



St Ives Arts Club
Committee Meeting 01 August 2024

4.00pm Upstairs Theatre

Minutes

Present: Steve Litherland (SL)(Chair), Suzanne Ellacott (SE), Jo Grant (JG), John Kness (JK), Wendy Litherland (WL), Chris O'Reilly (COR), Will Sleath (WS),

1. Apologies for Absence

Brian Richards (BR)

2. Minutes of Meeting 14 Nov 2023

2.1 Approval

Unanimously approved and will be posted on members website

2.2 Matters Arising (not covered by agenda)

2.1.1 **Enterprise Grant** – SL meeting Emma Gibson of the Town Council next week to review the bids that they will help with.

SL also reported that the Arts Council Lottery Fund is now open, and that BR had offered to look into it for the Club.

It was also noted that the Hobson Foundation gives grants to organisations like ours and it was agreed that the Club will apply, especially with a view to funding external works.

It was agreed that SL will take these grant opportunities to the Trustees to work on.

2.1.2 **Members Handbook** – noted that this is still work in progress and SL hopes to complete for next year.

2.1.3 **Gas and Electric Tariffs** – COR confirmed that a 3-year fixed deal had been entered into with EDF from May.

2.1.4 **Plaques for stored paintings** – SL confirmed these had arrived and would be put up with the paintings once the theatre works had been completed, probably after the September Festival.

2.1.5 **Gift Aid** – the meeting agreed it would be good to get arrangements in place before subscriptions are due again in 2 months' time. SL confirmed he would take this up with BR.

3 Officers Reports

3.1 President

SL reported that he had sent a letter of support to Emma Gibson who is applying to the Arts Council Lottery Fund for new lighting for the Guildhall with a view to encouraging more local groups to use it.

It was suggested the old lighting might be useful for the Arts Club and SL agreed to look into it.

3.2 Finance Officer

COR submitted a report and confirmed that the Club is doing well financially. The Bank balance at 01.08.24 is £36,432 with still 2 months of exhibition income and subscriptions due in October. It was noted that the current fixed costs of £15-16,000 would be covered by exhibition income leaving other income to go towards repairs and improvements.

The question of fund raising was raised but it was agreed to wait and see how the club gets on with grants first. In connection with this it was also agreed that SL will look at the Co-op and Tesco community funds.

It was agreed that COR will review the bank accounts, perhaps with assistance from BR, with a view to earning interest.

3.3 Membership Officer

COR submitted a report confirming that there are 149 members as at 01.08.24 including 13 new members since the last meeting. COR has been promoting Standing Orders in the Newsletter, for the payment of subscriptions.

The meeting confirmed that only members can go to the Monday and Friday Art Groups.

3.4 Bookings Officer

The Exhibition Room has been booked out for the whole year and bookings for 2025 open on 19.10.24. It was agreed that a note go in the Newsletter suggesting that members could join together for a week if they did not want to exhibit on their own.

Regular events in the Theatre continue including Barnoon Arts, Monday Art Group, Friday Art Group, Coffee morning, Theatre Group and Ukelele Group. U3A are moving to fortnightly, and a Writing Group starts fortnightly on Tuesdays in August.

The September Festival has a full programme.

3.5 Exhibition Officer

Exhibition income is in a better position than this time last year. The Club share (30%) of sale income to date is £14,600 with 2 more months to go, compared with £14,554 for the last full year. In addition, there is £4,000 for the booking

fees (40 weeks at £100), resulting in a total anticipated exhibition room income for the year of approximately £19,000.

4 Reports from representatives

4.1 Social Committee Representative

4.1.1 **Art & Wine Social 22 June 2024** – Following the success of this event it was agreed to hold another on 07 September this year and promote it in the August Newsletter. SE will find a lead artist - a number of artists names were suggested to lead the event including Michael Hocking. It was also suggested that the event could be repeated every six weeks or so, and that it could be opened up to non-members with a view to them joining the Arts Club.

4.1.2 **Display of stored club paintings** – deferred until after September Festival

4.1.3 **Visit to Tate** – SL did speak to the Tate but unfortunately the Tate would have to charge for a visit.

4.1.4 **Future Events** – this will be revisited after the September Festival

4.2 World Classics Representative

The last event went well, with all 3 concerts this year having sold out. WS is planning the next event for October/November.

5 Theatre Refurbishment

5.1 Electric curtain track and Curtain

The current curtain track is broken and the curtains are not flame retardant. SL had found 2 good suppliers of track, which would plug-in with remote control, and a lighter weight flame retardant curtain at Dunelm. The approximate cost is £300 for the track and £180 for the curtains. The meeting agreed that SL should proceed with the purchase.

