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| |  | | --- | | Little Gem Arts & Crafts Gallery    **Newsletter Number  7A – 6th September 2020**  **\*\*\*URGENT\*\*\* NEWS UPDATE! \*\*\*URGENT\*\*\***  **Committee and Trustees**  As promised, please find below the description of the roles of the Trustees and of the committee members to give you an idea of what the roles entail. Having read them, if you are interested in becoming a Trustee and/or joining the committee, please contact me ([steve@littlegemnewbiggin.org](mailto:steve@littlegemnewbiggin.org) - note the new email address! - or 077 22 234 752). Please do this preferably before **the 14th September** (or 21st September, at the very latest) so that we can get things in place for the next formal committee meeting on 29th September.  This is a great opportunity to do something for the benefit of the local community and to make sure that your views (and those of your friends!) are taken into consideration in the running of the Charity.  **Gibson Street Deep Clean**  With the invaluable contributions from our small band of volunteers, and quite a few hours work from Keith, Sue and I; the Gallery is virtually up and ready for use.  If you have passed by the gallery when the shutters have been up, you will have seen the fantastic transformation which has been achieved in such a short time. Thanks to all involved! We are well ahead of schedule and should even be able to have the back rooms (and the superbly refurbished toilet!) open as early as the first workshop (subject to some guidelines which I shall prepare).  All that remains to be done is to give the floors a good vacuuming and clean down & sanitise all the chairs and the six remaining tables; and we will be ready for the re-opening. So, if anyone is free over the next few days (preferably with a decent vacuum cleaner in tow), please let me know your availability. ([steve@littlegemnewbiggin.org](mailto:steve@littlegemnewbiggin.org) or 077 22 234 752)  On that subject; if anyone has a decent spare vacuum cleaner which they would like to donate to the Little Gem Charity, please let me know (I can even come and collect!). We really need a good replacement for the dying vacuum which we have and any donation would be greatly appreciated.  If we can also manage to sort out the contents of the workshop and club ‘boxes’ and clean and sanitise the remaining contents, we may be able to make available (subject to re-sanitising after each use) some of the communal equipment for the upcoming workshops. So, volunteers for this would be welcome too.  I’m really looking forward to seeing some of you for the start of the workshops in the week after this.  **Lockdown Paintings**  The new picture hanging system at the Gallery is now (almost) complete. With its reduced concentration of paintings, it will give more prominence to the paintings being displayed.  I have a few volunteers to act on the ‘Exhibition Sub-Committee. But, if you are interested in joining us, please get in touch with me soonest.  We have decided that, for the re-opening, we would like to feature some of your fantastic paintings done by all of you during the lockdown. So, if you want your paintings to be considered for exhibition, please either bring them to the Gallery on Monday, Tuesday or Wednesday morning this week (7th, 8th or 9th) – or get in touch with me and we can try and arrange for me to come to collect them from you.  Please get some paintings to me, one way or another; I would hate to be the only person with paintings on display!  P.S. If you have any wallflower paintings ready too, then let me know and we can consider putting a few in the window.  **Little Gem Website**  In the past few days, I have managed to build and publish a new website for the gallery. The website address is: [www.littlegemnewbiggin.org](http://www.littlegemnewbiggin.org)  I have generated a few pages of essential information and will progressively be developing the content to suit your needs. But, it has enough basic stuff to make it worthwhile publishing now. If you have any suggestions on anything else which you would like to see, please let me know and I will do my best to get it included.  You will see under “Gallery” that I have included all the Lockdown Paintings which were are currently hung in the virtual gallery. Although not as aesthetic as the virtual galleries, I think it is a good reference.  Additionally, under “Portfolios” I intend to publicise all paintings that you may wish to exhibit - and even sell?!? Although you may have already sent me your paintings for the virtual gallery, I will need you to send (or re-send) me any photos of pictures that you want to be featured in the Portfolios section. With each photo, you need to send me the appropriate information in the form: *Title; Medium and carrier; Date painted; Size (in inches) and selling price* *(if applicable).*  If you don’t want to sell it, then just add “Sold” or “Not for Sale” instead of the price.  Soon(?), I hope to have an online sales capability. But for now, I will act as your “Agent” and be the intermediary for the first contact from the potential buyer.  I have also launched a Facebook Business Page for the “Little Gem Art and Crafts Gallery”. This is meant to complement the previous Facebook individual timeline looked after by David. As yet, I haven’t got too much done because I have been concentrating on getting the website live; but, hopefully in future………and, of course there will be all your contributions too! Please use this Business page to provide feedback on the website – and promote it to your friends!    [**Stay safe and healthy**!](https://www.sky.com/watch/title/series/ea09995e-34a0-4d81-bb30-aa8440cf722f)  [Steve Wilkinson](https://www.sky.com/watch/title/series/ea09995e-34a0-4d81-bb30-aa8440cf722f)  [steve@littlegemnewbiggin.org](mailto:steve@littlegemnewbiggin.org) (new email)  077 22 234 752  [6th September 2020](https://www.sky.com/watch/title/series/ea09995e-34a0-4d81-bb30-aa8440cf722f) | | Little Gem Art & Craft Gallery  Charity Number 1163002  Committee members:  David Sinclair  Christine Davison  Sue Case - Secretary  Steve Wilkinson - Chairman and Treasurer | | [*If you do not wish to receive further mailings from Little Gem, please click here.