



Committee Minutes— Monday 17th March 2025

Present: Steve Wilkinson - Chair, Sue Andrew, Sue Case, Val Hearn, Leigh Patterson, Wendy Storey – Secretary

In attendance:

1. **Apologies:** None

2. Minutes of previous meeting approved

3.	Matters arising	- Kitchen Fire door – SW to set lock on Fire door - Gift Aid donations – SW has applied for us to be able to claim Gift Aid - Kilns for ceramics class – SW has applied for a grant to Sir James Knott, so we can purchase our own Kiln. We are hopeful this will happen - Shop Signage – we agreed the need to go ahead and change the shop signage. Any ideas please send to SW. SW to recreate templates, to discuss at next meeting - Lottery Grant – we can continue to use this to pay for tutors up until the end of April. We will constantly monitor budget to manage reserves allocation - Policies – need updating yearly. WS to make a list of policies to update and schedule.	SW SW SW WS
4	Financial Report	- Details provided on Monthly Financial Report - NEICP – NCC are debating how to allocate this year's interim grants. SW has registered our potential needs with the Project Manager.	
6	Health and Safety	There was a discussion about whether we need specialist chairs to accommodate the less mobile. It was agreed this was not practical.	

		First Aid Training – WS to get information on First Aid training for those who would be willing to take part.	WS
7	Communications	- Signs for window – these could be updated - New advertising poster – VH to look at. Can we get advertising poster on Newbiggin Town Council Site. VH to look into this	VH
8	Governance	Annual Report – we need the 2024 report to be the same format as 2023 including pictures. VH volunteered to put an initial draft report together. Any inputs from committee members would be appreciated – send to Val. The report is needed as soon as possible, but preferably before the end of May.	VH
10	AOB	- New Group – Donna Fitch, who is to take over the Kids group in the Summer, has asked if we have a session available for home educated children to meet at Gibson Street where she would run an art session. It was agreed to charge £5 per child to use our facilities and materials. - Intern applications – It has been agreed that NAC will take two new interns from Newcastle University, 50 hours each. VH has put together a role profile for the new interns. They will be responsible for preparing and delivering new classes or workshops to gain experience to go with their learning theory. Leigh has agreed to mentor the candidates once they have been appointed. The interview panel will be made up of SW, VH and LP. - We recently had 2 days of Mentoring based on Business Planning with Kate Duffy. Everybody enjoyed and felt they benefited from the training. It was agreed we need a business plan based on the information Kate has put together from the sessions including what we are going to achieve in the next year. This could be in table format and can be used at our monthly meetings.	VH

		• Inventory – it was agreed we need an Inventory for Front Street and Gibson Street. SW/WS to organise Front Street and SC to organise Gibson Street. We also need items PAT tested so these will be marked on the inventory. • Warm Hub – it seems there is a lot of background work if we want to take part in this scheme. SA to look into it. • Fire Evaluation forms – these have now been given out and returned by most of the regular tutors. It was agreed tutors who come in for one day workshops should also be given this information in a simpler format. WS to organise	SW/WS SC SA WS
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Next meeting: TBA (due to intern interviews being held on Monday 28th April 2025)