

Trustees Board Meeting Minutes - Monday 7th September 2026 09:30am – Front Street

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

1. **Apologies:** None

2. Minutes of previous meeting approved

3.	Matters arising	• Lottery Report – SW still trying to arrange meeting with Liz from the Lottery. He has not had a reply • Northumberland Accountants – SW & AD met with the accountant, who has agreed to do an independent assessment of our finances for 2025 • DBS - SW has applied for everybody applicable who needs a DBS. These have now been cleared. He has also created a SCR to record data.	
4	Financial Report	• Financial report provided – This was presented and discussed • Gift Aid – on checking payments SW noted we had not been paid GASDS for 2023/24. This has now been approved but we have not yet received it. Before we apply for 2025 we are going to advertise again in Newsletter for people to sign up. Post meeting note; the £2934 was paid into our account on 8th September There are two categories of who we can claim for – small donations and tax payers. In 2025 we received £2,000+ £2,000 (max for each Centre) for small donations and £1,250 on tax payers' donations = £5,250. We are hoping this will increase in 2026 to £2,000 + £2,000 for small donations and £2,000 for tax payers = £6,000. Membership payments are not subject to Gift Aid nor are any donations above £30 from non-signatories	

		- Policy revision schedule was agreed and everyone undertook to update all policies allocated to them in accordance with the schedule, noting that some updates are imminent or required now - Offer of fundraising support – there had been an offer of fundraising support by one of our members. It was discussed and agreed that at this moment in time we do not have the resources to support this.	All
6	Health and Safety/ Safeguarding	DBS – these are now all up to date. There was a discussion as to anyone in regulated activity working with children MUST have a DBS. It is our belief that anyone in non-regulated activity i.e. a one-off tutor can run a class with a supervised person who does have an enhanced DBS. WS to try and get some clarity on this as we are finding it difficult to get information? Also, what about if a child attends with a parent/carer, are we then covered from a Safeguarding point of view??	WS
7	Communications	VH has decided to step down from being the Comms lead. She is happy to continue creating and preparing documents as required by individuals. It was agreed we would like to continue with the Branding for NAC. Each 'project owner' is responsible for the information on documents that are sent out. It was agreed we would not use AI to produce documents.	All
8	Governance	- Business Plan follow up – Bex asked if we could look at a donations/fundraising strategy. Could we have a session with the Trustees and Bex so we can get more of an understanding what is involved. To be arranged. - Likewise, we need a session to address the Mission and Vision statements and the Constitution's objects - Committee Meeting – no meeting, therefore no report AD asked if we could look at the structure of the Committee meeting to see if we are making the best use of it as the format is similar to the Trustees meeting with the same people attending? Could we invite a range of other individuals to this including volunteers?.	BC SW AD

