



## Committee Minutes—Monday, 6 November 2023

**Present:** Steve Wilkinson, Sue Case, Beth Savage, Jen Henry, Kathy Urwin, Sue Andrew

1. **Apologies:** Ted Taylor
2. Minutes of previous meeting approved.

	Topic	Key Points	Action Items
<b>3</b>	<b>Matters Arising</b>	<ul style="list-style-type: none"> <li>• Kathy reported on the visit by the representative of the Big Lottery. Had been advised to apply for extended annual support. In order to do this both Kathy and Jen would be supplying a 500 word submission in support. In order to provide relevant details Kathy requested that the following be identified: outside organisation involvement and contact; anonymous personal background information from members on a tick chart; which could be used to help support applications. Also a need to identify details of costings to cover session leaders and voluntary work on a full cost recovery basis. This to be forwarded to Big Lottery by the beginning of December.</li> </ul> <p>Other details required are how we encourage young people to become involved, members' personal journeys within the centre and the opportunities to grow and become more involved.</p>	<p><b>KU to distribute questionnaire and draft tick chart. To be returned by 15 Nov.</b></p> <p><b>Leaders to encourage submission of personal journey papers.</b></p>

		<ul style="list-style-type: none"> <li>• Volunteers social evening – SW put in his apologies.</li> <li>• Use of Whatsapp – messages for individuals, agreed to contact direct, group messages via Whatsapp group. It was reiterated that Ted, Val and Fiona be included in this. If a Volunteer Whatsapp is used, Ted not to be included at his request.</li> <li>• Trustee advertisement – no responses as yet.</li> <li>• Genealogy project – work ongoing with several paintings already produced.</li> <li>• Inventory – SW has full inventory. To meet up with SA to discuss current status.</li> <li>• Practice paper prices to be included in next newsletter.</li> <li>• Gibson Street Planning Permission – Landlord has agreed to replace window. Rent has been discounted to date but will be returning to full amount.</li> <li>• Class with tuition – SW to speak to George re this idea.</li> <li>• JH will open for digital Art on 11 November</li> </ul>	<p><b>SW/SA</b></p> <p><b>BS</b></p> <p><b>SW</b> <b>JH</b></p>
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4.	<b>Finance</b>	<ul style="list-style-type: none"> <li>• Low numbers at Gibson Street classes highlighted a need to extend the number and type of classes there in order to cover expenses.</li> <li>• Some discussion on opening Gibson Street premises to community use. Offer the possibility of our marketing full day workshops with outside organisations to encourage outside contacts.</li> <li>• Regret the loss of three applications and had to reject the offered grant from Sir James Knott trust as this had already been covered. Will resubmit at a later date.</li> <li>• Need to limit purchasing to essentials only.</li> <li>• SW is away from 15-22 November but will be available for a virtual meeting during that time. As SW is back from USA on 7 December, it was agreed to hold a Finance Meeting at Gibson Street on 8 December at 3pm</li> </ul>	<b>All</b>
5	<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• SW to check heating at Gibson Street as it was noted that it was cold by 4pm</li> </ul>	<b>SW</b>
6	<b>Communication</b>	<ul style="list-style-type: none"> <li>• Work on Microsoft 365 ongoing., with a Sharepoint for joint access being prepared.</li> <li>• Newsletter to be distributed mid-month.</li> <li>• SC to get menu for Xmas meal.</li> <li>• Apologies for December meeting from BS and JH.</li> <li>• Paint and Sip – JH had spoken to local trader who had agreed to be licence holder for the event which would allow for NAC to provide a drink. Agreed to revise cost of this event to £20.</li> <li>• BS and SW to check logistics of the problems with the second email address.</li> </ul>	<b>SC</b>  <b>BS/SW</b>
7	<b>Governance</b>	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>	
8.	<b>Extension of session planning</b>	<ul style="list-style-type: none"> <li>• Ceramics – SW to contact LV</li> </ul>	<b>SW</b>

		<ul style="list-style-type: none"> <li>Previously agreed to use Saturdays for classes but only to do workshops/one-off sessions. May need to rethink to encourage future tutors for a variety of new subjects.</li> </ul>	
<b>9</b>	<b>AOB</b>	<ul style="list-style-type: none"> <li>Friday's Volunteer evening – agreed to bring 'Nibbles' and order pizzas if requested.</li> <li>Hot Chocolate event – SC to provide mince pies . Some discussion on putting up pick n mix for children, and tray bakes. Logistics - Agreed as a one-off event . Prices agreed at £1 per drink and 50p for cake/mince pie. Agreed up to a £50 budget for provisions for this event. Highlight the sale of Art books. No decision made re colouring books/crayons to sell. Need signage for the window.</li> <li>Agreed to start early next year to have Xmas cards painted, printed and sold as a Centre fundraiser.</li> <li>A query had arisen re the Childrens Club. It was agreed that, in order to safeguard both children and the centre, we should identify whether children need to be accompanied home. This could be noted on the register for ease of identification.</li> <li>Interest for the Xmas meal to be forwarded to JH. 42 Seats available.</li> </ul>	<p><b>SC/BS/JH</b></p> <p><b>JH</b></p>

Meeting ended 12.25pm.

**Next meeting:** Monday, 8<sup>th</sup> December (Short meeting after Finance meeting).