



St Ives Arts Club
Committee Meeting 14 November 2025
10:00am Upstairs Theatre
Minutes

Present: Janet Axten (JA) (Trustee), Suzanne Ellacott (SE), John Kness (JK), Steve Litherland (SL) Wendy Litherland (WL), Chris O'Reilly (COR) (Chair), Brian Selman (BS), Will Sleath (WS), Diana Taylor (DT)

1. Apologies for Absence

None although absence of JG was noted.

2. Minutes of Meeting 05 August 2025

2.1. Approval

Unanimously approved

2.2. Matters Arising

In response to questions raised, the meeting was updated on the actions agreed at the last meeting;

- *Item 2.2.1 - The Committee agreed to communicate more widely with the membership to seek volunteers for agreed tasks.*
Better communication was still needed in the face of continued complaints about a lack of volunteers. It was confirmed that the Ukelele Group had been the first port of call for helpers at the September Festival, which only emphasised the need for organisers of events to put out a call to all members for help as this would help spread the load, or alternatively establish a rota.
- *Item 2.2.2 - The Committee agreed to seek a volunteer to set up and manage a Gift Aid scheme for the Club*
COR had set up the scheme, although further promotion was needed to increase the take up by members
- *Item 2.2.3 - The Committee formally agreed that only Club members with their main permanent residence in Cornwall can book the Main Exhibition Room in the St Ives Arts Club with effect from bookings for 2026. COR to update the Terms and Conditions and notify members in the monthly Newsletters.*
This had all been done
- *Item 2.2.4 - COR to provide JA with dates [for a talk in connection with a Retrospective Exhibition]*
COR and JA had agreed for this to take place at the next President's Lecture
- *Item 3.1 - It was agreed that, in the planning of future tasks, Club officers should seek greater assistance through the more general use of member volunteers, and keep the Committee informed through the newly established WhatsApp group.*

The officers again agreed to use the WhatsApp group more to spread the load and assist COR who was frequently the first port of call for issues.

- *Item 3.1.1 - The Committee agreed that COR could pay £200 for inclusion in the next edition [of the Little Birdies Map]*
COR had done this and was awaiting the draft for the 2026 edition.
- *Item 3.1.2 - The Committee agreed to keep a porch over The Warren entrance. The Committee agreed that SL/COR will look at taking the existing porch down as it is currently unsafe and obtain a price to replace. At the same time consideration should be given, as part of this review/project, to the possibility of having an advertising sign in The Warren.*
COR and SL had looked, taken the base plate down, and secured the porch with more screws.

A builder's estimate was still awaited to rebuild the porch (COR/SL)

- *Item 3.1.3 – The Committee agreed 3 actions relating to Arts Club Cards*
COR had completed the actions regarding the Art Club Cards. JA had checked up on the copyright issue regarding the Bryan Pearce card and the Tate had confirmed that this was not a problem if we did not sell more than a certain number.
- *Item 3.1.4 – The Committee agreed the purchase of an Arts Club laptop for use by the House Manager for Arts Club purposes, especially the promotion of the Club on social media.*
The laptop had been purchased
- *Item 3.2 – The Committee agreed to look at the issues of technical support and technical equipment after the September Festival.*
JK had added this to the meeting agenda.
- *Item 3.5 - The Committee agreed that Lifetime Membership to St Ives Arts Club should be offered at £500 with effect from the next renewal.*
This had been done although noted that there had been no uptake yet.
- *Item 3.6 - The Committee agreed that SL should purchase a lapel mic.*
This had been purchased
- *Item 4.1 - The Committee agreed that the St Ives Jumbo Association needed to advertise the event as well and SL will speak to the charity again about this.*
Noted that SL had done this
- *Item 4.2 - The Committee agreed that SL and JG should purchase a quiet air conditioning unit for the Club in time for the September Festival.*
An air conditioning unit had not been purchased. COR had looked at the pricing which was almost £500 for a suitably sized unit and SL had looked at the weather. Together they decided to keep a watching brief, although it was also noted that converting the window to one that opened was another option.
- *Item 5.2 - The Committee agreed that the other seven items all needed to be dealt with and that COR should recirculate the list, in priority order, to the Committee using WhatsApp.*
COR had not circulated the list but would raise it in item 8.1
- *Item 6.1 – JK to promote the AGM through the Newsletter once the date and details are agreed*