*](mailto:steve@littlegemnewbiggin.org?subject=UNSUBSCRIBE) |   **Little Gem Art & Crafts Gallery**  **Trustees and Committee Members**  **Introduction**  This document details the proposed modus operandi for the Little Gem Art & Crafts Gallery Charity under the new administration from September 2020. It will be tabled at the Little Gem Committee meeting on Tuesday 29th September for endorsement.  It is proposed that the Trustees shall oversee the operational committee which shall comprise both Trustees (should they wish to participate) and other members invited by the Trustees. All day-to-day activities of the charity shall be delegated to the committee which will be managed by the chairman, the treasurer and the secretary. That way, we can ensure that the charity is run “by the members for the benefit of the members and the local community”.  **Trustees**  Under the current constitution, Trustees can hold office for a maximum of three years and cannot become a Trustee again within three years. On rotation, ideally, one third of the Trustees would retire and be replaced at each yearly AGM. This leads to an optimum number of Trustees of six (6) – with two (2) rotating out every year.  Trustees are appointed solely at the discretion of the existing Trustees. HOWEVER, once appointed, Trustees can *only* be removed by a vote of the membership at an AGM or specially convened meeting. A Trustee can, however, always resign at any time!  Currently, we have three Trustees; Christine Davison, Sue Case and Steve Wilkinson. Unfortunately, Sue’s tenure will expire in May 2021; and then we would be down to two – not a happy situation! Christine and Steve have until 30th April 2022.  So, that is why we are actively recruiting new Trustees. To see if you are interested, these are some of the things which Trustees do:  **Trustees Duties**  The Essential Guide for Trustees, published by the Charity commission is given at: <http://littlegemnewbiggin.org/wp-content/uploads/2020/09/CC3_may18.pdf>  <http://littlegemnewbiggin.org/wp-content/uploads/2020/09/Charity-trustee_-whats-involved-CC3a-GOV.UK_.pdf>  <http://littlegemnewbiggin.org/wp-content/uploads/2020/09/Jigsaw.pdf>  From which we get the main duties:  1. **Ensure your charity is carrying out its purposes for the public benefit**  You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose.  2. **Comply with your charity’s governing document and the law**  You and your co-trustees must:   * make sure that the charity complies with its governing document * comply with charity law requirements and other laws that apply to your charity   3. **Act in your charity’s best interests**  You must:  do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes  4. **Manage your charity’s resources responsibly**  You must act responsibly, reasonably and honestly.  5. **Act with reasonable care and skill**  As someone responsible for governing a charity, you:  must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary  6. **Ensure your charity is accountable**  You and your co-trustees must comply with statutory accounting  None of these duties are overly onerous, as the Trustees delegate that actual management and activities to the committee and others. The main way in which you will achieve these aims is by attendance at the once-monthly hour-long committee meeting.  It is the Chairman, Treasurer and Secretary, as officers of the Charity who really do all the onerous work! However, it is worth mentioning that the officers have no more authority than any of the other Trustees (other than as defined in the procedures of the charity – yet to be written) – each has the same voting power.  **Committee Members**  Overseen by the Trustees, the Committee will effectively run the charity, delegating where necessary to sub-committees or individuals.  Membership of the committee is not time-limited as with Trusteeships. You can be on the committee for as long, or as short, as you wish.  Committee members are selected and appointed by the Trustees, who can (in the very unlikely event) discontinue membership of the committee if they collectively feel that the actions or behaviour of the committee members is not in the best interests of the Charity. A committee member can also, however, always resign at any time!  The committee members will manage the day-to-day running of the charity and the Gallery at Gibson Street. They will collectively decide on what needs to be done, when and by whom. They will listen to the views of the members and ensure that they best meet these wishes whilst remaining within the purpose for which the Charity is set up; **i.e. Our objective is to advance education in Art and Crafts for the local community; in particular**, but not exclusively, by providing tuition and art/craft facilities. We provide painting and craft clubs and classes to artists young and old, novices and more experienced.  We exhibit the artist’s artwork and have a small retail shop for art materials  Again, this mostly involves attendance at the once-monthly hour-long committee meeting. But, things need to be done to keep the gallery going. So, if you can’t entice, coerce, or bully (only joking!) someone to do the required work; then the buck stop here and it is we committee members that do the work to provide the services required by the members.  But remember, it is the Chairman, Treasurer and Secretary, as officials of the Charity who really do all the onerous work! Once we have the operations up and running again, there will not be too much to do. After all; Keith, Sue and I (Christine not being available after her surgery) – didn’t really have to do all that much in the past week to get ready for the re-launch and look at the results! And, that was the busiest any of the committee has been for a long while!  So, if you want to see your views considered and to do something positive for the benefit of the local community, please consider applying to be a Trustee and/or Committee Member.  Steve Wilkinson  Chairman of the Board of Trustees  Little Gem Art & Crafts Gallery  6th September 2020 |