

## Committee Minutes— Monday 28th April 2025

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

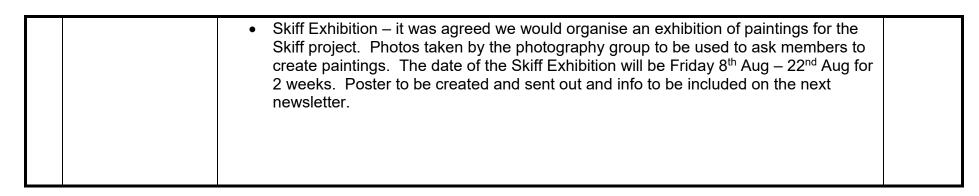
## In attendance:

1. Apologies: None

2. Minutes of previous meeting approved

3.	Matters arising	<ul> <li>Kitchen Fire door – SW to set lock on Fire door</li> <li>Policies – policies that need updating. It was agreed the following people to update</li> </ul>	SW
		<ul> <li>Bullying &amp; Harassment – SW</li> <li>Data Protection – WS</li> <li>Reserve Policy - SW</li> <li>Safeguarding Policy - SC</li> <li>Safeguarding Procedures - SA</li> <li>Social Media Policy - CH</li> <li>Trustee Code of Conduct - SW</li> <li>Fire Safety – Front Street - SW</li> <li>Fire Safety – Gibson Street - SW</li> </ul>	ws
		<ul> <li>Grants - VH to look at applying for Postcode Grant. Four grants that have been rejected VH to look at to see if can be rewritten and resubmitted.</li> <li>Gift Aid donations – HMRC have replied to say we are recognised as a charity so eligible to claim Gift Aid. We may need some of our Grant donators to sign for this.</li> <li>First Aid Course – WS to ring to see if we can organise training</li> </ul>	

	Fire via Breed	<ul> <li>Gibson Street – problem with broken support above back door. SW waiting to hear from Manal.</li> <li>Inventory – SW has had training to allow him to do PAT testing</li> </ul>	
4	Financial Report	N/A	
6	Health and Safety	N/A	
7	Communications	N/A	
8	Governance	N/A	
9	Achievements	N/A	
10	AOB	<ul> <li>Intern Interviews – SW to print off notes for interviews taking place this week</li> <li>Sketchbook Workshop – due to poor response (3 people) we have decided to cancel this and try and arrange for a later date.</li> <li>Window and Exhibition posters – there was a discussion regarding the new format and this was agreed. VH to make new posters</li> <li>Artwork Pricing – it was agreed to display prices against each piece of artwork displayed in exhibitions. SW to look at options ie clips with numbers</li> <li>Theme for Summer Exhibition – theme to be confirmed</li> <li>Display Cabinet – if we have exhibitions that may need displayed in a cabinet, then the cabinet we currently use can be emptied and used.</li> <li>There was suggestions made regarding future events/trips. Should we advertise on the Newsletter to try and encourage social events</li> <li>Workshops – having cash change when people pay by cash is a problem so it was agreed a change float could be left. WS to ask tutor if they need specific layout for room before workshop so this can be done beforehand.</li> </ul>	SW WS



**Next meeting**: 2<sup>nd</sup> June 2025 - provisional