



Committee Minutes— Monday 2nd September 2024

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

In attendance:

1. **Apologies: None**
2. Minutes of previous meeting approved

3.	Matters arising	- Gibson Street – 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 £21,000 as expected. SW sorting the extra information. - Exhibitions – new mounting board is needed, SW to order these. Looking for an alternative source. - Annual Report is now submitted. - Frontage of Building – trying to sort out who is responsible for repairs. We have asked Leanne for Newbiggin Town Council for a copy of her lease. She is unable to provide this at this time. - Future progression support with Grant applications – SA looking into suitable candidate to help with this. WS to support with Finance progression as agreed. - Advert for Trustees and Volunteers. We need to update the list of Volunteers as some no longer partake in activities. VH to organise	SW SW VH
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4	Financial Report	- Details provided on Monthly Financial Report - Post-meeting note: Catherine Cookson Grant for £1,500 – this has now been granted. Will be used for Fire equipment and CCTV	SW
6	Health and Safety	Grant has been awarded so need quotes for new Fire Safety door equipment for kitchen	SW
7	Communications	- We need a recruitment drive to find ways of advertising to encourage new members. We discussed Flyers to distribute – Distributed to Newbiggin. Areas to distribute to are: Ashington, Lynemouth, Stakeford and Blyth. The use of Facebook as an advertising tool then sharing this with other sites i.e. What's on Newbiggin and other areas. Displays and events i.e. an advertising table in Manor Walks or other busy public places/events. Radio was suggested? - The CVA in Ashington have agreed to have a display of our Art work and advertise for us. SA in process of organising - Brown Visitor attraction sign – WS has emailed NCC. Waiting for reply. To chase up - Art on the Beach event – we could not use the Gazebo due to weather conditions but still had a successful event. Over 60 visitors to the Centre. - Community Action Northumberland – are running a Safeguarding Course on 25.10.24. SA and SC to attend. 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. - Branding – discussing about the current branding and colours used. It was agreed to delete the stripes on the bottom of our current posters. Come up with ideas for the shop front if we wish to change colour and signage. Send these to SW - Murals in the community – is this something we want to be involved with or can help with?	SA WS ALL

8	Governance	• Lone worker policy – SA organising • Due to losing two Trustees recently we need to recruit new Trustees. VH to organise advert. It was discussed that Leigh Patterson may be a suitable nomination. SA to speak to her to see if she is interested. • We discussed the need for a financial plan and succession planning in the case of core Trustees being unable to fulfil the role due to various circumstance. Grant applications and finance. The need for a Business Plan. (Where are we going? What do we want to be?) Look at training for a Business Planning session. WS has emailed NCVA to ask for info. SW has a NIECP meeting today, will hopefully speak to Caroline Rogan (NCVA CEO) to ask what help is available from NCVA A consultation with stakeholders was suggested as to how we see Newbiggin Arts Centre moving forward and plans for the future developments and how we see it. A meeting was suggested for Friday 17th October. • New contracts for tutors – VH to review standard contract and propose amendments	SA SW VH

10	AOB	• Christmas Party – this has been booked for Monday 16th December at Il Girasole, Ashington. The cost is £27 for a 3 course meal (SA to look at 2 course option). VH to add to Newsletter invitation. Numbers limited to 40 • Trustees meetings are scheduled for 14 Oct, 18 Nov and 16 Dec • Exhibition displays – it was agreed all NAC displays will be hung by the Hanging Committee who have experience and knowledge of the these events. If an exhibition is by an outside body they may then have input into how they would like the exhibition to look if they desire. SA to alter Exhibition contract to make this clear when people sign up to display exhibitions at the centre • We have had two offers for new Volunteers who will Keyhold. Deborah and Josie • Xmas – the 30th of November is the Xmas lights switch-on in Newbiggin. Xmas fair to be discussed and held in Front Street Xmas Art Exhibition – to be held for 6 weeks over Christmas beginning 22nd Nov. VH to ask for suggestions for theme for this on the next Newsletter. Xmas Lantern Making workshop- to be held on Sat 23rd Nov at Gibson Street – details to be confirmed. Issues for discussion/agreement • The committee discussed the various issues which they thought the charity was facing. The following conclusions were reached: • Approval for documents before publishing; the following guidelines were agreed: ○ Require all Trustees to have opportunity to review:	VH SA VH
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		▪ Policies and procedures ▪ Job descriptions, role profiles, etc. ▪ Advertisements (vacancies, etc.) ▪ Publicity material ▪ Contracts (employment, tutor, etc.) ▪ Annual and grant reports ○ Require another Trustee to review: ▪ Correspondence with grant authorities ▪ Newsletters ▪ Notices ▪ Posters ▪ Grant applications (where not submitted online) ▪ Purchases over £200 ○ Leave to discretion of responsible Trustee (or Wendy) ▪ Online grant applications ▪ Purchases under £200 (within pre-agreed categories) ▪ Insurance, utilities and landlord interactions ▪ Bank transactions (single signatory basis) • Settlement of invoices • Paying of Tutors • Paying approved expense claims ▪ Individual letters • Getting grant money from NIECP ○ SRW to expedite • Overwork ○ Advertise (widely) for new Trustees ○ Re-energise volunteers ○ Ask for help! • Succession planning ○ New Trustees ○ Bring 'deputies' up to speed with actions/procedures ○ Copy Wendy on all critical communications	
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		○ Set up central filing system where all can access important documents ○ Ensure that family members know where NAC information is held at home, in order to pass on to others in event of 'absence' • Need to revisit Business Plan ○ Information gathering session with all stakeholders ○ Planning session facilitated by NCVA? • Need volunteers to provide session cover ○ Canvass volunteers and draw up new lists against requirements • Need volunteers to open up at weekends ○ Canvass volunteers and draw up new lists against requirements • Need volunteers to distribute flyers ○ Canvass volunteers and draw up new lists against requirements • Need to find additional tutors ○ Try all avenues • Wider advertising to attract new members ○ Explore new routes to market • New frontage and new shop signs ○ As we haven't been able to obtain leases from neighbours, it is very unlikely that landlord can be convinced to pay ○ Pay for new woodwork once grant money is incoming ○ New colour scheme and shop signs to be agreed at next meeting ○ Send ideas to SRW in advance • Exhibition / hanging committee ○ Need to draw up a new contract and clearly point out responsibilities to exhibitors • Foundations for Gibson St shed ○ Explore alternatives	
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Next meeting: Monday 14th October 2024 – 9.30am