



Committee Minutes—Friday 8 December 2023 Grants Meeting - erratum

Trustees Present: Steve Wilkinson, Sue Case, Beth Savage, Sue Andrew

In attendance: Jen Henry

	Topic	Key Points	Action Items
1	Grants submission	<p>Sue C explained the background to the meeting which was to discuss the financial details of the identified paid roles in the Big Lottery Grants submission.</p> <p>The meeting opened with background information and full discussion on the recent mis-communications. It was hoped that this issue could now be closed to everyone's satisfaction.</p> <p>Discussion on the details shown in the grant application opened:</p> <ul style="list-style-type: none">• Part time Administration/Volunteer Support Role: This work was identified as being support for sessions and classes – providing registers etc, and to respond to emails. SW spoke about the previously defined Office Manager role which was envisaged to be looking after the space, which included as a sub-task taking over some of the role currently provided by JH. <p>There was some discussion on the merits of considering this as a full-time role of forty hours per week as opposed to opening it to two part-</p>	

		<p>time roles with a total of forty hours to be in attendance when the resident artist was not covering sessions. The benefits of splitting the role could include weekend cover for the centre.</p> <ul style="list-style-type: none"> • Cleaners: There was some discussion as to whether two cleaners were needed, as the identified budget was low. After consideration it was hoped that the centre could continue to utilise the volunteers for the general day to day upkeep, with NAC providing the cleaning supplies, and to concentrate the funding on a deep clean once monthly, with supplies provided by the cleaner, as these would be accredited cleaning products. In this way both centres would benefit. • Staffing for sessional work and classes: It was noted that TT preferred to continue on a sessional work basis. It was the intention to increase the total number of sessions from 16 to 20, with 10-15 of these to be classes, budgeted at a rate of £30 per hour and hoped that TT might be willing to increase his number of classes from 6 to 8. This would result in a income increase to that paid to him at present and allow for other professionals to be employed in order to increase the classes offered to the level of 10-15. It was noted that TT was currently leading club sessions on a voluntary basis. The balance of the budget would be used to finance the leading of the club sessions, by Ted and others, at the suggested rate of £6 per session <p>Several ideas for additional classes were submitted:</p> <ul style="list-style-type: none"> • Digital Art/Photoshop classes for adults – find an experienced tutor; • Sculpture/ – TT was interested in pursuing this subject • Ceramics - tutor to be confirmed • Print making – confirm interest from George Ellis • Pastels – again TT appeared interested in this. <p>Also discussed was the query as to whether Alexx might be considered as a tutor for a children’s class in Digital Art as she relates well to the youngsters. As a Board we would like to mentor and support her in this and to help with a structured lesson plan which could also be used as an</p>	
--	--	--	--

		<p>advertisement for the classes. It was felt that Alexx would benefit from the mentoring and the experience would be helpful to her to note as Experiences in her curriculum vitae. This to be investigated and discussed further in the near future.</p> <p>It was agreed that a Planning Meeting was needed in order to highlight what we could offer and put this forward in grant applications generally and this one in particular. It would also give us the opportunity to arrive at a contingency plan for a reduced grant offer. This meeting would be open to Trustees, TT, VH and all other committee members. This was agreed for Friday 12 January at 7.30pm, at Front Street, to be followed by a monthly Board Meeting on Monday 15 January at 9.30am.</p> <ul style="list-style-type: none">• Noted that it would be beneficial to have a specified meeting to work on the computer programming. Agreed that this should be held on 13 January• The centre reopening after the Xmas break would be on Monday 8 January.	
--	--	---	--

Closed at : 6pm

Next meeting: Wednesday 13 December, 9.30am at **Gibson** Street