



Committee Minutes— Monday 2nd June 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	• NIECP – there was a discussion as to the reduced number of organisations that will receive funding this year. We should find out in the next few weeks if NAC is included. • Interns - the first new intern Annie from Newcastle University has now started her internships at NAC. SW to organise contract then LP to take over as Mentor. There was a discussion about roles and who was responsible for which parts of the project and how this would be organised. LP to organise with interns re costs of projects. • Community Reach – we decided we would like to encourage other community groups to come and use the space when it is available at the Centres. Val will draft a general letter we can send out to organisations. We could also offer them Workshops to suit their needs if we have tutors to run these. • Price rise – it was agreed we need to raise the cost of our clubs and classes. The final cost is to be agree.	ALL
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		• Children's Club – there was a discussion about whether we could run the Children's Club during school holidays. This would depend upon having somebody who would be willing to do this? • Gift Aid donations – SW to organise our claim for Gift Aid • Fire Door - needs resetting • Policies – SC & SA are updating the Child Protection Policy. SA to organise a book for reporting any incidents. All other policy updates are ongoing. • Grants - VH to complete application for Postcode Lottery Grant • PAT Testing – SW has now completed this and it needs writing up. The Microwave at Gibson Street has failed and is to be scrapped and taken for recycling.	
4	Financial Report	• Details provided on Monthly Financial Report • There was a discussion regarding the bank balance being low and what we can do to try and resolve this. Funding has been applied for. We can raise the prices for the clubs and classes but this may not be sufficient?	
6	Health and Safety	• The open drain at Gibson Street is causing concern. SW to email Manal regarding this and also regarding if we can concrete underneath where the shed sits. • First Aid - WS to send out message to all members to invite them to First Aid Training	
7	Communications	• General Advertising Draft - VH to create an advert for general advertising. Val to update door sign • Newsletter – could we use this to advertise exhibitions and also photographs from work from classes.	
8	Governance	• Chair – even though SW is chair it is agreed that others have authority for making decisions, including authorisation of expenses. Remember, for expense claims over	

		£200, signature to authorise payment is required from two Trustees. However, significant spends should be pre-highlighted to SW to ensure sufficient cashflow.	
9	Achievements	Record of monthly achievements – there was discussion as to what has been achieved recently – Slow Cooker event was successful. Wendy and Brian painted Gibson Street which tidied it up a bit. Exhibitions in the Centre have been popular and 6 pictures were sold in the Spring Exhibition. The Paper Jewellery Workshop got very good feedback and was very positive.	
10	AOB	- If a picture sells in an exhibition can we let SA know. - Event - SA to organise cuppa/cake and Quiz event - to be run by Volunteers. We need some volunteers to take place on a Health and Hygiene course to run food events. SA to organise through CAN - WS to email Jane Small to organise date for them to come and paint for Bella Arkle exhibition - Exhibitions - we have a slot at the end of the year for an exhibition. SA suggested a Portrait Exhibition. The cost for outside exhibitions is currently £30 for four weeks. Could we look at updating the cost for next year 2026	

Next meeting: Monday 30th June – 10am