



Committee Minutes— Monday 19 February 2024

Present: Steve Wilkinson, Sue Case, Sue Andrew, Gerry Cape, Beth Savage (virtual – available for part of the meeting)

In attendance: Ted Taylor

1. **Apologies:** Jen Henry.
2. Welcome to Gerry Cape
3. Minutes of previous meeting approved.

4	Matters arising	<ul style="list-style-type: none"> • Hot chocolate and Paint n Sip evenings – JH has records. Expenses already submitted. • Procedures papers– still outstanding. • Job descriptions – email sending our basic descriptions hasn't been received by everyone. BS to investigate the problem. • 4 x gift vouchers – SW hasn't yet been able to identify these on the zettle. Details shown in receipt book but no zettle transactions to cover these. BS and SW to investigate. • Gazebo – SC has been told that Town Council cannot accept excess of £200. SW to contact Brian. • Volunteers get together on Friday 23 February. Has now been advertised online. SW sends apologies. • Lottery application – now passed first stage and gone into second stage. • Marketing flyers – Draft now received from BS. After in-depth discussion several things were identified – need single-sided A5 flyer for display by businesses, 	<p>JH</p> <p>SW BS</p> <p>BS/SW</p> <p>SW</p>
----------	------------------------	---	--

		<p>permission would be needed from individuals re use of their photographs if used. Agreed that the Branding should be changed to read “Arts for All” and that the draft could be improved upon. Agreed that we continue to use Azure Printing when finalised. Further details in Communications. SW to contact BS re changes.</p> <ul style="list-style-type: none"> • Lottery Grant – BS unsure as to why JH should be keeping in contact with groups/individuals identified by KU • Tee-shirts etc – SC had contacted Daisy. Cost of tee-shirts £7 and tops £23. Would need to order larger sizes than usual. SC suggested that, when feasible, we should supply the tee-shirts etc and have them printed. • Weekend cover – VH had offered to cover Saturdays from 9-11. List in kitchen where individuals could add their names. • VH also offered to manage the volunteers and to draft content for the newsletters for BS to distribute. BS agreed. Agreed unanimously that we were happy for VH to take on these roles. • Look North – although having been contacted about the Sycamore Gap exhibition, no-one had responded to the requested email. Very disappointing. • Volunteer Whatsapp – BS to check if individual volunteers are happy to be added to a whatsapp group, and then to set up the page. • BS to add GC to Trustee Whatsapp group. • Need constant updates to participant lists available in case of in-house enquiries. JH to add lists to sharepoint for ease of access for up to date information. As current ceramics course is full and has a long waiting list, it would be beneficial to start a second course. • Exhibition Schedule – SW had drawn up a schedule and posted it onto sharepoint but it had subsequently been amended by persons unknown. Agreed that a discipline is required re modification aspects. The office version had disappeared. SW will issue a new schedule • Urgently need IT training re sharepoint and general aspects. • Role profiles – discussion later in meeting. • NCVA AGM – had been worthwhile attending. SC and SA had made worthwhile contacts. 	<p>SW</p> <p>ALL</p> <p>VH</p> <p>BS</p> <p>BS</p> <p>JH</p> <p>SW</p> <p>BH</p>
--	--	--	--

5	Financial Report	As tabled.	
6	Health and Safety	<ul style="list-style-type: none"> Glasses have been breaking in the Gibson Street dishwasher. SC requested 20 plastic “glasses” for the children’s use. Glass display cabinets currently at Gibson Street need safe storage if we intend to use them in future. 	
7	Communications	<ul style="list-style-type: none"> Newsletters and flyers are taking too long. In-depth discussion on the flyer resulted in an agreement that we hold off printing this for now as, from unanimous agreement, there were several aspects that needed to be changed. Would like Branding to reflect the Lottery application and the Session Timetable. SW to contact BS. Emails unreliable and problems need to be sorted out. 	SW
8	Governance	<ul style="list-style-type: none"> GC formally welcomed as a new trustee. 	
9	Any other business	<ul style="list-style-type: none"> Need strict advertising and interview process protocol for future new jobs. NCVA have forwarded two job descriptions for us to utilise. Roles and work allocation – need to produce a matrix of jobs and identify who is covering these. SW to collate SC information into Role Profile format and ask VH to work on these. SA offered to work with VH on these. Blooming Communities have contacted SW to request use of the Gibson Street studio for a 35 week, free of charge, Arts and Crafts course. After discussion it was agreed unanimously that this would be a conflict of interests. Weekend cover – JH and BS have identified that they will be available at the centre on first Saturday of the month in March, April, May and June from 11 until 4pm. Need to find cover for other dates. SW to produce a matrix in A3 before the Volunteers evening in order that it is available to be added to. As there may be sales during the weekend slots, SW also to produce an easy guide. 	SW SW

		<ul style="list-style-type: none"> • Easter and Summer break – unanimous decision that, apart from Easter Friday and Monday, the centres would remain open and the sessions continue as usual. • Taster sessions – need to produce a contract for future session leads. To be used as soon as leads are identified. SW to produce • Need to formalise help for hanging committee. (G Ellis and B Waters) GC offered to help. TT will lead when he is here, with GE as alternative. • Exhibitions – SW to contact exhibitors 6 weeks in advance for Bio, photographs and contract. SA happy to do cataloguing. • SC noted that there is a great variety of activities in the village on Easter Sunday and that we need to be open to take advantage of the footfall. Input is needed to encourage pictures from the session attendees for the Easter exhibition. • Need a renewed poster to show photos etc of Trustees. SA to contact JH to produce poster in the following format: SW – Chair SA – Vice Chair SC – Trustee BS – Trustee GC – Trustee and TT – Resident Artist • Xmas Fayre – at the tree lights ceremony, the Traders have been accepted to hold their Fayre in the Front Street venue from 11am-7pm. We can still do hot drinks sales. • Lease for Gibson Street – this expires in June. SW to investigate extension but inviting ideas for an alternate venue if necessary. 	<p>SW</p> <p>SW/SA</p> <p>SA/JH</p>
--	--	---	--

Meeting ended 12.35am.

Next meeting: Monday 25 March