5.2 New projector

It was noted that a suitable projector would cost £1,200-£1,800. It was agreed that SL approach Richer Sounds in Plymouth for advice and to purchase a suitable projector which he will then install. It was further noted that the aim is to have patch plugs in the wings so that artists can plug in their own laptop etc.

5.3 Stage Lighting upgrade

Using some of the £650 remaining in the Stage Fund, SL had purchased a new mixer unit to replace the existing one which had stopped working. This will be installed by Craig from the Minack Theatre.

SL reported that a bar of 10 led spotlights could be purchased for £540. It was agreed that SL should proceed with the purchase of these, fit them along the face of the front beam, and remove the old spotlights.

5.4 Redecoration

SL will circulate dates for volunteers to help with finishing the redecoration of the staircase and touching up the paintwork of the theatre.

5.5 New on-stage piano

A digital piano/keyboard on the stage could be used by artists, or FRUG or members to give performances. A suitable Roland or Yamaha would cost £300-450 and it was agreed that SL should purchase one.

6 Repairs, Improvements and Maintenance Works

6.1 Boiler replacement and heating system

Given the difficulty obtaining a quote from British Gas, JK had obtained a quote from PJD Martin Ltd of Camborne to replace and commission a new boiler in the sum of £2430 + VAT. SL is still obtaining a hard quote from Brett the local plumber.

It was suggested that in addition, the radiators under the seats in the theatre should be replaced with triple units, and a means of splitting and controlling the ground and first floor heating separately be included. It was agreed that SL will produce a new specification and that SL and JK will both get new quotes with a view to the work being undertaken after the September Festival.

6.2 Hot water boiler – kitchen

SL has removed the existing unit which had broken. It was agreed that SL purchase and fit a new one.

6.3 Water ingress to kitchen

Regarding the keystone that had dropped out of the wall, it was proposed that this is dealt with initially from the inside. This will entail taking the kitchen out, repairing the hole, and refitting, as well as dealing with rat damage. SL will arrange for someone to undertake the work, probably in January/February.

6.4 Repair/upgrade of Warren dormer window including scaffolding

The dormer is leaking and permanent repairs must be undertaken soon, preferably October. Celtic Scaffolding will probably be used but SL will prepare a specification for all the works (see 6.5 & 6.6 as well) as well as new guttering. SL and SE will then obtain quotes from roofing contractors. It was agreed the work should proceed in October as soon as a suitable contractor and price had been identified.

6.5 Inspection and repair of Westcotts Quay roof

See item 6.4

6.6 Redecoration of Westcotts Quay gable end

See item 6.4

6.7 Completion of internal redecoration

SL will propose dates for volunteers

6.8 Other essential repairs and works

Further works, other than those detailed above, will be subject to successful grant applications.

6.9 Agree programme of works and costs

See works and costs agreed in above sections

7 September Festival update

7.1 Events

It was noted that 392 tickets had been sold to date with the best sellers being 'Catch the Wind' and 'Will Keating'. Other events are currently about half full. It was agreed that if less than 10 tickets are sold, the artist will be asked to cancel the event. It was further agreed that the events for next year will be reviewed in a more business-like manner.

Prior to September Festival, on 24 August, there are 2 performances by a young theatre group. It was reported that tickets are not selling well and agreed that SL will talk to them.

7.2 Stewarding

Although the Festival organisation will provide 2 stewards for events, more in-house stewards are needed. These stewards should be trained and wear the Festival T-shirt. It was agreed that JG will advertise for volunteers in the Newsletter.

It was suggested that, for events, there is a bigger fridge in the downstairs kitchen. The meeting agreed that a fridge be purchased and installed under the worktop to replace the cooker. The small counter-top fridge would be moved to the upstairs kitchen.

7.3 Air conditioning

SL reported that hiring an a/c unit for the Festival would cost £100-140 per week, but that buying one, for use throughout the year, would cost approximately £4-500. The meeting agreed that SL purchase one and look at 2 personal mini coolers for the stage.

8 Any Other Business

It was reported that another artists smock of Louis Grier had been found when clearing out, together with a few of the original club chairs. It was agreed that the committee would, at the next meeting, look at displaying these once the theatre had been refurbished.

COR had been totalling up the approximate expenditure that had been agreed during the meeting and would adjust his figures accordingly.

The issue of disabled access to the theatre was raised, noting that a stair lift would assist some members who are no longer able to access the theatre space. It was agreed that the Committee would undertake a feasibility study, looking at options and prices.

The meeting finished at 5.40pm