



Committee Minutes— Monday 30th June 2025

Present: Steve Wilkinson - Chair, Sue Andrew, Sue Case, Val Hearn, Leigh Patterson, Wendy Storey – Secretary, Annie Twyford (Intern)

In attendance:

1. **Apologies: None**

2. Minutes of previous meeting approved

3.	Matters arising	• Funding - as we have not heard from NIECP about receiving funding we believe we will not in the selected organisations this year. SW felt we had a strong application so will try to look into why we were not successful. North East Create Growth - this is a group that helps small businesses and can connect us with new grant providers. SW has been in contact with them. SW has also been in touch with Northumberland Vine – a community reach group. • Price rise – a discussion was had as to the price changes implemented. It was agreed that the cost of the sessions are classed as donations so people should be able to pay what they are able. • Children's Club – could this run during the Summer holidays? SC offered to run some sessions, details to be arranged and advertised. • Gift Aid - SW to organise • Fire Door – SW to organise • Policies – these need adding to website. Please send policies to WS once completed	
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		• Grants – VH has completed Postcode Lottery and this has now been submitted • PAT Testing – this needs writing up. SW to donate microwave for Gibson Street • Gibson Street – the open drain is still an issue but we are getting no reply from Manal to emails sent by SW • First Aid Training – this has been arranged for Wednesday 13th August at 10am at Gibson street. • Level 2 Food Hygeine and Safety – the online course has now been completed by LP, SP, SA • Bella Arkle Exhibition – the date has been changed to 8th August and this will run for 2 weeks	
4	Financial Report	• Details provided on Monthly Financial Report • The Lottery grant which pays for tutors – it was agreed to continue to pay the regular tutors ie CC & GS, but we should also continue to pay tutors to run Workshops as these were popular. • There was a discussion as to how we can raise money through events. We agreed to run the Art at the Beach event in August and invite Morpeth & Ashington Art Group. Other events include, Coasters at the Coast, Paint and Sip, Cuppa, Cake & Quiz. There were suggestions as to other events i.e. Christmas card making, Portrait or Still life sessions. We agreed payment in advance for sessions is a good idea.	
6	Health and Safety	• The upstairs neighbour at Gibson Street is a cause of concern as he frequents our property when classes are running. We agreed to keep a log of all concerns.	

7	Communications	• This was the last day for Annie to complete her Internship with us. We all agreed it had been a very positive experience which she had enjoyed. We welcomed her to come back for any future events. • The Website is currently being updated and VH has been designing templates that we can use and SW has been reorganising the layout. • Leaflets and Posters – any information to be created by VH, please can we give her info in advance and time to organise	
8	Governance	• Succession Plan – VH to create advert so we can advertise for the role of Chairman, Treasurer and IT. It was agreed we need support in these areas.	
9	Achievements	• Record of monthly achievements – these included; Annie's internship which was a very positive experience. Updating the Website. Introducing new ideas for Workshops and ways of Fundraising.	
10	AOB	• Holidays – WS on holiday 24/07/25 – 04/08/25 – cover organised. • Free training – this is offered by CAN and there is free volunteer training • Visitor – we had a visitor who was doing a blog of Seaside Towns on You Tube. Said she would include us • Wednesday evening club – this is not very well attended, VH, to create advertising poster. • Kiln at Gibson Street – it was agreed we would wait to use this until it is moved to outside. • Kids Club – Donna has asked for an updated leaflet with rules for the Kids Club. WS to send info to VH to take a look at.	

Next meeting: Monday 4th August 10:00 (provisional)