



## Committee Minutes— Monday 17<sup>th</sup> February 2025

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

**In attendance:**

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

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| 3. | Matters arising | <ul style="list-style-type: none"><li>• NEICP grant – we have had the final payment for the Grant £17,000 minus £850. SW to dispute this with NEICP.</li><li>• Firedoor – SW to set lock on Firedoor</li><li>• Gift Aid donations – SW to look into and register us to be able to receive Gift Aid. This needs to be discussed to decide the best way to implement this once in place</li><li>• Kilns for ceramics class – SW has applied for a grant to Sir James Knott so we can purchase our own Kiln, £3000 for the kiln and £1500 for electrics, etc.</li><li>• Shop Signage – this has been put on hold until we see if we are able to lease the property next door.</li><li>• Lottery Grant – we can continue to use this to pay for tutors up until May. That includes Kirsty &amp; Ivor (for one session), plus Gary and Christine.</li><li>• Adobe Express - Trustees were having issues uploading the software. It was decided to put this on hold for now</li></ul> | SW<br>SW |
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| <b>4</b>  | <b>Financial Report</b>  | <ul style="list-style-type: none"> <li>Details provided on Monthly Financial Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |
| <b>6</b>  | <b>Health and Safety</b> | <ul style="list-style-type: none"> <li>Fire Evacuation Procedure – this was handed out to Trustees to sign and return. Will also be given to all Tutors and session leads</li> <li>Policies – all policies should be updated annually. WS to go through policies on Sharepoint to see what needs updating.</li> </ul>                                                                                                                                                                                                                                                                                                                                       | <b>WS</b> |
| <b>7</b>  | <b>Communications</b>    | <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |
| <b>8</b>  | <b>Governance</b>        | <ul style="list-style-type: none"> <li>Cleaning contract – The current cleaning contract with Sarah has now been terminated. This will now be done by Trustees/Wendy</li> <li>DBS request – this was requested for Donna and Sean who will be running the Kids Club going forward. Sue C to stay on until the Summer and then she will resign from running the Club.</li> </ul>                                                                                                                                                                                                                                                                             |           |
| <b>10</b> | <b>AOB</b>               | <ul style="list-style-type: none"> <li>Future Events - we have some future events coming up – Display/exhibit at Manor Walks on Tues 18<sup>th</sup> March. WS/SA to attend, VH to cover Centre. Sat 22<sup>nd</sup> May, LP to run a Jewellery workshop at Front Street. Sun 6<sup>th</sup> April we have been invited to the Health &amp; Wellbeing Fayre which we have agreed to attend – LP and SC to attend</li> <li>Admin Useful Information – WS has created a booklet that hopefully will help with where to find everyday information when WS is on holiday. This is a blue folder which will be left on the top tray in files on desk.</li> </ul> |           |

**Next meeting:** Monday 17<sup>th</sup> March 2025 – 10.00 am