



Committee Minutes— Monday 18th November 2024

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

In attendance:

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

3.	Matters arising	- Gibson Street – Window repair, the window will be repaired on Monday 25.11.24. This will be replaced in 2 pieces due to the size - Front Street Building Frontage – it has been agreed this will be repaired by Leon who will run this as a workshop with 4 helpers. The cost of the repair will be approx. £1500. This does not include the cost of the paint which we are hoping to get free of charge from Akzo Nobel. It was agreed at the time that the colour of the new shop front would be pale blue to match the Logo. This has since been rejected by the landlord. - Grant for Fire Extinguishers - these have now been purchased and installed. These will stand on the floor but have been secured to the walls as the walls were not sturdy enough to hold the weight. There are two for Gibson Street and three for Front Street including a small extinguisher for the office area. We also have received the CCTV ordered which SW is going to install. Two inside the building and two outside. - Advertising – we have had 2 adverts posted in the North Seaton Directory. One a general advert and one an editorial whole page. The slots for advertising for Manor Walks have not yet been released.	SW WS/SW
----	-----------------	--	------------------------

		There were 4 volunteers who turned up to help with the Deep Clean for Front Street. This was much appreciated.	
4	Financial Report	- Details provided on Monthly Financial Report - There is a balance of £4,391 in the bank. The money from the Community Chest and Catherine Cookson grants have now been spent. The Foyles grant is waiting for software purchase. - NEICP claim 2 (~£14K) is being processed and will hopefully be paid early December and Lottery grant (£8,375) is due on 13th December.	SW
6	Health and Safety	The new Fire door lock is working when the fire alarm goes off but also closes when there is noise. This needs re-setting against fire alarm. SW to organise	SW
7	Communications	- New members – it was discussed ways to get new members and various suggestions were made: run half day weekend workshops at taster sessions, advertise on Instagram, advertise a beginner's drawing class, have an open day, look at options for dedicated sessions i.e. special needs. It was agreed we still need to find ways to advertise for new tutors as this is still a problem. - The CVA in Ashington are happy to continue displaying a range of our Art work and advertising NAC. SA to organise change of display - SW to organise new business cards once designs have been agreed	SW
8	Governance	Nothing to report??	

