



Visual Art at the heart of Shropshire, Telford, and Wrekin

Minutes of the VAN Meeting held 2pm 18 September 2025 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (DT) Dave Thompson, (AW) Alison Wragg (JGi)Janice Gill (LS) Lesley Stabler

Item#	Item	Action	By
1.	Apologies:		
2.	Declarations of Interest No changes to previous meeting.		
3.	Introductions and Expectations:	Explained to Lesley about process and maintaining confidence	PL
4.	Minutes of the meeting held 31 July 2025	Signed as correct by the Chair	PL
5.	Matters arising from the minutes: - Gallery strip lights replaced but changing them to LED's – Phil has contacted electrician – awaiting quote - Marketing and Publicity Working Group- AW to check with Tracey (TH) about sign and updating visitors then contacting them using the Marketing email address. - Annual accounts for 2025 need completing - Keeping track of outstanding Artist Payments – those without bank details etc so they are not lost - Removing 30% Commission Rate/Those Selling but not volunteering - A few members who sold in Apr/May/June did not volunteer during this period – how to resolve this? - Gallery Rota – Opening and closing Sunday, Wednesday late-night opening near Christmas - Tina Cooke has asked us if the website is monitored in Google by number of clicks	- Ongoing - Ongoing - PL to organise a Marketing meeting - PL to complete now - Ongoing – Decided DT to do as new Treasurer - Ongoing – need to look into this further. - Ongoing – discuss at next meeting - Discuss at next meeting - Ongoing - PL to ask Tim	PL PL PL DT ALL ALL ALL PL JG

	- Exhibition working group to meet re Subject suggestions for next year - New desk required for the gallery as present one is becoming unstable	- Complete – JG to send out Subject list - JG to look into	JG
6.	Treasurers Report for July/August 2025 - Compared to this time last year the sales are up by £3.5k. - The footfall compared to this time last year is up slightly and average basket value is up. - August was a good month with over £1.5k more than this time last year. - Our gross income for the year is likely to go over the £25k. We will therefore be required to provide further information to the Charity Commission	See Annex A Report	DT
7.	Handover Trustee/Chair Responsibilities from PL - Agreed to allow PL to keep access to VAN Drive and Website but Administrator permissions removed. - Require further Administrator to add people to the Website - DT to be the main contact for Bank, PayPal etc - CAF Bank – 3 Signatories required agreed to have DT, JG and JGi - DT needs to request a new Bank Card as PL will cancel his.	- PL to continue to update Website Banners etc - Agreed to add DT - DT and PL to meet and sort - Need to send forms to the bank - DT to order new card	PL PL PL and DT DT and PL DT
8.	2024 Annual Accounts - Thank you to Alistair Wragg for doing these - The Accounts will be presented at the AGM- we made a loss due to community project donations and higher energy costs - PL will submit the accounts to the Charity Commission	PL to do	PL
9.	Managing Changes Need to ensure that any changes made such as opening hours are updated in the relevant places i.e. Website, documentation, other sites	All to ensure this is done when any changes made	ALL

10.	AGM • PL keeping track on attendees – will send out another email prior to the meeting • JG doing the finger food and VAN will provide drinks • Headline Figures from Annual Accounts need to be taken to meeting • Required at meeting: • Agenda – 15 copies • Accounts Headline page – 15 copies • Quiz- one per attendee • £20 VAN gallery voucher for prize	• PL to email attendees • PL to inform JG of numbers for food • AW to print off 15 copies to take • AW to complete	PL PL AW AW
11.	Town Map and Guide • Discussed about the cost for advertising in both – extra £100 on last year • Decided just to be included in guide only	• PL to ask how much the cost would be	PL
12.	AOB • Offered a stall at Condoover on 7th December – agreed to go ahead • Next gallery changeover – Jasmine stated floor needed repainting to JG • Next changeover in October 11-14th– agreed to close gallery on the Tuesday also as lots to change	• JG to organise • JG to confirm if she will do this • DT to update Rota	JG JG DT
13.	Date of next meeting: 16 October 2025 – 2pm at Percy Thrower Garden Centre		

Annex A: Treasurer's Report for Trustees Meeting

Treasurer's Report for Trustees Meeting 18th September 2025

Financial Position

CAF Bank Current Account on 31/08/25:	£ 2,564.66
CAF Bank Gold Account on 31/08/25:	£ 10,433.98
PayPal Account on 31/08/25:	£ 220.62
Cash to Bank on 01/09/25:	£700
Cash in Hand (cashbox) 31/08/25:	£261.70

Sales to Date	<u>2025</u>	<u>2024</u>	<u>Variance</u>
July	£10524.55	£8235.31	+£2,289.24
August	£13,318.09	£9,623.31	+£3,694.78

Performance July	<u>2025</u>	<u>2024</u>	<u>Variance</u>
Sales	£1,401.93	£652.29	£749.64
Footfall	752	750	+2
Number of items sold	100	71	+29
Sales Transactions	64	51	+13
Customers per sale	11.8	14.71	-2.91
Average Basket Value	£21.91	£12.79	+£9.12

Performance August	<u>2025</u>	<u>2024</u>	<u>Variance</u>
Sales	£2,793.54	£1,388.00	+£1,405.54
Footfall	1060	936	+124
Number of items sold	150	135	+15
Sales Transactions	104	86	+18
Customers per sale	10.2	10.88	-0.68
Average basket value	£24.78	£16.14	+£8.64