

North Street Gallery CIC

Management Meeting minutes

Wednesday 17 June 2026

Attendees: Jon Rolfe, Miche Watkins, Gail Mason, Michelle Hinshelwood, Monica Cuellar

Location: North Street Gallery

1. Debris falling from the ceiling

There is renovation work being carried out in the flats above. This is causing debris to drop through a gap that exists between the ceiling and the top of the window frames. GM phoned Steve (landlord) during the meeting. Steve will email new owner of flat above. Maybe owner will bring their builder down to fix it for us? JR doubts that will happen but hopes he is wrong. If not fixed soon we will take this into our own hands and JR & MC will fix it.

2. Sales analysis

JR presented an analysis of sales from April 2025 to April 2026 showing Sales, Commission, Net and overall Commission Percentage for each month.

Thoughts about 40% Club. Doesn't seem to be selling so well at the moment, is this just temporary? Difficult to know, need figures over longer time period. Prices are higher for 40% Club members because we're inviting more established artists. Does that put customers off? Do we just need more time for this to get established and for the right customers to find us.

MC told us that Jackson's Art Supplies have videos about how to price work. It could be useful to link to these resources in our Exhibitor Zone to help new artists price appropriately.

MH suggested that we incorporate card sales machine commission into the sales report and look at the modal sale price. Also break down to: Overall, Browsers Only, Walls Only, 40% Club. Can we do this by day of the week? Is it worth the work involved to break it down by weekday?

Action: JR to update report at some point. MC to find out about the videos.

3. Separate bank account for artists' money

JR put forward idea that we open a second bank account exclusively for money from sales. At no point do we own any of the art that is sold, it always belongs to artists. Sales revenue also belongs predominantly to artists. This money currently goes through our current account. If the gallery were to experience financial problems at any point in the future it would be prudent not to have artists' money exposed in this way. A separate account would mimic the notional account that is used in our bookkeeping to process artists' funds, whereby each month artists are paid for their sales minus any commission due to the gallery and then the commission is paid to the gallery account.

Action: JR find out what it would cost to have a second bank account and if it can be linked into the bookkeeping software.

4. Second person to have access to the gallery bank account

At present only JR has access to the bank account. MH is to be added so that she has full access to funds.

Action: JR and MH to organise this

5. Card payment machine backup option

MH put forward a suggestion to provide a backup option for taking payments if the card machine is out of action at any time. Her suggestion is to buy a tablet to keep in the gallery, install the NatWest app and turn on all notifications. Then set up a QR code for payments direct to the bank which would be used only in an emergency. When a customer pays this way, a notification of payment received would appear on the tablet and the steward could confidently release the work to the customer.

JR wonders what would happen if the notification didn't arrive, this could be a potentially difficult situation.

Action: We didn't decide who would follow this up. Would someone like to volunteer to find out more including costs?

6. Accounts

We decided that we would like a report on our financial situation on a quarterly basis, the month after each exhibition session ends. Report to include: Cash Reserves, Outgoings, Profit.

We would also like to know what is our 'monthly survival cost' and to set a goal of having enough money in reserve to cover this for at least six months. Any money over that amount could be put towards projects.

Action: JR to produce these reports as soon as possible although that will not necessarily be in time for reporting in August (month after current exhibition session).

7. Business rates increase

JR explained that the premises have been revalued as part of a standard revaluation exercise. We now have to pay business rates, whereas previously we received a full rebate. In the 26-27 tax year we are paying £80 per month for 10 months, total £800. We are receiving some transitional relief. This relief will decrease and we will eventually pay £6,303.00 per annum, equating to £525 per month. This is a huge increase in outgoings. Our rent is £850 per month and this adds a further 62%.

JR has spoken to Bristol City Council Valuation Office, registered an account with the government Valuation Office website and linked the account to our premises. This took a lot of time to do and is the first step to contesting the valuation. Next we have to decide on what grounds we will appeal, we might need to take some advice about this.

Action: JR and one other to measure the shop including back rooms and draw up a reasonably accurate plan. JR to find out more about how and when our rates will increase, learn more about the appeals process and research where we might get advice for low or no cost.

8. Bath society of artists

GM has been offered opportunity for NSG to show with Bath Society of Artists. Show is at RUH for 3 months. Hospital organises sales. 30 or 75 artworks needed. 30 is preferred option.

Why do it? Raise profile of NSG. Opportunity for artists. Nov is a possible date.

We would like to find an artist to take on the job of organising this; GM and MH suggested Anna Harley.

Action: GM and/or MH to ask Anna Harley if she would be willing to take this on.

9. Cleaner

We want to ensure that all artists know that we don't have a cleaner and to encourage them all to help out when they are stewarding.

Action: JR to add this to the Exhibitor Zone

10. Sign to explain our CIC status

We would like to have a sign in the gallery and in the window to explain our CIC status and that the gallery is a not-for-profit organisation.

Action: JR to make and fix signs.

11. New A-frame sign for outside

We need to replace the current sign. GM has already researched this and picked a good option.

Action: GM to send details of sign to JR for him to purchase.

12. Stewarding

GM feels that it is unfair that JR doesn't do as many stewarding shifts as other members of the management team. JR does not agree with this as he feels he carries out a large amount of other work for the gallery and is already at the limit of the time that he can contribute.

The meeting ended with plenty of agenda items still outstanding. We have scheduled the next meeting for 30 June to try to get through these items.