



St Ives Arts Club
Committee Meeting 05 August 2025
10:00am Upstairs Theatre
Minutes

Present: Janet Axton (JA) (Trustee), Suzanne Ellacott (SE), Jo Grant (JG), 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.

As Chair, COR welcomed DT and BS to their first Committee meeting.

2. Minutes of Meeting 13 May 2025

2.1. Approval

Unanimously approved

2.2. Matters Arising (not covered by agenda)

2.2.1. Deadlines

JK expressed disappointment in the decision not to set deadlines for actions, stating that it would be good, having agreed an action, to also agree a timescale for its completion. Whilst it was acknowledged that Trustees and Committee Members are all volunteers with limited time, it was noted that most tasks are all taken up by just a small handful of members and perhaps additional volunteers could be sought to help complete agreed tasks in a timely manner.

The Committee agreed to communicate more widely with the membership to seek volunteers for agreed tasks.

2.2.2. Gift Aid

Although parked at the last meeting, JK suggested that Gift Aid be considered again as it would provide 25% additional income on membership fees and donations from taxpayers. With membership fees going up to £50 pa and the possibility of setting a Lifetime Membership rate, the Committee agreed that Gift Aid was probably worth doing now. Agreement from members could be obtained as part of the process for notifying members of the new membership rates. The Club would require a volunteer to manage the process, hold records and liaise with HMRC.

The Committee agreed to seek a volunteer to set up and manage a Gift Aid scheme for the Club

2.2.3. Members Exhibitions

SL had confirmed that the Constitution did allow the Committee to introduce a rule only allowing Club members from Cornwall to book the Main Gallery for exhibitions.

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.

2.2.4. Retrospective Exhibition

JA confirmed she was happy to give talks in connection with a Retrospective Exhibition. It was suggested this could be the next Presidents' Lecture.

COR to provide JA with dates

3. Reports

3.1. President

As the report had been circulated in advance of the meeting, COR highlighted two items. Firstly the St Ives Arts Club Exhibition in The Crypt which had started a week earlier on 02 August, the Club having been offered an additional week at short notice. COR reported that the Exhibition was going well with approximately £800 in fees, after charges, with 38 Club members participating at a charge of £40 each and 10% commission. Secondly, COR highlighted the room numbers that had been painted, at short notice, by a few Club members raising £1350 for the Club.

Noting the use and thanks of specific volunteers in the Presidents Report who had undertaken various tasks, JK questioned why specific members had been used and the lack of communication to the general membership, and even the Committee, requesting volunteers for these tasks. He also suggested that the Monday and Friday Art Groups could have been approached to do the Pedn Olva door signs at short notice in one of their weekly sessions. He noted that COR and SL do a lot of work for the Club, and it would help them to know that there are Club and Committee members willing to help out on various tasks. BS commented that often things get lost in the Newsletters and that direct mailing to members with specific requests might be more successful. COR acknowledged that the examples in his report were due to circumstance.

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.

In connection with this action, it was noted from SL that the Trustees are currently updating the Club Handbook and protocols.

The Committee considered the proposals raised by the President in his report;

3.1.1. St Ives (Little Birdie) Map

The Committee agreed that COR could pay £200 for inclusion in the next edition

3.1.2. The Warren porch roof

The triangular porch roof, which occasionally gets hit by vehicles, was deemed by COR to be unsafe. It was noted that, as a Listed Building, consent would be needed to permanently remove the porch.

BS also suggested having a sign sticking out into The Warren, like the neighbouring businesses, to promote the Arts Club.

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 (with volunteers as appropriate) 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.

3.1.3. Arts Club Cards

The meeting considered the request to replace or update the current Arts Club Cards. JA suggested using some images from the Arts Club collection and confirmed that she could assist obtaining copyright.

The Committee agreed that:

- **COR should retain those cards which sell well and replace the rest using images from The Arts Club collection.**
- **The winning entry in the current competition for a painting of the Arts Club will be used for one of the new cards**
- **COR will formally write to JA requesting assistance in obtaining copyright permissions**

3.1.4. Laptop

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.

3.2. House Manager

To complete the report that had been circulated in advance of the meeting, JG provided the missing figures, confirming that 29 tickets had been sold for the Bailey Tomkinson concert which had made a profit of approximately £50, and that 78 tickets had been sold for the Tesseyman/Theodore performances which had made a profit of approximately £830 over the two nights.

JG highlighted the growth in social media followers for the Club, now with nearly 4,000 followers on Instagram and nearly 3,000 on Facebook.

