



Committee Minutes— Monday 17th June 2024

Present: Steve Wilkinson, Sue Andrew, Sue Case, Val Hearn, Gerry Cape, Wendy Storey

In attendance:

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

3.	Matters arising	- Gibson Street – the contract for the new 6 year lease needs to be signed by 22/06/24. The landlord is waiting for a quote for the broken window and has suggested that they may divide the windows into two windows instead of one large one which will help with any repairs/breaks going forward. - NEICP grant – this has been on hold due to special conditions being agreed in the contract. This has now been agreed. The first two instalments of £10,000 and £11,000 will be made on 7th July. The total amount of the grant £35,000 will need to be spent in the next 6 months instead of the original planned 12 months due to the timing issues. We can backdate payment for Teds Sculpture class which will be £35.00 per hour. Wages for Tutors from any classes going forward over and above the 15 classes we now run will be paid for by the Grant. - Communications – VH to organise a starter pack for new members to include information they may require and to lay out the basic requirements of the Centre with regards to looking after equipment etc. - Exhibitions – new mounting board is needed, SW to order these	SW SW VH Action by 05/08/24 SW
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		• Annual Report – photographs to be included. Can we check all photos of exhibitions are added to Sharepoint (saved under Exhibitions). SW to complete the Annual Report next week. • Board display stand for pavement. SW showed examples of display board which was agreed upon. This can be paid by Grant. • Art Books for Sale – we would now like people to take the books if they would like them. We will send out an email to say they are free to take, and we are happy if people would like to make a donation. We would also like to clear the picture books. VH agreed to start doing this and others to help if they have time. • SW has put out a request for new tutors to run the new classes. He has had 8 responses. In addition to this we are looking at running workshops run by people who have various skills rather than being professional artists. There was a discussion about how best to advertise for both of these requests.	Photos to add to Sharepoint asap WS Email asap VH
4	Financial Report	• Details provided on Monthly Financial Report • Received £8,500 from Lottery funding which gives us a balance of £9,722 • On 7th July we are expecting an payment of £21,000 from NEICP grant • Screwfix Grant – waiting to hear from them. This was going to go towards getting a fire safety lock on kitchen door but we are going to replace this anyway as it is a requirement • Foyle Foundation – to pay for VR headsets. SW has created a virtual experience of the gallery. The money from the grant will pay commission for the artist i.e. SW. This will be paid to SW direct which he will then donate back to the charity.	SW
6	Health and Safety	• As mentioned we will be looking at a fire safety lock for the kitchen door	SW
7	Communications	• SW has been in communication with the Local Authority regarding the outside of the premises and whether they would pay to replace the rotting wood panels. We do not feel hopeful this is something they will agree to so may need to look at alternatives ourselves. We discussed changing the colour of the paint on the outside of the premises.	SW

		- SW going to look at designs for new logo and signage for the outside of the building. We may ask members to help with ideas for this? - Flyers to distribute – we have agreed on a design that everybody feels is suitable to advertise the Centre. These will be distributed to retail outlets, leisure facilities & clubs, council offices, licences premises, galleries, libraries & schools, Dr surgery, community centre and also the caravan site. We will ask the volunteers if this is something they would be willing to help with? - New board display for pavement – VH to create suitable wording - Brown Visitor attraction sign – is this something that would be useful? WS to enquire from Newbiggin Town Council how to go about getting these,	Date to agree by? VH WS
8	Governance	- Community Action Northumberland – offer one day courses for charity groups i.e. updating policies, safeguarding. SA to get details of courses. - Petty cash – this cannot be claimed against new grant income. Can large expenditure be put on claim forms and reimbursed by bank transfer. - Lone worker policy – SA to put together a policy as we feel this is required for the safety of volunteers and trustees who work on the premises alone. SW to buy packs panic alarms for keyholders to carry with sets of keys. - A reminder can we remove the key from the office door during the day and make sure the key safe is closed and locked.	SA SA/SW
9	Volunteer Meeting	Next meeting is Mon 17th June 6.30pm. VH has set agenda to cover – Marketing, weekend cover for Centre and feedback and surveys.	VH
10	AOB	- Members exhibitions – can we get details from individuals for their artwork and whether the exhibits are for sale. The same as we do for outside agencies. SW to make pre printed labels to fill in information needed for artwork for exhibitions. - Personal alarms – SW to purchase alarms for all keyholders - Vacuum cleaners - SW to purchase for Gibson Street and Front Street. - Christmas Meal – discussion where to have Xmas meal. WS to check out venues, Community Hub and Maritime Centre	SW SW WS

		• Genealogy Exhibition – SW and TT went for a visit to the Maritime Centre who agreed we can hold an exhibition in the Latimer Room in Feb & March 2025. We can also exhibit in the café in January for a cost of £24.00 • Signatory – it was agreed WS can be added as an extra signatory to the Debit Card. • SW to spend £1,200 from Lottery Grant to replenish paints; also need brush supplies, 20 sets of acrylic, oils and water colours.	SW SW
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Meeting ended 12.45 pm

Next meeting: Monday 5th August 2024