

Dewsbury Arts Group

(CIO Registered Charity Number 1161083)

Minutes of the meeting of the Charity Trustees held on Monday 4th August 2025 at 7:30pm In Room 1

Committee members known as: Mark Bailey (MB - Chair), Maria Bailey (MaB), , Simon Beaumont (SB), Ian Bowers (IB), Nick Cunliffe (NC), David Fletcher (DF), Jacky Fletcher (JF), Andrew Leverton (AL), Paul Lightowler (PL), Carol Parkinson (CP), Malcolm Parkinson (MGP), Sue Saville (SS), Zahoor Sakharkar (ZS) Emma Thompson (ET) and Iain Winstanley (IW)

No.	Item
1	<p>Apologies for absence.</p> <p>These had been received from PL and MaB.</p> <p>.</p>
2	<p>Approval of the minutes of the previous meeting, review of action log and matters arising.</p> <p>It was RESOLVED that the minutes of the meeting held on 7th July 2025 be passed as a true record.</p> <p>JF had spoken to Chris Fletcher about mistakes in the brochure that had carried forward to the website. The text of the outline for Suddenly at Home has been corrected as has the audition date for Kind Hearts and Coronets. It was agreed that the premature booking dates should not be altered as to do so could potentially cause confusion.</p>
3	<p>Correspondence and news</p> <ul style="list-style-type: none">• West Yorkshire Society of Authors Group. MGP had spoken to Yvonne Battle-Fenton (YBF). She said that the LBT had charged £25 an hour. When MGP had mentioned a figure of £50 based on previous events, YBF seemed put off. MGP said that there was a further meeting on 4th August and that he would take further instructions. The mood of the meeting was that it was worthwhile to create a link, that £25 an hour was reasonable and there would be the revenue from the bar. MGP confirmed that he would host the event. NC said that he would be happy to be there too.• Malcolm Jones. MGP and CP had attended the funeral which Judith Wood had also attended. It was agreed that the exhibition starting on 27th September would be a retrospective of Malcolm's work. There are likely to be a number of additions as he continued to paint every morning. NC is to liaise with Malcolm's daughter Jennifer Day to make an appropriate selection as he has done so before. NC would like to be able to start to set up the new exhibition on 20th September. He can take down the current exhibition and make sure works are stored safely.• Diana Swain. Geoffrey Swain was for a number of years the booking manager. His wife Diana died recently after a long illness. Melvyn Raine and Geoffrey have over the past season become "brothers in adversity" and come to productions together. It is hoped, therefore, that he may become more involved.• Parking in Lower Peel Street. A letter from Kirklees dated 24th June had been received. This is to

warn of restrictions to be placed on parking. The date for making representations had passed. However, the view of the meeting was that daytime restrictions up to 6 p.m. would not impact the Group's activities.

4. General Management

a. Newsletter, content and inserts.

- Fliers for
 - Aladdin
 - The Music Hall
 - The new committee. This should contain full contact details for MGP, ET, MB and DF and should also be sent to AL for the website and SS for the Digest.
- Information about
 - Parking on Bradford Road
 - Possible new film club as suggested by ZS.

b. AGM.

- A review of the AGM was conducted. As to the presidency, one of the most telling contributions was from Peter Wrigley who said that if someone could not be found for the role then at least it should be kept open. It was acknowledged that the suggested choice for President had been top down from the committee. Given the strength of feeling at the AGM a bottom up approach would perhaps be more appropriate. MGP suggested that the matter be revisited in March when he and CP could speak to potential candidates and give some insight as to what is involved as well as suggest how a candidate might approach it.
- The lack of a quorum on the initial date was discussed. The AGM has to take place within two calendar months of the year end of 31st May. ET is to look into how easy it would be to move the year end and thus the date of the AGM. The matter can then be discussed further.
- Stephanie Roe has asked whether it would be possible to make minutes available to members. It was acknowledged that there would need to be redactions for confidential elements of the minutes which are generally self evident. Subject to that caveat the Trustees had no objection in principle. There could be a link on the website and mention made in the Digest. However, it was agreed not to do that until the revamped website was up and running.
- Stephanie Roe also had a question about auditions and their fairness. The discussion is dealt with separately in the minutes of the AGM. Stephanie seemed content with the explanations given. JF suggested that Stephanie could be invited to sit on an audition panel.

c. Barbeque: review. MB reported that 48 people in all had attended the barbeque on a very warm day which meant that nobody attempted the treasure hunt. Nonetheless, John Danbury provided excellent entertainment and SS, Alison Hartley and MaB had supplied an excellent salad to go with the bangers and burgers flipped by MB. The event had covered costs.

d. Lighting workshop: SS reported that nine people had attended the workshop covering the basic principles of lighting presented by Chris Cordiner. He has set up a WhatsApp group for all those interested in the technical side of things. It was very well received. Chris is to be invited to the next meeting to share his thoughts. It was acknowledged that a similar

