



Committee Minutes— Monday 6th October 2025

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

In attendance:

1. **Apologies:** Lara
2. Minutes of previous meeting approved

3.	Matters arising	• Gibson Street – repair of drain. This has now been repaired and we are able to use the sink again. • Draft Survey – this is not yet completed. VH to work on survey and SW to look at how to administer i.e. Survey Monkey. VH to also update evaluation form. • Policies – these are all now updated and added to Sharepoint and Website • Keith is retiring at Christmas – LP speaking to Lara about the possibility of covering some sessions and then we will decide whether to advertise for a tutor. • Sign above door – SW to make and then SA to paint.	
4	Financial Report	• Financial report provided • SW to claim Gift Aid	
6	Health and Safety	• Kiln at Gibson Street – there has been a trial firing of the Kiln which has gone well. SW explained it takes 6 hours to build up to temperature. Once we are confident this is running smoothly we will look at recruiting a Ceramics teacher to begin classes again at Gibson St.	

		Insurance for kiln – we have Public Liability Insurance to cover us. We are following due procedures and Saskia is to make an instruction booklet for use of the kiln.	
7	Communications	Nothing to Report	
8	Governance	Trustee – Frank Mills has expressed an interest in becoming a Trustee. We would like to invite him to join NAC on a probation period for 6 months. We agreed we would like Frank to look at the functions of Sales & Marketing Strategies and non standard money intake.	
9	Achievements	- Kiln has had a trial firing at Gibson St - Paint & Sip – this was a really successful evening - Sue C – has received an award for her help in the Community	
10	AOB	- Calm & Chaos – we have agreed to the Centre to be used for a classical music evening in February next year. This will be advertised. - Mailchimp – we are currently oversubscribed with members. We currently spend £17.50 per month for 500 contacts and 5000 email. Do we want to upgrade to £24.00 per month for 1500 contacts and 15000 emails? SW/WS to take a look. - Zettle – SW looked at the option to pay over the telephone by card or pay by Paypal. It was quite complicated so we decided not to go ahead with this. - Xmas event for members – the date of Friday 5th December was agreed. Details to be finalised. Buffet / Wine & Raffle - The Lantern Parade Workshop will be on the dates 22-23rd November. SC to supervise - Wellbeing Event – Sunday 19th October – LP to attend - Exhibition schedule for 2026 – VH to create poster to advertise	

Next meeting: Monday 10th November 2025 10:00 (provisional)