JK had sent a draft to COR but AGM date and details still to be agreed in item 5

- *Item 6.2 - The Committee agreed and suggested that DT liaise with the Social Committee.*
This had been done, and a Halloween film night had taken place.
- *Item 6.3 - The Committee agreed that initially COR will look at improving the signage e.g. changing 'toilets' for 'staff only'.*
COR had done this.

3. Review of the Year 2024/25

COR presented 15 slides providing a review of the year from the perspective of the President and the Member Services Officer, commencing with the statement that '2024-2025 was the most successful year in the history of the St Ives Arts Club' and going on to identify how the President had met his two stated aims of increasing income and raising the profile of the Club. The detail of the main slides is shown in Appendix 1.

In summary, COR firstly stated that the Arts Club had increased membership to 161 members in 2024/25, producing subscription income of £6410. To date, 133 members in 2025/26 had paid £6165 in subscriptions. With the new subscription fee of £50, this is less than currently anticipated partly due to some members late in paying and some having paid the old rate, but it was noted that COR will continue chasing them.

The meeting was informed that the eight groups and individuals that use the theatre each week had produced an annual income of £4348, and that all the entertainment and social events during the year had produced an income of £20850, although it was noted that £4975 was income from the 2024 September Festival.

JK took the opportunity to highlight that the Arts Club member groups were a good way of members getting together socially and artistically, reducing the need for silo working among members.

COR identified events that had taken place, in line with his aims of increasing income and raising the profile of the Club. These included the President's Christmas Lecture, the Retrospective Exhibition, the Hall Gallery, an increase in Arts Club card sales, the Crypt exhibition, the Arts Club competition, and the Pedn Olva room numbers. These had raised extra income in excess of £3500 and the meeting thanked him although JK, based on comments from some members, suggested that the Hall Gallery should be kept under review, and that the help of the Committee could have been sought in those projects with a tight timescale.

COR confirmed that JA would be doing the President's Lecture this year, which would take place on 13 December 2025 as a pre-Christmas festive event.

The meeting was informed that the total gross sales from all exhibitions including those in the Main Gallery, the Hall Gallery and the Crypt was £58148.

In summary COR confirmed a total income for the year, represented by 1500 Sumup transactions and 820 bank transactions, was £95696. This was an increase of approximately £17000 on the previous year.

With regard to expenditure, COR confirmed that £25571 had been spent on repairs and renewals which included the dormers, kitchen window, gutters, roof, theatre lights, theatre curtains, new boiler and radiators, new signs and poster holders, and redecoration. Other expenditure included

exhibition commission (£39660), theatre production costs (£9086), insurance (£4587), cleaning and housekeeping (£5623). Together with all other costs (light, heat, sundries, printing, licences, subscriptions, catering, room hire, banking & accountancy), the total expenditure for the year was £97483 resulting in a slight net loss for the year of £1787. It was noted the fixed costs are relatively low and although the discretionary costs, including repairs and refurbishment, were higher, these are one-off costs that do not occur every year. Furthermore, the small annual loss was amply covered by the funds in the bank which simply reduced from £37302 on 01 October 2024 to £35515 on 01 October 2025. As at the 14 November 2025 the bank account is already back up to £43000, more than sufficient to cover the fixed costs for several years. Included in the report was a copy of the draft Report and Accounts but it was noted that these are still to be signed off.

