



Newbiggin Arts Centre

Committee Minutes— Monday 8th December 2025

Present: Sue Andrew, Sue Case, Val Hearn, Frank Mills, Wendy Storey – Secretary,

In attendance:

1. **Apologies:** Steve Wilkinson, Leigh Patterson
2. Minutes of previous meeting approved

3.	Matters arising	<ul style="list-style-type: none">• Sign for above door - this has now been made and been put in place.• Gift Aid – this has not yet been claimed. SW to action• Safeguarding Policy - as per discussion as to who in the organisation needs to have a DBS check, the policy needs amended to state instead of ALL volunteers and Trustees are DBS checked - change to say 'as appropriate'.	SW/VH
4	Financial Report	<ul style="list-style-type: none">• Financial report provided• Signatories – Fiona is still a signatory on our bank account and needs removing. WS and VH to be added as new signatories to the account. This will mean we will have three signatories in total. (still to be actioned)• We have applied for a grant through Bernicia – the Safeguarding Policy was updated and submitted and application approved.• FM raised the question about the interest rates we currently receive from our Bank Account and if we could be getting a better return. He has supplied figures from various accounts. Could we set up an account to use as a contingency fund as we have some recent funding which has boosted our bank funds. To be confirmed.	SW FM
6	Health and Safety	<ul style="list-style-type: none">• N/A	

7	Communications	N/A	
8	Governance	N/A	
9	Achievements	<ul style="list-style-type: none"> • Gibson Street - the shed is now completed and in place, the drains are now secure, the rubbish has been cleared from the yard. • Positive feedback for Lara and her course. • Successful Festive party, everybody really enjoyed it so it felt worth the effort. 	
10	AOB	<ul style="list-style-type: none"> • It was agreed we would take part in the Warm Spaces scheme. This applies to Gibson Street 1-3pm on a Wednesday • Raffles – it was agreed that one person should take charge of this going forward to help this run smoothly. • Discussion as to how we generate income apart from Grants. Suggested we set up a Building Society account and create a contingency fund. Discussion re membership, could this work for us? • FM suggested a Portrait for Pets raffle. This would be a good income generator and was thought to be a good idea. Details to be finalised by FM • Tutors – do we need more tutors? We need a tutor to cover the Wednesday morning Watercolour? TGIF – WS in the studio, VH offered to cover in WS absence • Could we organise an event for February 2026 when things go quiet. A quiz night was suggested? 	

Next meeting: Monday 9th February 2026