

Minutes of VAN Trustees Meeting held 3pm on 20th March 2024 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JW) Jana Ward, (RL) Reg Lewis, (PS) Pat Simon

Item	Content	Action	By
1.	Apologies: (JG) Julie Goldthorpe		
2.	Declarations of Interest – nothing additional		
3.	Minutes of previous meeting held on 21 st February 2024	Signed as correct by the Chair.	PL
4.	<p>Matters Arising</p> <p>Market Square event - £660 per day for 3 pitches, £275 for one pitch. The other option is to see if we can join in with Made In Shropshire Event on 8 June.</p> <p>PL has checked with Darwin Centre and fire alarm test definitely needs to be completed by 10am.</p> <p>RL offered to go in before 10am on Saturdays when he is volunteering.</p> <p>20% VCR in effect from 1 March – members informed</p>	Investigate options further	PL
5.	<p>Treasurer's Report</p> <p>February down on same month last year. March looking about the same as last year at the moment.</p>	Report at Annexe A	
6.	<p>Task Cover Follow-up</p> <p>Most tasks now have other persons willing to cover</p>	Create training plan	PL
7.	<p>Update on finding more Trustees</p> <p>PL's meeting with Community Resource organisation postponed to 21 March.</p>	Update to be sent out after meeting has taken place	PL
8.	<p>VAN 25th Anniversary Celebration - Ideas</p> <ul style="list-style-type: none"> PS doesn't feel up to hosting picnic idea. PL suggested we go ahead with idea in principle without PS having to host it. Suggestion for picnic, at British Ironworks. Ideas and venues required. 	Further discussion required.	All
9.	<p>Member Fliers</p> <p>Decision to just stick with standard business cards</p>		
10.	<p>Documentation Storage and Control</p> <p>PL proposed a reorganisation of the Drive to better reflect our current structure and activities. Also a rationalisation of files on there to avoid duplication resulting in problems of version control. Proposal carried.</p>	Carry out reorganisation and rationalisation of documents on the Drive.	PL
11.	<p>AOB</p> <p>Work Experience request received for Veronika Kosakova – July 8th to 12th. PL has explained to Work Experience Coordinator that we are not open on 8 July but we could provide projects for student to work on at home to boost her hours and explore possibility of her working Saturday or Sunday.</p> <p>Need to ensure we have two volunteers in that week</p>	<p>Need to check with school if this is acceptable.</p> <p>Email volunteers</p>	<p>PL</p> <p>PL</p>
12.	Next meeting Wednesday 24 th April 2024.		

Annex A: Treasurer's Report for Trustees Meeting 21st March 2024

Bank

CAF Bank Current Account on 05/03/24: £ 3,585.08

CAF Bank Gold Account on 05/03/24: £ 13,973.87

PayPal Account on 01/03/24: £644.28

Sales

February 2024 Sales: £889.70 February 2023 Sales: £1363.49 Variance: **-473.79**

January 2024 Sales: £1007.10 January 2023 Sales: £644.50 Variance: **+362.60**

Footfall

February 2024: 797 January 2023: 801 Variance: **-4**

January 2024: 749 January 2023: 747 Variance: **+2**

February Sales Performance

Number of Items Sold: 92

Sales Transactions: 73

Customer Per Sales: 10.9

Average Basket Value: £12.19

January Sales Performance

Number of Items Sold: 93

Sales Transactions: 59

Customers Per Sale: 12.7

Average Basket Value £17.07