It was noted that Club ticket sales for the September Festival are going well despite the number of venues offering a full programme and an increasing number of venues offering free music events during the Festival.

It was also noted that shows only go ahead in the theatre because SL does all the technical side for every event, although technical assistance was being brought in to assist with the September Festival. The Committee expressed its gratitude to Steve for all his work in this area but also expressed slight concern of the pressure on SL as a 'single point of failure'. Although JG is being trained on the technical side to some extent, the Committee highlighted the need to train a Club member up to assist on the technical side.

SL also highlighted the need to upgrade some of the technical equipment to support the Club as a concert venue.

The Committee agreed to look at the issues of technical support and technical equipment after the September Festival. JK to add to agenda for next meeting.

3.3. Entertainment

Noted that nothing additional to add as covered in item 3.2

3.4. World Classics

WL confirmed that he is currently planning three concerts, one for the Autumn, and potentially two in the new year.

- A South American concert
- 4 or 5 members of the Third Orchestra (players from all over the world), subject to finances working
- A concert involving the piano

3.5. Member Services

As the report had been circulated in advance of the meeting, COR highlighted that the Main Gallery is on track to do well this year and that, for now, the terms of the Hall gallery will remain as is.

COR confirmed that the new agreed annual membership fee of £50 will take effect from the next renewal on 01 October 2025, although it was noted that it usually takes a while for all members to pay.

The Committee discussed Lifetime Membership and JA gave examples of where it is used elsewhere.

The Committee agreed that Lifetime Membership to St Ives Arts Club should be offered at £500 with effect from the next renewal.

It was further suggested that the option to Gift Aid should be offered to members when they are notified of the new renewal rates, subject to finding someone to administer the scheme as agreed in item 2.2.2

3.6. Social Committee

It was reported that further Art and Wine events are planned although as only 6 have signed up so far for the Michael Harding event on 16 August 2025, further advertising would be needed. It was noted that Michael Harding would need a microphone.

The Committee agreed that SL should purchase a lapel mic.

4. September Festival

4.1. Update

This was mostly covered in item 3.2 but it was confirmed that there will be a meeting of volunteers for briefing on the fire regulations and use of the card machine. There will also be a technical meeting between SL and JG.

SL expressed concern over the 'Wind Tide and Oar' event as only a few tickets had been sold and yet significant costs were involved in paying for the use and download of the film. He warned that 30 tickets at £8 would need to be sold just to break even.

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.

4.2. Air Conditioning Unit

It was noted that the Club had hired an air conditioning unit for the September Festival for the past two years, and that last year this had cost almost £200 for hire and cleaning fee. It was further noted that the cost of purchasing an air conditioning unit was approximately £260.

The Committee agreed that SL and JG should purchase a quiet air conditioning unit for the Club in time for the September Festival.

5. Repairs, Improvements and Maintenance Works

5.1. Update

This had mostly been covered elsewhere in the meeting

5.2. Jobs List in Presidents' report

Of the nine items listed, the porch roof/sign over the entrance in The Warren had already been dealt with and renewal of the flooring in the theatre was removed from the list as it was deemed too expensive for the benefit gained.

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.

6. Any Other Business

6.1. Annual General Meeting

It was noted that the planned date for the next committee meeting and AGM coincided with Armistice Day and, after discussion it was agreed to change the date.

The date of 20 November 2025 was agreed but post-meeting the Chair decided to hold the next committee meeting and AGM on different dates, yet to be agreed.

The meeting confirmed that the AGM would include an election/re-election of all the Club Officer positions and the Committee membership and, following the change last year, that the combined role of Member Services would remain.

JK to promote the AGM through the Newsletter once the date and details are agreed

6.2. Film Events

DT proposed holding further film events in the future including Film and Wine events, Film Quizzes, and a Halloween horror film.

The Committee agreed and suggested that DT liaise with the Social Committee.

6.3. Toilets

JG expressed concern that the general public were blatantly using the toilets even though they weren't looking at the exhibitions or attending an event.

The Committee agreed that initially COR will look at improving the signage e.g. changing 'toilets' for 'staff only'.

6.4. Trustees meeting 30 June 2025

SL confirmed that the Trustees were currently working on a range of governance protocols and policies covering many obligatory compliance issues, as well as an updated Members Handbook. Although the final documents will be approved by the Trustees, it is proposed that they will be brought to the AGM for information. Initially SL will share the Aims first with the Committee once complete.

COR thanked everyone for attending and the Committee meeting closed at 11:58