



Trustees Board Meeting Minutes - Monday 1st June 2026 16:00 – Front Street

Present: Steve Wilkinson, Sue Andrew, Sue Case, Val Hearn, April Dobson; Bex Cooper (observer)

In attendance:

1. **Apologies:** Susan Parker (first part), Wendy Storey
2. Minutes of previous meeting approved

3.	Matters arising	- Poster of Trustees – this needs updating in the studio and on the Website, VH to update. <u>Post meeting note:</u> VH circulated 3/6/26 SRW to upload pictures to website - Ideas for 5-year celebration still to be sent to SP for collation - Lottery report submitted. SRW to follow up with Liz	VH SRW All SRW
4	Financial Report	- Financial report provided - Addendum: Grants in preparation also include Willan - Pet Portrait – proved to be a good fund raiser, especially the tombola run on the day by SC (many thanks!). Winner is not local and will contact us with photo when convenient - In addition to a grant application to fund the ‘accessibility, etc.’ equipment for ceramics, we need also to find funding for essential equipment for the growth of the ceramics activities, such as re-circulating air filter, kiln furniture and clay tools. - We also need to examine the potential for offering artists to paint portraits for people who would like to commission (we take percentage). To be looked at in the Committee meetings	 SRW VH AD AD

6	Health and Safety	• Nothing to report	
7	Communications	• A name for the 'Ceramics Shack', to be displayed in window, needs to be determined by a competition in the Newsletter. April to discuss with Safron too. • Usual call for newsletter items to be forwarded to Val ASAP for inclusion in the next newsletter	VH AD All
8	Governance	• Committee Meeting – more regular meetings – at least monthly - to be run by Vice Chair. Much of the discussion from the Trustees Board meeting, esp. about day-to-day running, will be transferred to the Committee • We need a volunteer recruitment plan and advertising campaign; to be developed in the Committee Meeting with fullest involvement from Heather • Wellbeing; mostly already communicated by email. Additionally, SA will be running a session specifically for Northumberland Carers • Membership scheme – Waiting results of deliberation by HMRC re Gift Aid. The process and toolsets have been defined (with help from Vicky Bower) and tested. Will need a grant to pay for the investment. Meanwhile more testing of the proposed systems will take place • Decision Making Policy – final copy to be passed to Wendy for filing • Business Plan – the new intern Rebecca Cooper (Bex) is already well into writing our new Business Plan. The resulting document will be presented to the Board at the next meeting on 20th July	VC SA SRW
9	Achievements	• Seahouses outing • Discussions with Ascent • 2 grant submissions for outreach programme • Discussions with carers • Successful first open exhibition – need to plan for 2 next year	

