**Cam Valley Arts Trail Meeting Minutes 27th January 2014**

**Present:**

Karen George (chair), Sophie Piddock (treasurer), Lucy Empson (secretary), Kate Westcott, , Helen Rushton, Mike Clay, Lila Streether, Virginia Lake, Jo Eddleston, Terry Bridgeman, John Collins, Sheila Richardson, Clive Shellard, Matt Rich, Martin Rumary, Joyce Spear, Stella Hodges

**1.Welcome & Apologies**

 Apologies: Carl Johnson, Andrew Eddleston, Ellen Holt and John Holbrook

**2. Matters Arising**

Minutes of 2nd December 2013 agreed as correct.

1. Matters arising - none
2. Finance update and Workshops on the Agenda for discussion
3. Committee - there is space for 10 members on the committee

**3. Finance Update**

1. Sophie had prepared a Financial Statement record which was circulated at the last meeting. An update will be circulated once all the payments/invoices have cleared. The bank balance is currently approx. £400.
2. Grant income: The Arts Trail covered all costs with grant funding of £800. The Trail may not receive the same level of grant funding next year, so any sources of new or alternative grants will be welcome. Applied for funding from Paulton Parish Council (£300) and will apply for funding from Clutton Parish Councillor. Anticipate the Trail will cost £1900 to run again.
3. Website: From May 2014 the ‘weebly’ website costs will be £35.72 and £96.32 for two years.
4. If you require a receipt for your registration costs please let Sophie know.
5. The bank account to be amended with additional signatories.
6. Check if the accounts need to be audited – this is not anticipated as the turnover is not high enough.

**4. Arts Trail 2013 – feedback comments**

1. Summary of comments from the artists that took part circulated and attached to the minutes. In addition to these comments the designs of the banner was praised. Thanks to all the sponsors need to be sent, if not done so already.

**5. Future events**

1. Arts Trail 1st and 2nd November 2014.
* Provisionally booked Congyre Hall; YMCA; Cellar: High Littleton Church Hall; Clutton Village Hall. It has been suggested that the Timsbury Art Group may like to have more presence at Congyre Hall as the YMCA is smaller and has difficulty for parking. Other venues can be booked, and it has been suggested that the primary schools could be involved in workshops and as venues (7 schools in the area).
* Artists workshops in the local schools. Suggestion that this could be the months before the trail (Sept and October) to help publicise the trail and so the childrens artwork can be displayed during the weekend. Karen to contact the 7 local schools to gauge interest.
1. Spring Event 26th April 2014

The large room at Congyre Hall booked. Timsbury Art group will be exhibiting at Wells over that week .

1. Local community events

Spring and Summer events that are taking place where we can publicise the trail weekend….Party in the Park, Paulton; Camerton Court; Clutton Flower Show; High Littleton village day etc. Can everyone email dates of any events they hear about so a calendar of dates can be compiled.

**6. Membership**

1. Discussed becoming a membership group and Karen circulated some draft ideas for discussion. The benefits would be the insurance cover (which would mean lower premiums, hence can keep the running costs down); it would be a group of like-minded artists and art groups for publicising events and activities throughout the year; website and facebook pages for images of artists work; preferential registration for trail events.
2. Anticipate the annual membership fee would be £10-15. As an example of the running costs for the Trail, the insurance is approx. £160 for 50 artists with another £255 for the Trail weekend. This will have to be covered by grant funding or the registration fees.
3. The membership proposals are to be drafted for discussion and suggestion of adoption at the AGM.
4. If membership is agreed, Sheila provisionally agreed to be the membership secretary.

**7. Publicity Co-ordination**

1. All to email details of any activities/events/demos to Karen to include on the website.
2. Would anyone take on the role of publicity co-ordinator? Publicity has been done by lots of the artists with most of the co-ordination by committee members, which has been a bit ad hoc. The press release info and information will still be prepared by the group, so this role will be to have a list of publication dates and contacts, to send info out on time.

**8. Grant Funding**

1. Paulton Parish Council grant – we have been awarded £300 (this is the second time they have funded the Trail). Many thanks!
2. Clutton Ward Councillor – the application is to be made for up to £500 that is available. Sophie (and any others) to meet with Cllr Jeremy Sparks to complete the application form.
3. BaNES grant. Ginny and Karen looked at the application forms, and have not yet decided if it is suitable for the group.
4. Sponsorship. Last year we had sponsorship from Swan Arts, Charles, Kevin and the banner company (have we forgotten anyone?!). Any suggestions for potential sponsorship? Fosseway Press; Rosecrafts; Harris, Green Street; Bath Framers (live in Welton). Please let us know if you have any suggestions.

**9. Updates**

1. Website – the costs of keeping the website running outlined before.
2. The website could have more links to other local art groups that are members and individual artists.
3. For those who are not on email or do not use the internet much, a regular printed newsletter would be preferred. Who would produce this? How often?
4. Suggested text messages or links to the facebook page where the message opens up from an email. This might easier to use and more frequent than a newsletter.

**10. AOB**

1. Constitution. This needs to be signed by the new members.
2. Party in the Park at Paulton is on 5th July 2014.
3. New artistis and involving new people – how do they find out about the Trail? Discussed the deadline registrations from the ‘call out for artists’ leaflet would be early August.
4. Curo grant return information has been complied and needs to be sent.
5. Deadline for registration for the Spring event to be agreed after the AGM. Rota for refreshments to be compiled. Agreed a small group would meet up to help plan the Spring event.

**Next meeting:**

Spring event organisation: 24th February 2014 at Sheilas house

AGM: 7.30pm Thursday 13th March 2014 at Clutton Village Hall