



# Saxmundham Town Council

Members of the Gannon Institute Management Committee are summoned to attend a meeting on Tuesday 7<sup>th</sup> January 2025 at 2:00pm at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

### 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 3<sup>rd</sup> October 2024 are a true and accurate record.
- b) To note the minutes of the Trust meetings held on 14<sup>th</sup> October 2024.

### 5. Finance

- a) To approve the payments and note the receipts for October, November and December 2024.
- b) To note the bank balance as at 31<sup>st</sup> December 2024.
- c) To verify the bank reconciliations as at 31<sup>st</sup> October, 30<sup>th</sup> November and 31<sup>st</sup> December 2024.
- d) To receive the budgeted versus actual income and expenditure report as at 31<sup>st</sup> December 2024 and forecast to the financial year end.
- e) To consider and approve the draft budget for the financial year 2025-2026.

### 6. Refurbishment

- a) To receive a progress report regarding the previously agreed works.
- b) To consider a quotation for £628 (net of VAT) to replace the flooring in the foyer small WC.
- c) To consider a proposal to refurbish the foyer cupboard for ABC Radio and agree any necessary action.
- e) To receive a report regarding the requirement to fit additional radiators throughout the building.

### 7. Licensees

- a) To consider recommending to the Gannon Institute Trust to reissue the licences to ABC Radio and IP17 GNS from the Gannon Institute Trust rather than Saxmundham Town Council.
- b) To receive an update regarding utility costs and to consider licensee contributions for 2025-2026 for recommendation to the Gannon Institute Trust.
- c) To consider a request from IP17 GNS to house the social supermarket trolley shelves in the foyer.

### 8. Maintenance/Health and Safety

- a) To receive a reactive repairs report from the Maintenance Officer.

b) To note the commissioning of the Fire Risk Assessment from Morgan Fire Protection.

#### **9. Committee Restructuring**

To consider the Town Clerk's Committee Restructuring paper particularly the proposal to disband the Gannon Institute Management Committee.

#### **10. Next Meeting**

To note the date and time of the next meeting which is scheduled for 7<sup>th</sup> April 2025.

**Sharon Smith**

**Town Clerk**

**30<sup>th</sup> December 2024**