

Committee Minutes— Monday 1st September 2025

Present: Steve Wilkinson, 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	- Gibson Street – repair of drain. Quotes have been sent to Manal the Landlord but we have still had no reply. We have decided to go ahead with the work as the landlord has not replied to emails and we feel it is a H&S issue. Arkott Plumbing to do the work. - SW also to make fireproof flooring under kiln so we can go ahead with using it. Once kiln is working and repairs made we can then look to recruit a Ceramics tutor and try and get classes running again and use the centre for this purpose. Need to look at ways to recruit new tutors. - Exhibition change over – this has been agreed to be moved to the later time of 2pm on a Friday to save disruption with the TGIF Club. - Internships – Lara starting next week Tues 9th Sept. LP to introduce her to current tutors and discuss plans for her time at NAC	
4	Financial Report	- Financial report provided - SW to claim Gift Aid - Discussion re Grant Applications as shown on Financial Report - Workshops – proving to be a good source of income.	

6	Health and Safety	• Nothing to report	
7	Communications	• Applications for Funding – VH has created a draft survey that will give us demographic information/data that we need when applying for funding. This gives feedback on what to provide and shows funders that we are actively working with the community. • Website – changes have been made to make sure the information is as easy as possible to find and access. • Policies – VH has been checking policies to make sure they are as accurate as possible. Once completed SW to add to website and WS to add to Sharepoint.	
8	Governance	• Succession Plan – SW has agreed to stay with NAC planning for another 5 years. WS is helping with everyday finance to help SW with workload. If SW was not available for any reason and NAC needed some guidance he suggested we contact NCVA (Caroline) who would be able to help • Need to recruit Treasurer/Vice Chair - what would their role be? We would base the roles around individuals on what skills they have/ talents & values & beliefs Treasurer - we would want somebody who could take over the accountancy/Annual Report/Grant applications, from SW. The role would suit maybe someone retired who is interested in our organisation as a Charity. The role would include: Building relationships with other organisations to apply for grant projects Identify invisible funding and potential funding – not mainstream VH to organise role profiles & advertising looking at networking, partnerships and funding How do we recruit? - VH to create a general advert we can use to advertise to members and outside agencies	

		Keith has said he will retire at Christmas. SW to speak to Keith and then we can advertise. It was agreed we may need to recruit a new tutor who will require a salary.	
9	Achievements	First Aid Course – 11 attendees, positive comments about course	
10	AOB	- Wednesday evening club – this is currently only attended by one person. It was agreed to keep this running until Xmas to see if others return over Winter months. Could rebrand this club and readvertise? - Art by the Beach – it was agreed this was a lot of work to make the event happen and future events should be kept simple and workload limited. - Bella Arkle Project – Jane has asked if pictures from exhibition can be displayed in local CO-OP in Newbiggin. WS has got permission from participants. - Advertising – could we look at classes that will attract a younger people ie Graphic Art/Pop Art. Need to find tutors that will run classes suitable for a younger age group. Could we get help with joining Instagram as a way of advertising. - Xmas meal for Trustees – Fri 7th November suggested date. WS to explore options - Xmas Event – Sat 29th November – the Lantern parade runs later in the afternoon so it was suggested we open the Centre and between 10-3pm serve Mulled wine/mince pies and have a tombola. - Slow Cooker & Air Fryer Event – to be arranged for November - Open exhibition – this was agreed for next year 2026, date to be arranged. Open to Local art clubs and anyone who would like to exhibit- charge would be £5 for 2 paintings. - Cuppa, cake & Quiz – it was agreed as there is food at this event dogs will not be allowed. - SA making new easel sign for above door, asked SW to cut out.	

Next meeting: 6th October 2025 (provisional)