4. Review of Committee and Officer roles

COR stated that although, in his opinion, the Arts Club is now running a successful business model, the running of the Club is now more complicated and he would like to look at the organisation before going to the AGM. He considered that a review was necessary because some roles were historic and no longer relevant, additional roles were now needed, and there were no role descriptors or descriptors of time commitment. Consequently, he had discussed the matter with SL and the other trustees, and they had decided that the Management Committee positions going forward would be;

President, Secretary, Office Services Manager, Entertainment Officer, Marketing & Social Media Officer, Building Services Manager, Social Secretary, Archivist & Historian, World Classics Officer. There would also be a Newsletter Editor and Exhibition Curation Team, although these did not need to be on the General Purposes Committee.

BS questioned why some roles were 'officers' and others 'managers', especially as 'managers' in most organisations were normally paid. The role of 'Office Services Manager' was also questioned given that the Arts Club did not have an 'Office'. It was suggested that the term 'Member Services' be retained.

It was agreed that the Arts Club needs to be clear and consistent on the correct role titles (COR/SL)

Given that the role of Vice President was presumably to support and assist the President and deputise for him in his absence, JK was not surprised that this role was being removed as the President had never used the role in this way. It was also questioned as to whether the Member Services role should be split into its component roles to help ensure transparency and accountability. SL assured the meeting that the Trustees were concerned with transparency and as such SL has sign-on to all systems so that the Trustees can check everything COR does as ultimate responsibility rests with the Trustees.

With regard to Building Services, SL suggested that a sub-committee could be set up to share the load.

The meeting discussed the process and timescale and agreed the following steps;

- Invite committee members in the newsletter
- Nominate to the new roles from within the committee
- Ensure an understanding of the new roles and time commitment
- Advice and training to be given

It was noted that the Trustees host the AGM and that they will present the new structure in their report at the beginning of the AGM and then hand over to the Management Committee. Appointment to the new roles will be backdated to 01 October 2025.

5. Annual general Meeting

It was confirmed that the AGM will be on 08 January 2026. As the Trustees host the AGM, they will notify members through the Newsletter and invite Committee members. BS suggested emailing all members as well as using the Newsletter.

JK to send a draft AGM agenda to SL for the Trustees to amend and approve, so that it can go on the website before the December newsletter (JK)

6. Reports

6.1. President

This had been covered under Item 3

6.2. House Manager

A report covering Items 6.2 and 6.3 from JG had been circulated in advance to the Committee.

SL added that for a variety of reasons there would be fewer events next year, mostly at weekends. The Arts Club had already started booking acts for the September Festival 2026, even though the town had a new committee and it was unsure how the September Festival would be managed next year.

6.3. Entertainment

Noted that nothing additional to add as covered in item 6.2

6.4. World Classics

WS confirmed that the next concert is suffering slightly, partly due to being held midweek and partly due to the ticket price of £25, which was necessary to cover the cost of the Indian musicians and agency. Currently 40 tickets had been sold but a further 6/7 were necessary to break even.

WS reminded the Committee to ensure that the piano cover was always replaced when not in use and that items should not be placed or stored on the unprotected piano.

6.5. Member Services

This had been covered under Item 3.

6.6. Social Committee

SE reported that Carol Tiflin would be presenting at the next Art and Wine event. Art and Wine events have been well attended and had been booked at six-weekly intervals right up to October 2026.

The meeting noted the need for attendees to pay for tickets in advance of events to ensure they turned up. COR thought a ticketing system could be set up on the Club's existing systems.

Investigate ticket payment through the existing Club systems (COR)

SE suggested that if members put forward events then they needed to own them and help set up etc.

6.6.1. New Year members event

A number of Committee members had raised this, and COR had already prepared a number of slides for the meeting setting out the considerations and risks as he saw them, together with the need for detail and assurances. Consequently, he suggested that it was a Trustee decision although BS questioned why it wasn't a Committee decision as it wasn't really any different to other events in that people needed to own it and prepare a clear management plan. It was agreed that a plan needs to be prepared and approved.

JK to request that those proposing a New Years Eve event in the Arts Club prepare a plan and submit it for approval (JK)

7. Club Member Matters

7.1. Art Club Groups

DT raised the difficulty for Arts Club art groups to book an exhibition week. It was noted that art group exhibitions enable more members, who meet regularly, to exhibit together. This would give additional focus to the groups and result in exhibitions with a variety of artwork that were financially successful. This was agreed.

