



Committee Minutes— Monday 5th August 2024

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

In attendance:

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

3.	Matters arising	- Gibson Street – the new contract was signed on 7th July. SW has fixed the key lock for the shutters. We are still waiting for the window repaired. SW has reported this again to the Landlord - NEICP grant - We have not yet received the payment of £11,000 as expected. SW sorting the extra information. - Communications – we have problems with equipment i.e. brushes not being properly cleaned before being put away. WS to put signs on the boxes with instructions on how the equipment should be cleaned as new users may not always know how to do this correctly.	SW
		Exhibitions – new mounting board is needed, SW to order these. May need to look for an alternative source.	SW WS
		All pictures have now been added to SharePoint for Exhibitions. Annual report to be completed.	SW SW
		New Tutors – we have sent invitations to 40 tutors on our contact list. We have had 8 replies and signed up 6 with a possibility of 2 others.	

		We invited Christine Cave to run a future session for us - Art for All on a Tues afternoon at Front Street. This means she would work all day Tues, Pastels in the morning at Gibson Street and Art for All at Front St in the afternoon. We are considering asking Gary Simpson to run a few sessions. (non-formal) We discussed the fact there are 2 streams of tutoring – There are those that like to give formal tuition and those who are happy for students to paint what they want. We discussed whether we need a resident artist or do we just bring in tutors to run sessions. • Picture resources – we need to build up new folders with picture. SA has started to organise.	
4	Financial Report	• Details provided on Monthly Financial Report • Foyle Foundation grant has been approved for £3,500. • Screwfix Grant – this has been rejected. Need to look at other source for fire safety lock for kitchen door	SW
6	Health and Safety	• As mentioned we will be looking at a fire safety lock for the kitchen door (waiting for grant or increased reserves)	SW
7	Communications	• SW has been in communication with the Lamdlord regarding the outside of the premises and whether they would pay to replace the rotting wood panels. Still not heard. Checking neighbouring leases for buildings to determine context of ours. Once approved this can be painted any colour. The business next door, Mandy, is waiting for approval for her copper colour scheme.	SW

		- Flyers to distribute – WS to send email asking Volunteers to help distribute these. Areas to distribute to are: Newbiggin, Ashington, Lynemouth, Stakeford and Blyth. List of venues - see previous minutes. The CVA in Ashington have agreed to have a display of our Art work and advertise for us. SA to contact and organise. - Brown Visitor attraction sign – WS has emailed NCC. Waiting for reply - We will be exhibiting at the Maritime Centre in January in the Cafe and in Feb/March in the Latimer room we will have our Genealogy exhibition. Pictures to be organised for displays. - Art on the Beach event – this will be advertised for Sat 24th August. Preparations to be organised by WS - Community Action Northumberland – are running a Safeguarding Course on 24.09.24. SA to forward details. This is for the Safeguarding lead – S Case has agreed to take this role. Attendees for the course need to have completed a basic general safeguarding. It was discussed this may be a good thing for all the Trustees to complete.	WS SA WS WS SA/SC
8	Governance	- 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. Key panic alarms have arrived and will be given to volunteers with door key for Front Street for when they cover - Due to losing two Trustees recently we need to recruit new Trustees. VH to prepare an advert. Do these people need to be fully integrated Trustees for NAC as this is	SA VH

