



Newbiggin Arts Centre

Committee Minutes— Monday 12th January 2026

Present: Steve Wilkinson, Sue Andrew, Sue Case, Frank Mills, Wendy Storey – Secretary,

In attendance:

1. **Apologies:** Val Hearn
2. Minutes of previous meeting approved

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| 3. | Matters arising | <ul style="list-style-type: none">• Safeguarding Policy - SW to amend 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'.• Wednesday morning tutor - we still need to look for a tutor that could support the Wednesday morning watercolour group.• Events – it was agreed we would organise a quiz night in February to take place on Monday 9th Feb. SA to arrange the actual quiz, SC to organise a raffle prize. We would provide nibbles but people can bring their own alcohol if they wish. The doors will open at 6.30pm and the quiz will start at 7pm. | SW All SC |
| 4 | Financial Report | <ul style="list-style-type: none">• Financial report provided• There was an issue with the bank account being frozen whilst we updated details to move to a Charity account. This did affect payments. SW had contacted bank who had assured us this would be quickly resolved. <p>Post- meeting note: Bank account was quickly unfrozen on Monday 12th January We discussed supplementing our bank account with a savings account from Skipton Building Society or the Leeds for a better return but still have sufficient accessibility.</p> | SW |

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| | | <p>Once we have sufficient funds we will look at opening a savers building society account.</p> <ul style="list-style-type: none"> Grants – we have received a grant from Bernicia towards the costs of tutors. We have applied for 22 grants and only received 3, as funding is becoming very difficult to get. SW to look at applying for Grant to one of the established providers in order to provide equipment for the Pottery classes at Gibson Street ie an Extractor Fan and Sink unit with filter. Fundraising – FM has put together a fundraising proposal whereby we will sell raffle tickets for a Pet Portrait prize. Our Art group members will be given the opportunity to take part as artist and will receive payment for this. Details were handed to the group as to how this would work and be advertised. | SW SW |
| 6 | Health and Safety | <ul style="list-style-type: none"> It was agreed to put a sign on the back door at Gibson Street to say only authorised persons to access yard and shed. | WS |
| 7 | Communications | <ul style="list-style-type: none"> Newsletter – could we give Val details of future events and any other articles for next Newsletter | All |
| 8 | Governance | <ul style="list-style-type: none"> As Leigh has now resigned from her post as Trustee; this leaves us a space to recruit a new Trustee. Suggestions welcome. | All |
| 9 | Achievements | <ul style="list-style-type: none"> The toilet at Gibson Street has had a fresh coat of paint and tidied up Lantern workshop Festive paint n sip Drypoint etching workshop Winter exhibition Lifedrawing workshop Josie Armstrongs 90th Festive get-together | |

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| | | <ul style="list-style-type: none"> • Portraits exhibition • Encouraging members to submit to Woodhorn exhibition • Advertising pallet above doorway • Changes to TGIF session | |
| 10 | AOB | <ul style="list-style-type: none"> • Exhibitions – there was a discussion as to what we do when there is an exhibition and pictures presented are not strung. This causes time and cost to the Centre. WS to change the wording on the contract to say if this happens, we may remove the opportunity to exhibit, or there may be a cost of £3 per picture for us to string. • Pet Picture competition – to be widely advertised, initially in Newsletter. | |

Next meeting: Monday 9th February 2026 09:30 (provisional)