



Trustees Board Meeting Minutes - Monday 16th March 2026

Present: Steve Wilkinson, Sue Andrew, Sue Case, Val Hearn, Frank Mills, April Dobson, Wendy Storey – Secretary,

In attendance:

- 1. Apologies: Susan Parker**
2. Minutes of previous meeting approved

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| 3. | Matters arising | <ul style="list-style-type: none">• We welcome a new Trustee, April Dobson• Banking – SW has opened an account with United Trust Bank. £10,000 has been transferred into the account. This is to be used as a savings account and our Lloyds account for daily transactions.• Decision Tree – VH has created a document to support this. To be discussed at next meeting• Intern – SW has put forward Lara for the Intern of the Year award with Newcastle University• Gift Aid – we now have forms to distribute. These are to be given to all those who attend classes and Workshops.• Pet Portraits – 400 tickets are now created and ready to distribute. The poster has been printed and FM has agreed to hand this out to the local shops. | |
| 4 | Financial Report | <ul style="list-style-type: none">• Financial report provided• Grants applied for include, Peoples Lottery, Hadrian Trust and the Mayors Fund | |
| 6 | Health and Safety | <ul style="list-style-type: none">• No issues raised | |

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| 7 | Communications | <ul style="list-style-type: none"> • The poster of Trustees needs updating in the Studio and on Website • Draft generic poster – this has been created by VH and is ready to advertise. | WS |
| 8 | Governance | <ul style="list-style-type: none"> • New Trustee – April Dobson will be responsible for supporting ‘Wellbeing’ • Trustee & Committee meetings – these are to be split so matters can be dealt with at the appropriate meeting | |
| 9 | Achievements | <ul style="list-style-type: none"> • N/A | |
| 10 | AOB | <ul style="list-style-type: none"> • Decision making policy – this is to be checked and discussed at next meeting • Exhibitions – it was discussed that the Meet the Artist session was successful. We have agreed to make this a term of the contract for artist holding exhibitions. SW to revise the contract and pass to VH for wordsmithing • Email discipline – there are too many emails being sent between Trustees on various topics. Email replies should only be sent to the person(s) that needs a response and not to all Trustees unless necessary. • Interns – because of funding restrictions, we can currently apply for one new Art intern for this academic year. We can advertise for a second after September. SW has also posted an advert for a Business intern. • Online Exhibitions – SW looking at how to create a walk-through exhibition for free as the package we currently use is costly. • Cleaning of Centres – we need some help with the cleaning of the Centres, especially now Gibson Street is busy with Pottery. WS to ask volunteers | |

Next meeting: Monday 27th April – 9.30am