COR to give priority for a dedicated week to the Friday Art Group and the Monday Art Group if required (COR)

7.2. Methods of booking Gallery space

This had been covered in Item 7.1

7.3. Means of engaging members in Club activities

BS noted that although the Newsletter is great, the Club ought to email direct to members, particularly to create a sense of urgency and to help with events. COR confirmed that this could be done in MailChimp and JK further added that it would be good for the Secretary to be able to communicate with the Club membership in this way.

COR and JK to meet to advance this matter (COR/JK)

8. Repairs, Improvements and Maintenance Works

8.1. Update

It was agreed that the list of repair and refurbishment items should be taken forward by the new Building Services Officer, or sub-committee. As a matter of urgency, however, SL agreed to look at the leak from the dormer roof.

Repair dormer roof leak (SL)

SL confirmed that an electrical report was being undertaken next week. He was also looking at grant enabled work although the club would only get a % of the costs because of its savings.

It was confirmed that the rats had now been dealt with and the hole blocked up.

8.2. Carpet Cleaning

This was agreed

JG to arrange for the Club carpets to be cleaned (JG)

9. Trustee Updates

SL reported that the Trustees are responsible for the governance and management of the Club, with the day-to-day running being delegated to the Management Committee. As such the Trustees are required by law to have a variety of policies in place. It was noted that they have a data protection policy, financial control policy, and a disciplinary policy. There is also a risk assessment in place, which is an organic document, from which a policy is required for every risk identified, such as a lone working policy and the need for first aiders and fire wardens.

Risk Assessment Update to be a standing item on every agenda (JK)

It was noted that the Trustees will put these policies on the website once complete and put them to the AGM for adoption. Once adopted the Trustees will update the Constitution and bring key changes to the Constitution to the AGM.

SL reported that the Trustees are concerned about security of the Club, especially with a large number of keys in circulation and many people knowing the alarm code. Noted that the Trustees will review the security of access arrangements.

10. Any Other Business

10.1. Theatre Technical Support and Equipment

SL confirmed that Steve Corrigan, who helped cover the September Festival, will continue to provide technical support for free in return for accommodation. In addition, Josh Querk, who is studying this technical support college and is a 'whizz' on mixer desks, has offered to cover any event. Noted that SL is seeing him next week.

10.2. Promotional Club Bags

DT proposed having a St Ives Arts Club T-shirt for members as well as helpers and stewards. It was agreed to look into this as well as promotional bags.

JG to investigate Club T-shirts and bags, and liaise with COR and the Committee (JG)

10.3. Suggestions from 'Ideas' email account

COR reported that a number of suggestions had been received on this email account he had set up. Agreed that these be sent to the Secretary who would forward any relating to events to the Social Committee.

COR to send the email suggestions to JK, and discuss email access arrangements (COR/JK)

Appendix A – Main Slides relating to Review of 2024/25

Membership

24/25 - 161 members paid £6410
 23/24 - 153 members paid £6130
 22/23 - 155 members paid £6115
 To date
 25/26 - 133 members paid £6165



Weekly Theatre Hire

Barnoon Arts
 Monday Art Group
 Writing Group
 Ukelele Group
 Crafty Corner
 Emma Yoga
 U3A Art Group
 Friday Art Group
 Income = £4348



Entertainment and Social

FRUG - monthly
 Coffee morning - monthly
 David Tovey presentation
 Two World Classics
 Little Larks at Christmas
 Ukraine (comedy) Night
 Art & Wine (4)
 Nicole's Play
 Diana Taylor Films
 Bailey Tompkinson
 September Festival



All activities excluding Exhibitions

Theatre Tickets,
 Grant and Donations,
 Catering, Bar
£20850
 (£4975 from 2024 September Fest)



