



Newbiggin Arts Centre Committee Meeting Minutes

8th June 2021

Chairman Steve Wilkinson opened the meeting.

Present: Steve Wilkinson, Fiona Rowley, Valerie Hearn, Heather Peel, Keith Robinson, Sue case, with Phil and Catherine Drabble .

1. Apologies Sue Nicholson, Diane Gough.

Phil and Catherine were invited to observe and gain insight into our organisation with a view to being involved with the NAC, and duly signed our confidentiality agreement.

2. Minutes of the previous Meeting were passed and accepted.

3. Matters arising None, other than as detailed below

4. Monthly Financial report

Fiona Rowley will be our new Treasurer for Newbiggin Arts Centre

Our finances are described as quiet healthy and will enable us to continue for 2 Years, even without any income during this uncertain time. This has been achieved through our pursuit of grants in order to sustain, provide and support the NAC community activities.

As everyone appears to be having some problem sending and receiving emails, Steve is to re-host the website which will involve a cost to NAC; everyone agreed to this, as previously Steve has been hosting the website via his own ISP.

Workshop figures will be included in reports once we are back to full capacity, at present we are governed by the rule of 6.

Money from Our lottery page is £16 a month, Gift for life has currently earned us £85, Steve is to sign up to Amazon Smile as another source of income (a percentage of the purchase price you make will be forwarded to the charity of your choice i.e. Newbiggin Arts Centre automatically after we are registered with them, and providing you have signed up as well, you sign up to it when buying and name your Charity.

5. Health and Safety

Under the rules and regulations at present as applied in a restaurant, when moving about people are asked to wear masks, whilst seated they may remove them.

We had an incident were as a person caught her head on a cupboard edge whilst the space underneath is awaiting an appliance to be fitted, Boxes are in place temporarily to prevent further injury; Steve to effect permanent solution. A need for an accident book was identified and has since been put in place to record incidents and also to provide info as to where the first aid kit can be found. This applies to Front Street and Gibson Street.

A new COVID Risk assessment has been produced and signed by the Chair and the Safeguarding person covering activity regarding Covid rules i.e. rule of 6 and masks for Front Street, and will need to be amended as and when the regulations change in July 2021

CRB; for the benefit of the volunteers who will be working with the Children's Club; whilst we do not need to have a CRB, best practice states that it is advisable. Being a Charity, the Chair of the Trustees is required to apply for enhanced CRB checks which will most likely not involve any cost as we are a Charity. The Chair to look into the Matter.

6. NAC communication Plan

Val is to take over the newsletters, and hopefully produce smaller 2-weekly updates; if anyone needs to communicate anything, contact Val our Communications Officer.

To look into a notice board on the outside pillar that can be removed providing info about the gallery.

Hopefully before restarting up fully to get some mail shots out about who we are, to people who are not on our mailing list.

7. Governance

The Charity commission has been advised of Christine Davison's resignation. and of our new registered address. The constitution was discussed; a resolution was unanimously passed that at the next AGM we can make provision for changing the constitution to do away with the 3 year tenure rule for Trustees, in order that people can remain until such times as they choose not to. Note, this can only be done at an AGM and agreed by members, not unilaterally by Trustees.

8. Keys filing systems and shop instruction

Passwords were passed on to all present. The filing system is still 'work in progress', shop instructions are printed.

9. Arrangements for re-opening

9.1 Launch invitations: Invites to go out giving ample time before lifting of regulations re: covid. All agreed to the proposed invitation; caterers have been organised since the meeting.

Outline: 3pm opening - speech 3.15pm; 4 30pm onwards for members and family/friends - early evening; (distribution List); wine boxes and finger buffet; a rolling presentation of who we are what were about on the TV screen.

It is proposed to have an open event for everyone else within the Newbiggin community at a later date; to be discussed after the next meeting. Heather to get a contact number for TV People, a small handout for the press; "our story" Val to prepare one.

9.2 Online booking system: Flexible utilisation of the studios will follow the introduction of the new classes and clubs rota. Need a lesson plan to show people how to book during classes, and a record of booking time

9.3 Booking sheet: To have a month's sessions at a time for non-tech folks to add their names to. Note; Structured classes and clubs for up to 12 people.

9.4 Leads Rota for reopening: With limited experienced persons to run lessons, we must 'walk before we run', starting with definite groups (see the notice board) and expand when we recruit more leaders. Chair to identify more leaders through networking activities.

9.5 Other issues: Class provides materials (£4), Club uses own materials (£3); if attendees need to use communal materials, a donation of an extra £1 will be requested
Children's session named. 'Group', not 'Club'

Mondays are for meetings and possible demos.

10. Children's Group: To rely on word of mouth as 20 places have potentially been filled; need to contact parent's 2 weeks before the start date to confirm. Cost of £1.50. Materials for 20 children were discussed, Steve to order sufficient paints 17 colours are needed for refilling pallets, water pots (non spill), boards, Pencils (B2), practice paper, low stick masking tape, hair dryer /hot gun & scissors

11. Work needed for Gibson Street. Steve to help sort out the display cabinets and filing cabinets. Sue to define any additional requirements and Steve to arrange financing and purchase.

Steve to seek prices for new sign for Gibson, and a new dedicated mobile phone for the Children's Group.

12. Table Top Sale: To be arranged after the opening at Gibson Street.

13. Cover for Steve 16th June: Sue to Cover.

14. AOB: Point is looking for people to advertise in the handout and restart circulation .News post Leader is no longer a free paper.....

15. Next Meeting July 5th Time 10 am

Sue Case

NAC Secretary

25th June 2021