



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

Minutes of the VAN Meeting held 2pm 12 March 2026 at Massarellas, Darwin Centre, Shrewsbury SY2 6QW

Present: (DT) Dave Thompson, (AW) Alison Wragg, (MS) Monica Silver (MH) Mike Hodge, Lesley Stabler (LS)

Item #	Item	Action	By
1.	Apologies: Julie Goldthorpe, Isabella Rizzo Observer: David Osselton		
2.	Declarations of Interest:	<ul style="list-style-type: none"> Nothing new declared 	
3.	Minutes of the meeting held 12 February 2026	<ul style="list-style-type: none"> Signed as correct by the Treasurer 	DT
4.	Matters arising from the minutes: <ul style="list-style-type: none"> Marketing and Publicity Working Group - AW to check with Tracey Hill about sign and updating visitors then contacting them using the Marketing email address. Painting behind basement step door O2 Wi-fi Contract has come to an end. Attingham Art Fair – MS asked if we could hold it in the barn. Painting the gallery exterior – Gisella (GR) has agreed to carry on with this and will create the Risk Assessment and Method Statement for the work to be completed. Concord College Christmas Fair 2026 Sum Up Card reader for external events. Shrewsbury BID charges 	<ul style="list-style-type: none"> Ongoing – AW has contacted Phil Langstaff. He will arrange a meeting Ongoing Ongoing - to be looked to see if better alternative or not. JG still to confirm date whether May or June Ongoing LS has contacts at Concord; she will liaise with them. To look at again in April nearer to events time. See if VAN phone will work with the reader. Ongoing - Waiting on a decision to see if fees will be reduced. 	PL/AW MS DT/JG JG JG/GR LS ALL DT/JG

	<ul style="list-style-type: none"> • VAN Membership – a few new people have shown interest and joined. • Friends of VAN • Monthly Stock Check 	<ul style="list-style-type: none"> • JG to update AW/DT when we have new members. • All to encourage new people to join. • Ongoing – need to think of ways to thank them. • JG to confirm if done at changeover. 	<p>JG</p> <p>ALL</p> <p>ALL</p> <p>JG</p>
5.	<p>Treasurers Report for February 2026:</p> <ul style="list-style-type: none"> • Finances are currently down on last year's numbers, and this is mainly due to lower January sales. • Feb 2026 performance has been much better. • Footfall numbers are down slightly but the average basket value is up slightly. 	<ul style="list-style-type: none"> • See Annex A Report for further details 	DT
6.	<p>VAN Policies and Procedures</p> <ul style="list-style-type: none"> • These need to be reviewed on an annual basis and if required updated. • JG has already updated several of them but there are further ones for review. • The following have been allocated to the Trustees for review: <ul style="list-style-type: none"> ○ Payments/ Expenses – DT ○ Safeguarding, Safety & Wellbeing – AW ○ Risk Management/ Environmental – MH ○ Equality and Diversity – LS ○ Register of Interest – AW 	<ul style="list-style-type: none"> • AW has emailed documents. Each trustee to review and feedback to AW if changes required. 	ALL
7	<p>Lone Stewarding</p> <ul style="list-style-type: none"> • One member has raised the issue of stewarding and if lone stewarding could help. • Discussed by the Trustees and voted unanimously against it for several reasons: <ul style="list-style-type: none"> ○ Health and Safety ○ Would not be insured 	<ul style="list-style-type: none"> • JG to respond back to explain our decision 	JG

8	3D Storage <ul style="list-style-type: none"> • Issues with 3D storage - current shelves not being use effectively. • Many items left on the floor and the large table instead. • It was discussed that we could remove the table and create further shelves for storage. • MS stated that Poundland have closed and are allowing the use of their shelving units. She has details of who to contact. 	<ul style="list-style-type: none"> • MS will provide MH with contact number. 	MS/ MH
9	Shrewsbury Art Trail <ul style="list-style-type: none"> • DT shared an article that JG had created. This will be in the Art Trail magazine to showcase VAN. • All happy with the article. 	<ul style="list-style-type: none"> • JG to send to Phil Langstaff for publication 	JG
10	Drinks Vouchers <ul style="list-style-type: none"> • DT explained that going forward there will be no date on the vouchers. • Vouchers will be reused. 	<ul style="list-style-type: none"> • DT will pay bill each month and collect used vouchers from Massarellas 	DT
11	Rota Slots <ul style="list-style-type: none"> • LS stated we are still having issue filling slots for stewarding. • Several ideas were discussed: <ul style="list-style-type: none"> ○ We need new members to join – can we ask current members to encourage people to join. ○ Take screen shots of Rota to show gaps to share with members 	<ul style="list-style-type: none"> • JG to send out email or put item in Newsletter. • DT to send screen shots of Rota gaps 	JG DT
12	Sales Sheets and Stewarding Tracker <ul style="list-style-type: none"> • AW with help, has created a simpler and easier to use Sales sheet and Tracker. • Need to go back to Owen to thank him for his help but no longer need him to create them going forward. 	<ul style="list-style-type: none"> • AW to place the new Sales Sheet and Tracker on the VAN drive and create 'How To' document. • JG or AW to go back to Owen Carter. 	AW JG/A W
13	AOB <p>Artist Board/Makers Space Rota</p> <ul style="list-style-type: none"> • MS stated quite a few members have asked where the Artist Board and Maker's Spaces rotas are kept on the Website. • It was discussed that it needs to be more public to members. <p>Advertising on TV screen</p> <ul style="list-style-type: none"> • We could have paid adverts on the gallery TV 	<ul style="list-style-type: none"> • Share the current Rota's with members. • Share a hard copy in the gallery once a month. • All to think about and discuss at next meeting. 	JG JG ALL

	<ul style="list-style-type: none"> It was discussed and agreed good idea but needs more detailed thought. 		
20	Date of Next Meeting: 16 th April 2026 at 2pm		

Treasurers Monthly Report

Financial Position 1st March 2026

CAF Bank Current Account:	£ 933.02
CAF Bank Reserve Account:	£ 8,072.58
PayPal Account:	£ 263.88
Cash in Hand (cashbox):	£122

Financial Balance	£9,391.48
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Total to Date	2026	2025	Variance
Sales	£2,541.94	£3,105.30	-£563.63
Total Footfall	1,702	1,915	-213

February Performance	2026	2025	Variance
Sales	£1,254.22	£894.95	+£359.27
Footfall	845	1001	-156
Number of items sold	130	107	+23
Sales Transactions	86	63	+23
Customers per sale	10	16	-6
Average Basket Value	£14.58	£14.20	+0,38