



# NAC

*Newbiggin Arts Centre 27 Gibson Street Newbiggin by the Sea NE 64 6 UY*

(formerly known as Little Gem Arts and Crafts Gallery)

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[www.newbigginartscentre.org](http://www.newbigginartscentre.org)

## **Committee Meeting Minutes - 29 09 2020**

Chairman Steve Wilkinson opened the meeting.

Present: Steve Wilkinson, Susan Case, Keith Robson, Valerie Hearn, Heather Peel.

### 1. Appointment of new committee members.

The following were proposed and appointed as NAC committee members: Val Hearn, Heather Peel, Keith Robson, Fiona Rowley (virtual pro tem) and Sue Nicholson (in abeyance subject to COVID regulations).

Members signed a confidentiality statement covering Gallery business; all agreed.

### 2. Apologies were received from: Christine Davidson, Fiona Rowley and Sue Nicholson.

### 3. Minutes of previous meeting 28th August 2020 were passed as having been read and agreed upon.

### 4. Matters Arising.

#### 4.1. Gallery records

The Chairman to write to former Chairman about several missing receipts and other information appertaining to the charity. A copy of the proposed letter was circulated and agreed that it should be sent.

#### 4.2. Pavement Licence

Council Reply; the area outside the shop front is owned by the Landlord, not the Council. Steve will write to the landlord re using the area for outdoor activity, in order to restart the children`s group, when the weather permits.

## 5. Health and Safety / Risk Environment

Covid provisions; all precautions have been put in place: QR Code; Temp Check; Track and Trace; Waiver form; Attendance Sheet; Rule of 6; 2 Metres separation; Wearing of Masks; Hand Sanitizer; Sanitizing of Communal Equipment before and after use; Encouraging use of own materials where possible; Risk Assessment completed and on display; Hand sanitizer for work surface cleaning; finally, the lead person to ensure measures are followed and to sanitize the area on leaving the building.

## 6. Governance

### 6.1. Appointment of Trustees.

The Trustees to have the governance and oversee the running of the charity by the committee. In accordance with the constitution, every year one third of the Trustees should resign in order to bring in new members. Therefore the optimum number of Trustees is 6, so that 2 can retire each year and in 3 years time they could come back as Trustees. At present we have 3 and one is to expire in May 2021. We need to think ahead. So, having sent out the document regarding the responsibilities of a Member and also of being a Trustee, the chairman invited Val, Heather and Keith to be Trustees, all of whom accepted

Sue Nicholson will apply when the Covid restrictions are lifted. Also Fiona would like to be considered as a Virtual Trustee but for health reasons cannot attend at present, It was suggested that Fiona should be a virtual member and just come on board as a Trustee; the motion was passed by all present.

### 6.2. Committee Contact Details

A new sheet covering the details and contact numbers of new and existing member and trustees was finalised for members of the committee. In accordance with GDPR, everyone agreed that the details could be made available to all members, as well as on the Centre`s website.

### 6.3. Name of Charity

A proposal was made, by Keith Robson, seconded by Val Hearn, to change the official name of the charity to "Newbiggin Arts Centre" (NAC for short). The proposal was voted upon and, by unanimous decision, was agreed by all present.

Chair is to register this new name with the Charity Commission and provide the new Constitution, which will contain inter alia improvements in the grammar and content over the original document.

Accordingly, it was also agreed to start a new Facebook page under NAC. Re-branding the Gallery. At the present time, financially we should not be looking to change the signage, but continue with the new web site and Facebook page, as well as a telephone number in order for people to contact the centre. It was proposed and agreed to use a mobile phone, with internet access as the cheapest option that meets our needs in order to run the printer and connect the laptop to the internet, and take incoming calls for as little as £8 to £10 a month. A mobile phone was donated by Heather for such a purpose and Steve will search for a sim provider and suitability in order to set up the system.

#### 6.4. Annual Report

The charity finances for 2019 have gone through to the Auditor and been passed. Steve is to forward the necessary report to the Charity Commission.

The former Chairman and Treasurer will be invited to meet with the new administration to help explain the historic Admin and financial procedures and to clarify our queries.

