



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

Minutes of the VAN Meeting held 2pm 16 October 2025 at Percy Thrower Garden Centre, Thrower Road, Shrewsbury SY2 6QW

Present: (JG) Julie Goldthorpe, (DT) Dave Thompson, (AW) Alison Wragg, (LS) Lesley Stabler, (GR) Gisella Robinson (MS) Monica Silver, (MH) Mike Hodge

Item #	Item	Action	By
1.	Apologies: Isabella Rizzo (IR), Janice Gill (JGi)		
2.	Welcome to the new trustees: JG welcomed all that attended		
3.	Declarations of Interest: New trustees shared their other memberships	- AW to add these and new trustees to the Charity Commission Website. - AW to update this information on the VAN drive.	AW
4.	Minutes of the meeting held 18 th September 2025	Signed as correct by the Chair	JG
5.	Matters arising from the minutes: - Gallery strip lights – awaiting quote from electrician this week. Phil will let JG know the costs. Hopefully work to be carried out 23/24 October. - Marketing and Publicity Working Group- AW to check with Tracey Hill about sign and updating visitors then contacting them using the Marketing email address. - Removing 30% Commission Rate/Those Selling but not volunteering - Tina Cooke has asked us if the website is monitored in Google by number of clicks - New desk required for the gallery as present one is becoming unstable.	- Ongoing - Ongoing - Phil to organise a Marketing meeting - All agreed that we would remove 30% commission rate - Carried forward. Need to speak to Tim who maintains the website. - DT will check out charity shops. LS will speak to friend who is moving premises.	PL/JG PL JG JG DT/LS
6.	Treasurers Report for September 2025:	See Annex A Report for further details	DT

	- YTD (Year to Date) – Sales to end of September are up by more than £3600. - By the end of 2025 we will be hitting £25K - September sales were slightly down on this time last year at £1032 compared to £1165.		
7.	Late Night Opening at Darwin Centre: - Need to confirm exact start date for this. - JG proposed that we only open until 7pm and split the Wednesday into two shifts 11am -3pm and 3pm to 7pm – all agreed - Decided to keep open on a Sunday until after VAN Sale in January – discuss further in December meeting.	- Need to contact Darwin Centre for exact start date. - Send email out to members once dates confirmed - AW to add to December Agenda	JG JG AW
8.	Roles and Responsibilities: - The new trustees were asked if they could take on some roles such as Rota, Gallery Manager and Newsletter. - Mike Hodge agreed to become Gallery Manager	Other trustees to think about taking on the other roles	ALL
9.	Insurance – Cyber Attack and Directors: - Recently renewed our insurance – we need to decide if we require further cover or not as costs would be over £400. - AW will ask husband to review documents to see if further cover is necessary.	AW to get husband to review legal document to see if extra cover required.	AW
10.	Volunteer Rota: - Increasing shifts to 1 per month - All agreed to ask members to increase volunteering to once a month	JG to send email out to members to explain change.	JG
11.	Community Fund Nominations: - It was discussed that we could give an interim payment in principle to the English Bridge of at least £200 in the New Year. - Review further funding to English Bridge and Art's Trail in January	JG to contact Jancis Vaughan	JG/DT
12.	Painting the Gallery Exterior: - Discussion had about changing the frontage of the gallery - All agreed to get it changed for more impact		

	- GR to do a colour 'mock-up' before we decide on paint colours - Cleaning the gallery exterior windows – need to see if we can do this.	- GR – to create mock-up of frontage - JG to contact Darwin Centre	GR JG
13	AOB - Framing of the gallery windows for Christmas using fresh vegetation. GR and MS asked if they could do this – all agreed depending on budget. - MH asked about having a TV screen in the gallery – using a USB to show members working on a loop. - Need to look to see if we play music on the USB we would require a music licence - Old Safe removal- needs to be placed downstairs in the basement. - Painting behind the basement step door- MS asked if this can be done. JG said that this would be fine. - Floor Slip sign - we didn't believe we had one. Needs to be ordered. - O2 Wi-fi Contract has come to an end. No increase in cost but to be reviewed at a later date. - Add new Trustees to VAN Gmail account - Add new Trustees to WA group - Work out a better way for Trustees to see their emails - List of art fairs for next year - Wrapping Paper/VAN logo stamp – GR and MS asked if this would be possible to get – GetStamped website suggested. - Christmas wrapping for customers- possible to do and make a small charge to do	- MS/GR to work out how much this would cost - Needs some more investigation into how to do this - MS will look at licence cost for music - JG to speak to Darwin Centre to see if license required - DT will see if able to move downstairs - MS to do - JG to order - To look at a later date - JG to add new Trustees - AW to complete - AW to investigate - LS will put together a list for the next meeting - JG to look at cost of getting one made - JG to look at wrapping paper design/cost	MS/GR MH MS JG DT MS JG JG JG AW AW LS JG JG

	- Other venues for meetings- GR and LS offered to look at other potential venues for monthly meeting which must be free and pet free. - Fire Alarm Testing – needs to be done weekly between 9:30/10am	- All to investigate - MH to look at as now Gallery Manager	ALL MH
14.	Date of Next Meeting: 13 November 2025 – 2pm at Percy Thrower Garden Centre (unless new venue found)		

VAN Treasurers Report – September 2025

Financial Position	2025	2024	Variance
Total Sales to end of August	£ 13,318.09	£ 9,623.31	£ 3,694.78
Total footfall to end of August	7162	6235	927
Total Sales to end of September	£ 14,350.35	£ 10,789.26	£ 3,561.09
Total footfall to end of September	8019	6994	1025

September	2025	2024	Variance
Sales	£ 1,032.26	£ 1,165.95	-£ 133.69
Footfall	857	759	98.00
Number of items sold	81	113	-32.00
Sales Transactions	64	67	-3.00
Customers per sale	13.39	11.33	2.06
Average basket value	£ 16.13	£ 17.40	-£ 1.27

Bank (as of 30/09 /25)

Current Account	£ 2,115.93
Reserve Account	£ 10,502.81