



Saxmundham Town Council

Minutes of the meeting of the Gannon Institute Management Committee held on Tuesday 9th January 2025 at the Town House, Station Approach, Saxmundham at 2:00 pm.

Minutes

24/24GIC

Attendees

Cllr John Fisher (Chair)
Cllr Marianne Kiff
Cllr Geraldine Barker

Also Present

Sharon Smith (Town Clerk)

25/24GIC

Declaration of Interests

None.

26/24GIC

Open Forum

None.

27/24GIC

Minutes

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 3rd October 2024 as a true and accurate record.
- b) The Committee noted the draft minutes of the Trust meeting held on 14th October 2024.

28/24GIC

Finance

- a) It was **unanimously resolved** to approve the payments for October, November and December 2024.
- b) The Committee noted the receipts for October, November and December 2024.
- c) The Committee noted the bank balance as at 31st December 2024.
- d) Cllr Geraldine Barker verified the bank reconciliations as at 31st October, 30th November and 31st December 2024.
- e) The Committee noted the budgeted versus actual income and expenditure report as at 31st December 2024 and the forecast to the financial year end.
- f) It was **unanimously resolved** to recommend to the Trust to transfer the remaining Earmarked Reserve balance of £888, for the restoration of the cupolas, to the General Reserve.
- g) It was **unanimously resolved** to recommend to the Trust to approve the draft balanced budget for £9,900 for the financial year 2025-2026.

The Committee conducted a visit to the Gannon Rooms before considering the following proposals.

29/24GIC

Refurbishment

Signed _____ Date _____

- a) The Committee noted the completion of the refurbishment of the cupolas, the foyer, and the main door.
- b) The Committee considered a quotation for £628 (net of VAT) to replace the flooring in the foyer small WC. It was agreed to obtain a second quotation for further consideration.
- c) It was **unanimously resolved** to accept a proposal from ABC Radio to refurbish the foyer cupboard to create an area for crockery washing and storage. The Committee agreed to undertake the necessary plumbing alterations and to lay carpet tiles. It was further **unanimously resolved** to grant ABC Radio one month's free licence fee to paint the walls and install a false ceiling, storage cupboards, sink and draining board.
- d) The Committee received a report regarding a recommendation from a heating engineer to fit additional radiators throughout the building. It was **unanimously resolved** that the foyer and disabled WC radiators were sufficient and to obtain quotations to fit two radiators in the main hall and one in the front hall for further consideration.

30/24GIC Licensees

- a) It was **unanimously resolved** to recommend to the Trust to reissue the licences to ABC Radio and IP17 GNS from the Gannon Institute Trust rather than Saxmundham Town Council.
- b) The Committee receive an update regarding utility costs. It was **unanimously resolved** to recommend to the Trust to increase licensee contributions from 1st April 2025 for further review in six months. It was agreed to recommend an increase of £25 per month for ABC Radio and £100 per month for IP17 GNS.
- c) IP17 GNS withdrew their request to house the social supermarket trolley shelves in the foyer. It was **unanimously resolved** to permit IP17 GNS to place a storage unit in the foyer for other items.

31/24GIC Maintenance/Health and Safety

- a) The Maintenance Officer reported no reactive repairs.
- b) The Committee noted the commissioning of the Fire Risk Assessment from Morgan Fire Protection.

32/24GIC Committee Restructuring

The Committee considered the Town Clerk's Committee Restructuring paper particularly the proposal to disband the Gannon Institute Management Committee. The Town Clerk advised that revised Terms of Reference will shortly be created for each Committee for further consideration.

33/24GIC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Tuesday 1st April 2025 at 2:00pm.

The meeting closed at 4:15 pm.

Sharon Smith, Town Clerk

Signed _____ Date _____