



Committee Minutes— Monday 16th December 2024

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

In attendance:

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

3.	Matters arising	• Gibson Street – Window repair, the broken window has now been repaired and replaced with two pieces. • Frontage of Building – this has now been repaired and looks good. The signage has been put on hold and needs to be agreed. • CCTV – this is now in place, there are 4 cameras two pointed inside the building and two pointed outside. The one inside the door pointing out is not working. We are waiting for a replacement. • NEICP grant – we are waiting for payment for £14,000. They are not paying in advance of grant applied for and there is a feeling the money is being held up. There is a meeting with the Head of Economic Development to look into this • Firedoor – SW to set lock on Firedoor • New Tutors – we have 6 new tutors interested in running workshops. We looked at the current cost of tutors. We have money to cover tutors from the Lottery next year. • NCVA exhibition – SW to change the display on Wednesday	SW
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4	Financial Report	• Details provided on Monthly Financial Report • NEICP funding – SW does not think this is worth continuing next year as it has been very time consuming. SW to be paid for his time by NEICP for consultancy. This works out at approx. 30 hours per month = £4,000 total. This would be donated back to NAC. It was suggested due to the ongoing difficulties with the funding that we contact the local MP and put forward our grievances and the issues in receiving the funding. •	
6	Health and Safety	• Storage of tall easels – SW to reorganise as these are not being stored correctly and are in danger of falling off shelf • Fire Procedures – it was agreed the procedures that should be followed in case of a fire. WS to type these up	SW WS
7	Communications	• SW to send Xmas message to members	SW
8	Governance	• Cleaning contract – SA spoke to Sarah the cleaner regarding the current arrangements and materials used for cleaning of the buildings as it was felt we were buying a lot of cleaning products of various makes. It was agreed this would be reviewed in 3 months	

10	AOB	• Money for tutors – Ivor would like to run 3 photography courses, it was decided this was not financially viable; agreed to 2 courses. Kirsty to run 2 ceramics classes, Christine to continue with 2 classes, Gary to continue with 1 class; Drawing and mixed media. Due to the small numbers at some of Denises workshops it was suggested we ask her to work Freelance so this does not cost NAC but Denise can continue with her workshops. VH to put together a proposal. • Pottery Club - Saskia has asked if she can run a pottery club at Gibson Street. This is possible if we can find somebody to fire the pottery. WS to contact the Creative Chicken studio • Exhibitions - the schedule for 2025 needs to be updated. WS to organise. We have the Maritime Centre exhibition in 2025, January - 1 month in the café and Feb/March 2 months in Latimer Room . • Kids Club – two of the volunteers have decided to step down from helping. We have two parents who have volunteered to get involved and set up a structure to run the Kids club. SW to have a meeting to organise. • Shop signage – we need to come up with ideas to rebrand. It was agreed the committee would look at ideas and bring to next meeting.	SW/VH WS SC/SW committee
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Next meeting: Monday 13th January 2025 – 10.00 am