#### 6.5. Bank Account

Whilst changing signatories for the Barclays bank account, we were advised that, as we are a charity, the account is not applicable and needs to be changed. Due to COVID restrictions, at present banks are not entering into any new business (i.e. charity) accounts. This effectively prevents our new Treasurer from being able to sign for monies owed. The need to bank money is paramount; so the chairman has opened an individual account in order to bank money. It was suggested as good practice to have another person added, as a joint account. It was agreed that the secretary, Sue Case, is to be the second signatory

Post meeting note: The Halifax account was converted to a joint account with Steve and Sue jointly and severally accountable. The main account remains with Barclays and two signatories Christine and Keith are presently able to sign cheques. This Barclays account, with a balance of approx. £9,000, will be used for all major expenditure, including rent, utilities and expenses. Whereas the Halifax account will be used primarily for paying in money. Although minor (and any new) direct debits (such as the phone account) will have to be made on the Halifax account.

#### 6.6. Finance system

The Treasurer has proposed a new expense system in order to control our finances, so that any one person can be reimbursed for Gallery expenditure. Any expenditure must be prior-authorised by a Trustee and expenditure over £200 will need authorising and approval by 2 Trustees. For expenses under £200 one Trustee can authorise and approve.

We previously received a Grant for a new printer and a new laptop. We now have the printer, on which was spent £450, so we have £150 left for the Laptop. It was agreed that we buy a refurbished Laptop for approximately £170 rather than paying out £350+ for an equivalent new device.

It was also agreed to purchase a Laminator for £24.

#### 7. Public Liability Insurance.

We need cover for workshops and our small retail outlet. By joining the SAA, at a cost of £92, we will be entitled to free public liability insurance. But we are still awaiting confirmation of details within the policy, to ensure the policy fully meets all the needs of the Centre.

Everyone agreed that Steve should pursue this, as the extra benefits which the SAA offers are considerable.

#### 8. Promotional Materials.

Steve and Sue had a meeting with Alan and Susan from CreativeArts who provide free workshops for over 55`s in Newbiggin. As our aim is to provide for the community, we are much the same. Alan asked us to provide a flyer and summary of what we offer in the centre. We spoke of our centre being able to facilitate Art and Crafts as a venue, and each party offered to promote the other's activity, as well as advertising and promoting events.

As a subcommittee Val and Sue, are to be responsible for promoting Newbiggin Art Centre, and for the next meeting will present a plan of how we can best promote the Centre.

#### 9. Workshop Attendance and Fees.

If people cannot attend workshops we would like them, if possible, to give 48 hrs notice so that someone else can take their place if they cancel. If they can't attend, we invite them to offer to pay for the missed workshop; this was suggested in last month's newsletter. There is a demand for more workshops; Keith will start another workshop on a Friday morning either oil or, more probably, drawing, TBA

East Coast Art Club will be starting up on the 30<sup>th</sup> Sept and have 2 places for artist's who would like to join other artist on a Wednesday evening.

Steve to ask the members if they would like to run an evening workshop, on a Thursday evening and to hold keys for opening and be responsible for the required Covid regulations.

#### 10. Shop opening times

Liz Dickinson has offered to help run the shop, on a rota, at times if a workshop is on and we wish the shop to be open.

Two people will be needed at a time. Val and Sue to look at a way of providing a rota for members willing to cover shop hours.

#### 11. Picture Hanging Sub-committee

Sub-committee members, Keith and Diane, will manage the choice of and placing of pictures, rotating on a monthly basis - as well as exhibitions. Likewise, Sue will run a similar system for craft and jewellery.

As paying members number only 8 Artists and 5 others, the income is minimal. So, exhibitors will no longer be required to pay the yearly fee to display in the Gallery; commission on Sales will still be charged at 20% in future; this includes Crafters, Jewellers and Artists. Items for display will be chosen by the relevant Subcommittee member i.e. Keith Art, Jewellery and Craft, Sue C.

The final choice of art and craft work to be displayed will rest with the sub-committees.

#### 12. AOB

Councillor E Simpson has accepted an invite to the Centre, following a recent conversation about our Covid Compliant Centre.

CommunityChest. No application will be submitted on this occasion.

The new Printer is phenomenal, reproducing exceptional quality artwork copies, a reasonable price for members who wish for copy/prints start at £8 and, for commercial customers, £10 upwards depending on size required.

13. Next Meeting Tuesday 20th October 2020, time 2 pm

NAC Secretary Sue Case 5<sup>th</sup> October 2020