



Newbiggin Arts Centre Committee Meeting Minutes - 26th April 2021

Chairman Steve Wilkinson opened the meeting.

Present Steve Wilkinson, Sue Case, Keith Robson, Diane Gough, Fiona Rowley, Valerie Hearn, Sue Nicholson.

Apologies Heather Peel, Christine Davidson,

Due to pressing family commitments Christine Davidson has resigned from the committee and running the children's club.

Minutes of the previous Meeting were tabled and accepted.

A Chairman's Report containing salient information was handed out. These minutes will not reiterate the contents thereof.

Matters arising

Agenda Items 1-7 Will be covered on the 10th May. This meeting's purpose was to concentrate on the new premises and the reopening post- Covid.

Agenda Items 8-11 covered the Financial Report to support the new premises, including 'Worse Case Scenario', the Re-allocation of the Community Chest Grant and Running Two Premises – Philosophy

Agenda Item 12 The Front Street Layout was presented and discussed.

Agenda Item 13 Shopping list of items required for the new premises was agreed. All committee members are to highlight to Steve if they identify any other purchases required.

Agenda Item 14 Schedule of work prepared in readiness for when the contract is signed and keys are exchanged. Steve to request help, when needed, by emailing members.

Agenda Item 15 Shop sign; several designs were presented and one was chosen, as well as where to put information, contact details and charity number. All in agreement.

Agenda Item 16 Painting exhibition(s); on reopening a theme was discussed and it was decided that everyone would be invited to offer their best paintings for consideration for the opening displays in both venues, also a notice stating "Coming Soon" to be displayed at Front Street. The agreed exhibition theme being '**Out of Covid**'.

The placing of a permanent tv screen, to be sighted next to the shop display, was agreed.



Agenda Item 17 Opening was discussed. Initially, to use the system set out at an earlier meeting, consisting of groups of 6 but the need for more volunteers to help run groups in future was highlighted.

Agenda Item 18 Steve has had discussion with the Arts Council re support and funding (possibly including the employment of the equivalent of 2 people to man the premises).

It was suggested that the proposed arts fair with the help and support of S. Peel be called the Newbiggin Arts **Festival**, rather than fair. The Arts Council appears excited at the thought of a Festival in Newbiggin and significant funding may well become available. NAC will be the lead organisers, and the kudos will be our`s.

Agenda Item 19 A statement on financial reserves was previously distributed to the Trustees, as a safety net. By email, all agreed to the proposed reserve of finances prior to the meeting. The meeting formally ratified this decision.

The reserves and income statements now currently read:

RESERVE POLICY

Money held in reserves will be used for its obligation for rents for its premise and for support and refurbishment cost for its new premise it hopes to acquire in 2021 as well as a support for the normal running cost of the charity

INCOME POLICY

It is anticipated that the revenue from its activities in forthcoming years will not be sufficient to meet all the premises and other running cost of the Charity, and therefore the Charity will still be dependent on grants and donations for some time, but the trustees will be making extra efforts in the forthcoming year once the Covid 19 restrictions are ended to enlarge and to increase its revenue from its activities

AOB

An official Opening of the new Studios will be arranged in June, where the Local Council, Press, and other dignitaries will be invited to a 'cheese and wine' buffet.

Restarting of the children's group; with the resignation of Christine Davidson, Keith has agreed to help run the group. Re-starting is best left until June with the proposed lifting of restrictions, and can be discussed at the next meeting.

Next Meeting:

Monday 10th May 2021 at 10pm Venue: 74B Front Street!!