



Newbiggin Arts Centre Committee Meeting Minutes

5th July 2021

Chairman Steve Wilkinson opened the meeting.

Present: Steve Wilkinson, Valerie Hearn, Heather Peel, Keith Robinson, Sue Case, Sue Nicholson.

1. Apologies Diane Gough, Fiona Rowley.

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

3. Matters Arising

Phil and Catherine have expressed an interest in getting involved. Steve to get back to them to ascertain how much and what kind of area they wish to be involved in.

CRB is in abeyance

4. Monthly Financial report

Around £1,500 has been spent on materials for all Mediums for classes and also one of everything to stock up the shop.

Keith raised the subject of easels and wooden pallets, Steve to apply to the Shears foundation for the said items.

Steve asked if there was anything else that we needed.

Sue produced a 'wish List' for Gibson Street, large notice board, infill boxes for display units New Shutters and new signage for Gibson Street and if possible a used kitchen that someone is taking out, also a decent.2nd hand microwave and fridge.

5. Health and Safety

Accident book is in place on the notice board. First aid box in top left cupboard, and the cupboard end to be secured to prevent accidents.

6. Val

Val will inform members re the time of the launch in the news letter also information about hiring a wall for exhibitions.

7. Governance

The need to have our AGM a separate date to our meetings, open to all members. An open invitation for Monday the 6th September 10 am will be published..

Val to reformat the newsletter about items discussed in the meeting and advertise the opening for art members and friends, at 6 pm an opportunity for all members to get together

And have a second open day for the public on a different day.

Flyers and registration forms have been produced for the children`s group

Hire of Exhibition wall, one wall one week per month £40, Members who use the Gallery, and have done so for 1 year, will be charged £20; 20% commission applies to all sales.

Note from the Chair a grant has gone in for the Shutters and is looking hopeful.

The next suitable grant will be to apply for central heating for Gibson Street a grant has gone in and a fridge has been identified ready for collection.

New Sign for Gibson Street will be Newbiggin Arts Centre Community Centre complete with Contact numbers including the children`s group dedicated number.

Cups were identified as needed for Front street in order to save on Paper cups, a new pedal bin was identified as needed and has been purchased for recycling paper cups.

8. Arrangements for re-opening

55 have been invited currently 5 rejections

8.1 On the Sunday before 2 large tables from Gibson Street are needed; small tables to go around the room.

8.2 Steve to put a rota on the notice board re opening times asking for volunteers to man the Gallery. It is hoped the Gallery will be open daily 10 to 4 pm

8.3 Cool boxes have been requested and sourced

9. Children`s group

Opening 23rd Sue to contact all registered Children.

10.AOB

Paper bags and a Logo stamp and Bubble wrap are to be purchased

11.Next Meeting

Monday July 26th Time 10 am

Sue Case

NAC Secretary

25 July 2021