My Two Aims - increase income and raise profile

President's Christmas Lecture
 Retrospective Exhibition
 Hall Gallery (£1180)
 Arts Club Cards Sales
 Crypt Exhibition (£905)
 Competition
 PednOlva numbers (£1350)



Extra income raised > £3500



Exhibitions

39 weeks of member exhibitions
 6 weeks of group exhibitions
 2 week Crypt exhibition
 Hall Gallery exhibition
 Exhibition Sales £58148



Results

Activity	Income
2020-2021: £56452	
2021-2022: £19495	
2022-2023: £71378	
2023-2024: £78584	
2024-2025: £95696	
Total income =	£95696



Income = Refurbishment

Dormers
 Kitchen Window
 Gutters
 Roof
 Theatre Lights
 Theatre curtains
 New Boiler
 New radiators
 New signs /poster holders
 Decorated throughout



Analysis

Actual income	Expenditure
Membership = £6410	Fixed Costs
Arts Sales (Ex Room/Crypt/Hall)	Rates/Water/Insurance/Heatl/Light/Tel/subscriptions/Cleaning/Banking/Accountancy = £17235
Sales & Room Hire - Commission = £24428	Discretionary Costs
Theatre	Building&Repairs/Sundries/Printing/Donations/Room Hire
Ticket Sales & Room Hire & Catering and Bar - Box Office, Acts, Supplies, Costs = £14414	= £29804
Total 'net' income = £45252	Total costs = £47039
Difference - £1787	



Expenditure

Repairs and renewals - £25,571	Total Income
Commission - £39660	£95696
Theatre Production Costs - £9086	Total Expenditure
Insurance - £4587	£97483
Cleaning and Housekeeping - £5623	Balance
All other costs - Light, Heat, Sundries, Printing, Licences, Subscriptions, Catering, Room Hire, Banking & Accountancy etc.	-£1787
Total expenditure = £97483	



Banking

Bank A/c 1st October 2022 £37,147
 Bank A/c 1st October 2023 £26,588
 Bank A/c 1st October 2024 £37,302
 Bank A/c 1st October 2025 £35,515 (-1787)
 Bank A/c 14th November 2025 **£43,000**



Summary

The highest income in 135 years
 Strong membership
 The Arts Club building is in good shape
 We are running a successful business model
 Running the club is now more involved,
 Hence... Committee and Officer Roles Review.



DRAFT Report and Accounts overleaf

DRAFT Report and Accounts

Reports and Accounts

Greenwood Wilson
Accountants

St Ives Arts Club		YEAR ENDED 30 SEPTEMBER 2025	
INCOME AND ENDOWMENT			
Voluntary Income			
Theatre Hire	4348	Weekly member group	
Membership Fees	6410	Full Year's Membership	
Exhibition Room Hire	5940	Inc Hall Gallery income	
	16698		
Charitable activities			
Exhibition Income	58148	Total Arts Sales	
Theatre Tickets	12183	Inc. Sept Fest 2023 sales	
Grants and donations	330	Round Table +	
Fundraising events	4717	Various	
Catering and Bar	3620	Mostly Bar Sales	
	78998		
Total incoming resources	95696		
EXPENDITURE			
Charitable activities			
Rates and water	608	Rates and Water	
Insurance	4587	Buildings and Trustee Ind	
Light and heat	3829	Gas and Electric	
Telephone	550	Wifi	
Sundries and expenses	2213	Small Purchases	
Printing Costs	675	Art Cards/ Posters etc	
Licences and subscriptions	1282	Fire/Homecare/Alarms	
Repairs and renewals	25571	Building Works	
Cleaning and housekeeping	5623	Cleaning/ Rubbish/ Wages	
Theatre production costs	9086	Paying Acts	
Catering and bar	1698	Drink costs etc	
Commission	39660	Exhibition payments out	
Charitable donations	450	Ukraine Appeal	
Accountancy	660	Reports and Accounts	
Bank charges	96	Santander fixed cost	
Refunds	95	Misc	
Room Hire	800	Crypt	
Total resources expended	97483		

