



Trustees Board Meeting Minutes - Monday 17th August 2026 10am – Front Street

Present: Steve Wilkinson, April Dobson, Sue Andrew, Val Hearn, , Wendy Storey, Bex Cooper

In attendance:

1. **Apologies:** Sue Case
2. Minutes of previous meeting approved

3.	Matters arising	• Lottery Report – this has now been submitted and the supplementary information requested has been sent and approved. SW trying to arrange meeting with Lottery personnel to discuss future. • Policies – to be discussed at next meeting • Membership Scheme - SW has now updated the mailing list and contacts database • Decision making policy – this has now been completed	
4	Financial Report	• Financial report provided • Gift Aid – this has now been approved and we received £6,292 for donations in 2023-4. • Payroll – as CVA is no longer able to manage our payroll we are going to use Northumberland Accountants, who will probably also handle the independent assessment. SW and AD to meet with them on Wednesday to discuss. • Financial reserves – the policy is for NAC to have 6 months in reserve for our finances. We currently have approx. 3 months in financial reserves	SW/AD
6	Health and Safety	• Nothing to report	
7	Communications	• VH to look at a Comms Strategy to support our Business Plan	VH

		SW – has updated contacts and distribution list to be used when emailing newsletter or other textual information. Posters will continue to be sent via Mailchimp	WS/SW
8	Governance	- Business Plan – the new intern Rebecca Cooper (Bex) has now completed this and any final comments or feedback need to be sent to her now, as this needs to be signed off as an internship deliverable. Points raised were: NAC needs to be self-sustainable. This means we need to cover the cost of classes including the costing for overheads as well as tutors and materials. SW calculated it costs us approx. £50 per session for fixed costs. We need to agree a pricing plan for Workshops and classes going forward - AG – gave a brief overview of the Committee Meeting - Outreach Funding – this has now been awarded. We will run another 2 carers sessions in Sept & Nov and will then do an analysis and look at applying for next year. AG ran through 7 FAQ to update us on the information we need to run the Outreach Project. Lara is to help deliver arts activities to residents and run sessions for 3 months. - Safeguarding – we need a new Safeguarding lead as SC is stepping back from the post. WS to ask volunteers at next meeting. Anyone taking on the role will need to attend training. SW will continue with the admin for DBS applications. SA to contact CAN to get advice on safeguarding queries. It was agreed anyone running the children's group must have a DBS Post meeting note: under new regulations ALL adults running children's sessions (not just the lead) MUST have DBS clearance. We also need to set up a Single Central Record to record all DBS requirements and everyone holding respective DBS clearance	WS SA SW/WS

		Time and commitments – a discussion was had regarding the amount of time Trustees (and potentially volunteers) spend on various activities. As we are so busy we need to prioritise what is important and only run events and activities that are currently essential so people do not feel overwhelmed. To be discussed at OC	AD
9	Achievements	- We have been awarded funding for 2 grants and Gift Aid - We have been able to change the exhibition schedule so we can run a Bloom Exhibition to link in with the town's other Bloom activities under the Thread Community Project. We have also received funding so we can run a preview evening for the exhibitions. Details to be discussed - We supported the Bella Arkle team in decorating their boat for a local event	
10	AOB	- Membership scheme – we need to look at what we want to offer? Look at the cost and advantages and disadvantages? SW to prepare proposals based on Gift Aid decision and technology capabilities - Interns – a discussion was had as to what kind of intern we would like. It was agreed we would like 2 IT interns (to help us set up a trial booking system and to introduce Google Workspace) and another art intern (if we can identify a mentor) Post meeting note: April has volunteered to mentor the art intern and Newcastle University have welcomed the opportunity for <i>all three</i> interns (subject to available funding to be advised in a couple of weeks) - Exhibitions for next year – we will raise the cost to £50 for 4 weeks for individual participants. We have three exhibitions that are for members and we have funding to promote. Need to organise schedule for 2027.	SW

Next meeting: Monday 7th September 2026 10:00 (provisional)