Committee was informed about the non-compliances with regard to the Fire Detection report and agreed that, when all refurbishment works have been completed, an independent fire risk assessment should be carried out. It was unanimously resolved to approve a quotation for £450 (net of VAT) from Morgan Fire Protection Ltd who undertook a fire risk assessment of the building in 2021. | |
| 21/24GIC | Finance Report | |

Signed _____ Date _____

- a) It was **unanimously resolved to** approve the payments and receipts for August and September 2024.
- b) The Committee noted the forecasted bank balance of £8,216.89 as at 30th September 2024.
- c) The Committee appointed Cllr Geraldine Barker as a non-authorised signatory to verify the bank reconciliations. It was **unanimously resolved** to approve the bank reconciliations as at 31st July, 31st August and 30th September 2024.
- d) The Committee received the budgeted versus actual income and expenditure report as of 30th September 2024.
- e) The Committee noted the submission of the Annual Return for 2023-2024 to the Charities Commission.

22/24GIC Licensees

- a) The Town Clerk reported that she held good faith discussions with the IP17 GNS Trustees to consider the duration of their licence, as mandated by clause 4. It was **unanimously resolved to** recommend to the Gannon Institute Trust that a 5-year lease is considered for IP17 GNS.
- b) The Town Clerk informed the Committee that licensee contributions for utility bills were lower than the cost incurred. The Committee agreed to continue to monitor utility costs throughout the winter months and to assist the licensees to reduce costs by infrastructure improvements. The Committee noted that IP17 GNS may be able to apply for a grant to increase energy efficiency in the building and they welcomed this opportunity.

23/24GIC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for 6th January 2025.

The meeting closed at 3.00 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____