



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	• Kitchen Fire door – SW to set lock on Fire door • Policies – policies that need updating. It was agreed the following people to update • Bullying & Harassment – SW • Data Protection – WS • Reserve Policy - SW • Safeguarding Policy - SC • Safeguarding Procedures - SA • Social Media Policy - CH • Trustee Code of Conduct - SW • Fire Safety – Front Street - SW • Fire Safety – Gibson Street - SW • 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. • 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. • First Aid Course – WS to ring to see if we can organise training	SW
			WS

		- Gibson Street – problem with broken support above back door. SW waiting to hear from Manal. - Inventory – SW has had training to allow him to do PAT testing	
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	- Intern Interviews – SW to print off notes for interviews taking place this week - Sketchbook Workshop – due to poor response (3 people) we have decided to cancel this and try and arrange for a later date. - Window and Exhibition posters – there was a discussion regarding the new format and this was agreed. VH to make new posters - 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 - Theme for Summer Exhibition – theme to be confirmed - Display Cabinet – if we have exhibitions that may need displayed in a cabinet, then the cabinet we currently use can be emptied and used. - There was suggestions made regarding future events/trips. Should we advertise on the Newsletter to try and encourage social events - 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.	SW WS

		• Skiff Exhibition – it was agreed we would organise an exhibition of paintings for the Skiff project. Photos taken by the photography group to be used to ask members to create paintings. The date of the Skiff Exhibition will be Friday 8th Aug – 22nd Aug for 2 weeks. Poster to be created and sent out and info to be included on the next newsletter.	
--	--	---	--

Next meeting: 2nd June 2025 - provisional