

Newbiggin Arts Centre

Committee Meeting Minutes – 20/10/2020

Chairman Steve Wilkinson opened the meeting.

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

1. Apologies from Fiona Rowley, Christine Davidson, Susan Nicholson.

2. Minutes of September Meeting were passed and accepted.

3. Matters arising

No communication has been received from the former chairman in response to the letter from the committee.

How to move forward; it was suggested that someone outside of the present committee be invited to overview the accounts to offer some clarity /guidance. The chairman will contact Rodney James, inviting him to look at our findings and assess the source data.

4. Health & Safety

All necessary COVID precautions are being satisfactorily implemented, with no evident problems.

5. Governance

5.1 New Trustees are now registered with the Charity Commission.
Contact details and photographs of all Trustees are given on the NAC website at <https://newbigginartscentre.org/trustees/>

5.2 Newbiggin Arts Centre is now the official title of our charity, registered with the Charity Commission.

5.3 The Annual Report was also submitted to the Charity Commission in good time.

5.4 As yet we are unable to implement the required changes to the Barclays bank account, the situation will hopefully be resolved soon. However, as an interim solution, an account has been opened with Lloyds Bank.

5.5 Our new extensive finance system is now implemented and working well. It includes the requirement for prior authority and signature of expenses at different spend levels. It is fully accessible to all Trustees on the office computer.

5.6 The 'paper' filing system has been set up in filing cabinets in the office. Once refined, keys will be given to all Trustees, as required, to give full visibility of all information.

6. Monthly Financial Report

Shop sales and attendance were good (within COVID limits), as were commission painting sales where several high cost paintings have been sold.

All canvasses and canvas boards have been transferred to shop stock from the Oil Club, and

acrylics paints from the Acrylics Club, with appropriate financial arrangements made.

Chair will arrange 'training' briefs for all people who will be managing the shop and for all Trustees so that they can access fully the records on the office computer.

7. Public Liability Insurance

By joining SAA under Group Membership, we are now covered by their Group Public Liability Insurance; all for the cost of £92 per annum.

8. NAC Communication Plan

Discussion took place re the communications plan, as to how we wish to proceed. Val is to prepare a report and arrange a meeting on 2nd November to discuss outcomes and the way forward.

9. Northumberland CVA and other organisations

We are now members of the CVA and promoted on the COOP website <https://co-operate.coop.co.uk/groups/newbiggin-arts-centre/>

£200 was donated by the Junction Café (run by Stakeford Methodist Church)

Alan and Susan from Creative Arts will run a creative arts group on a Saturday, starting in November.

Post meeting note: Due to latest COVID restrictions the commencement has been postponed.

10. Shop opening.

In order to promote the gallery facilities and display Halloween windows for judging purposes, the gallery will be open on 31st Oct and 1st November. A list of possible opening days for the month will be provided for volunteers who wish to man the shop.

Post meeting note: In abeyance due to COVID restrictions

Post meeting note: We won the Halloween competition and received £30 prize. Praise and thanks to Sue and Wendy for their efforts.

11. Picture Hanging Committee

Keith and Diane to change the window display and introduce a winter theme in time for Christmas.

12. A.O.B.

Three television sets have been donated by members. The large TV donated by Sheila will be ideal for presentations and tuition. The 32" from Dave is being used for the computer in the office and the other, from Rita, will be used for other purposes and as a spare.

13. Next Meeting.

TBA due to Covid lockdown – nominally 24th November, just prior to the possible lifting of COVID restrictions

Sue Case
NAC Secretary
13th November 2020