



## Committee Minutes— Monday 10<sup>th</sup> November 2025

**Present:** Steve Wilkinson, Sue Andrew, Sue Case, Val Hearn, Leigh Patterson, Frank Mills, Lara McFarland - Observer, Wendy Storey – Secretary,

**In attendance:**

**1. Apologies:**

**2. Minutes of previous meeting approved**

<b>3.</b>	<b>Matters arising</b>	<ul style="list-style-type: none"><li>• Sign for above door - this has now been made by SW and painted by SA and just needs putting in place.</li><li>• Gift Aid – this has not yet been claimed. SW to action</li><li>• Kiln at Gibson Street – this is now in place in the shed and has been fired and is working.</li></ul>	<b>SW</b>
<b>4</b>	<b>Financial Report</b>	<ul style="list-style-type: none"><li>• Financial report provided</li><li>• 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</li><li>• We have applied for a grant through Bernicia – they have requested our Safeguarding policy be updated before they consider our application. This has been done.</li><li>• 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 agreed to look into this.</li></ul>	<b>SW</b>         <b>FM</b>

		<ul style="list-style-type: none"> <li>There was a discussion about outgoing costs and licences we pay. SW to forward a copy of the book keeping sheet to FM. SA made the suggestion we contact CAN regarding our energy costs.</li> </ul>	
<b>6</b>	<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>H &amp; S Policy has been updated and will be reviewed yearly</li> <li>Safeguarding – the new policy is on the Website and any new Trustees will be asked to read this. DBS – this is only necessary for those directly involved with participants. A discussion was had as to who would need a DBS, SW to check this so we are working in accordance with our policy which states all Volunteers/Trustees will have a DBS.</li> <li>It was agreed we would put together an additional document to give to tutors regarding the correct way to treat class participants in particular in the way we should ask permission before using or taking their paint brushes</li> </ul>	<b>SW</b>
<b>7</b>	<b>Communications</b>	<ul style="list-style-type: none"> <li>VH has updated our evaluation form for Workshops and classes and has agreed to monitor and collect information from all returned forms. This information will be helpful when applying for grants</li> <li>Survey Monkey – it was agreed the format of this did not fit with our needs so we have decided not to go ahead with this</li> </ul>	
<b>8</b>	<b>Governance</b>	<ul style="list-style-type: none"> <li>Trustee – NAC has welcomed our new Trustee Frank Mills. We are looking forward to working with him</li> </ul>	
<b>9</b>	<b>Achievements</b>	<ul style="list-style-type: none"> <li>Lara is now running her first course with us at NAC and this is proving really successful.</li> <li>The Kiln at Gibson Street is now in place in the shed which means we can now go ahead and plan pottery lessons again.</li> <li>Energy Event – CAN ran this event and this proved to be really popular</li> </ul>	

10	AOB	<ul style="list-style-type: none"> <li>• Internships – this is going really well with Lara. We would like to continue with this next year and continue with one student at a time – Spring and Autumn</li> <li>• Xmas closure – it was agreed this would be from Tuesday 23<sup>rd</sup> December until Monday 5<sup>th</sup> January.</li> <li>• Keith leaving – it was agreed that NAC would buy a tankard for Keith as a leaving present. We still need somebody to cover the Wednesday morning group initially. SW to ask BS if he would be interested.</li> <li>• It was agreed we would take part in the Warm Spaces scheme. SA is organising</li> <li>• Friday group – Lara is going to run a group on a Friday – dates and times to be organised.</li> <li>• Instagram - Lara, Wendy and Leigh to arrange some time to get together to look at creating an Instagram account for NAC</li> </ul>	
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**Next meeting:** Monday 8<sup>th</sup> December 2025 – Sue A to chair due to SW absence.