



Newbiggin Arts Centre

MINUTES - Committee Meeting 25th July 2022

Monday, 25th July, 2022 - 10:00

Present: George Stoker, Ted Taylor, Heather Peel, Keith Robson, Steve Wilkinson, Sue Case

Apologies: Linda Rollinson, Fiona Rowley, Valerie Hearn.

Minutes taken by G S

| | Topic | Key Points | Action Items |
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| 1. | Matters Arising from previous minutes | <ul style="list-style-type: none"> • Trustee training to take place • Content for Newsletter to be sent to VH • Advertising to be sent out for 2-3 new trustees • Phone messages need to be checked and acted upon. Especially during SWs absence. | <p>G S send link for trustee training</p> <p>Everyone to supply VH with content for the newsletter.</p> <p>G S- send out adverts for trustees</p> <p>All to check phone messages</p> <p>T T & G S to send exhibition information to VH</p> |
| 2. | Financial Report | <ul style="list-style-type: none"> • Financial report circulated | <p>SW go into Halifax to close account, SC may need to go with him.</p> |
| 3. | Health & Safety | <ul style="list-style-type: none"> • No items | |
| 4. | NAC Comms Plan | <ul style="list-style-type: none"> • SW SC - town council website should have details of our shows and facilities • SC can we have a brown tourist sign. • TT suggested we need better signage on the gallery. Discussion about signage types including feather flags. | <p>VH investigate putting our events onto the Town Councils website/social media etc.</p> <p>SW to investigate if we can have a brown tourist sign.</p> <p>SW feedback about possible signage - feather flags etc.</p> |

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| 5. | Governance | <ul style="list-style-type: none"> SW - 2-3 new trustees required. | <p>G S to send out trustee advert.</p> <p>G S to send link to V to include in newsletter.</p> |
| 6. | When cover is required for workshop leaders | <ul style="list-style-type: none"> SW - stand in needed when leaders aren't there. Ted is basically doing nearly all of it. Suggestion - pay Ted. Problem pay everyone. <p>Talk about who gets paid and who doesn't. Note Teaching takes place during the clubs.</p> <p>There was lengthy discussion about payments to class/club leaders and volunteers. It was decided that Class Leaders will be paid, Club Leaders and other volunteers will not be paid. These were accepted as general principals although future nuances to this will need to be discussed. These rules to be implemented after Trina Dalziel's workshops (13th and 14th August).</p> <ul style="list-style-type: none"> - Ted gets paid fixed rate per class. If self-funding, Visiting practitioners get paid per bums on seats; if Grant funded, at an agreed fixed rate. Club leaders not to get paid. - <u>Motion Passed.</u> <p>Professional indemnity insurance - needed by practitioners as well as public liability insurance. SW to investigate.</p> | <p>HP to look into funding possibilities to pay for someone to teach and administer.</p> <p>SW to investigate if professional indemnity insurance is needed by Creative Practitioners.</p> |

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| 7 | A.O.B | <p>SW to be at Gibson St to receive furniture delivery</p> <p>TT Confusion from other tenants about which bins should be used and whether this is being adhered to.</p> <p>TT asked which of the parking spaces could be used by us. In particular if we can use the visitors parking spaces.</p> <p>Move Gibson Street equipment to allow new furniture - hopefully this weekend.</p> <p>SC - Reported on Children's Club. 17 18 attending - waiting list exists - we are closed for summer. Christine has retired. 9th September reopening.</p> <p>Security cupboard move - SW may need help when they arrive. About £300 still to allocate.</p> <p>SC - enquiry about the broken window at Gibson Street. window - Report that an upstairs tenant has had council replace window.</p> <p>SW - Arts council grant turned down. G S to rewrite and send.</p> <p>£10 / hour donation to hire the space by other groups. Heather to ask Alan Thompson if he would like to lead a poetry group. Other ideas for other groups/clubs are welcome and</p> | <p>SW to be at Gibson Street for furniture delivery</p> <p>SW to investigate purchase of GREEN bin.</p> <p>G S Rewrite and send the ACE grant application.</p> <p>HP to ask Alan Thompson if he is interested in leading a poetry group.</p> <p>SW to arrange CRB checks - priority for SC and Sara.</p> |
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| | <p>encouraged.</p> <p>SW - Unwanted items at Gibson Street to be sold at a table top sale. Table Top Sale - at Front Street. Sat Sunday and Monday- everything unsold to charity shop or skip. Donations for the items. Advertise - SC Flyers etc. Ted - railings. 27/28/29th August</p> <p>SW to arrange CRB checks - URGENT for SC and Sara</p> | |
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Next meeting: Monday, 29th August at 10:00 a.m.