	<p>workshop covering sound would be desirable. IW said that his brother is a sound engineer. Additionally, IW has experience of sound and sound desks having once been a D.J. He is to contact his brother to see what could be arranged. In the meantime, IW offered to do the sound design for all the plays this season. He agreed that doing the same for the musical and the panto were more complicated and he could not at the moment take them on. DF pointed out that Simon Fletcher was similarly qualified, his work taking him all over the world. However, he acknowledged that pinning him down would be the problem in the middle of his busy schedule.</p> <p>e. Mail chimp schedule. AL had distributed the schedule and this was accepted.</p> <p>f. Membership and season ticket holders: initial response. JF presented the attached report. The new format, which follows that of ticket sales, was acknowledged to be clearer than before.</p> <p>g. It was RESOLVED to purchase ten headsets at the discounted price of £130.68. The full price would have been £290.</p>
5	<p>Art Section</p> <ul style="list-style-type: none"> • Update. ZS confirmed that it was hoped to start life drawing sessions from the middle of September. • Craft Fair at The Mill Batley on 27th September. ZS. MGP and Alec Jackson will be there on the day. The stall can be set up the day before. PL is to be asked to procure a roller poster to run alongside the stall which is to promote the Group generally and not just the art section.
6	<p>Finance</p> <ul style="list-style-type: none"> • Update. ET reported the following balances Virgin Bank: £22,128.99 Caf Bank: £19,808.20 Total: £41, 937.19 <p>No significant expenditure other than the planned work to the wardrobe is expected. From time to time ET transfers funds from CAF Bank to Virgin Money. This is because the Virgin account earns interest. It is, therefore, more beneficial to the Group to have a significantly higher balance in the Virgin account than in the CAF account. The latter can be topped up as required. However, there had been a problem recently in that for some inexplicable reason NC's log in to authorise the transfer was not recognised. Accordingly, DF has arranged for Ticketsource money to be paid directly in to the Virgin account. The CAF Bank balance can then be whittled down as routine expenses are paid out.</p>
7	<p>Youth Section</p> <p>Update. Nothing much to report other than there are six or seven new first years.</p>
8	<p>Drama Section</p> <p>a. Dangerous Corner. JF has got involved to an extent with costumes. However, beyond selecting costumes that may be appropriate, her commitments in relation to the panto and restoring the wardrobe preclude her from taking overall responsibility; she hasn't time to be doing fittings and alterations. Each character will need only one costume. SS offered to do fittings and basic alterations.</p> <p>b. Programme planning. It was agreed that the subcommittee should consist of DF, SS, AL, NC, CP, DF, JF, MaB and Richard Brook. They will meet in September. The practice of sending out a questionnaire is to be discontinued as there were so few responses. Interest is to be invited via the Chimp.</p>

	<p>c. Murder Mystery Evenings. SS has been in touch with Steve Goddard who is keen to write another one. She suggested one night only in October, the suggested date being the 25th. DF is to produce fliers upon receipt of artwork from Steve Goddard.</p>
<p>9</p>	<p>Premises.</p> <ul style="list-style-type: none"> • Wardrobe work. Contractual arrangement. IB withdrew from the room and took no part in the discussion. MGP had on 3rd August circulated a draft agreement (“The Agreement”) based on a precedent to be found in Kelly’s Draftsman, a reputable source of precedents. What MGP had done was source a contract for minor building/remedial works and filled in the blanks. In his e-mail he emphasised that this is all he had done. He had gone on to say “I cannot advise on it one way or another. I am not a lawyer, am no longer on the roll of solicitors and am not covered by indemnity insurance. Should the Trustees consider independent legal advice appropriate then that advice could be sought”. It was RESOLVED that The Agreement, which is attached hereto, be approved without amendment and that Harribow Security Limited (of which IB is a director) be instructed to carry out the work to the wardrobe set out in The Agreement on the terms and conditions stated therein. Section 6 of the Constitution and the provisions of the Charities Act 2011 had been considered along with relevant guidance. The Agreement sets out the maximum sum to be paid (£3,222.60) which in the considered opinion of the Trustees does not exceed what is reasonable in the circumstances. MGP reminded Trustees of a quote given in respect of boarding out work in Room 3 some two or three years ago which was in the region of £6,000. The Trustees, having balanced the advantages and disadvantages of doing so, were satisfied that it is in the best interests of the charity to contract with Harribow Security Limited. The company can start and complete the work quickly (a priority given the importance of having an accessible, clean and uninfested wardrobe in readiness for the new season) and the work it carries out is, from the Trustees’ own assessment, of a high standard. Taking all those things into consideration, IB was invited to return to the meeting. The contract was signed in duplicate, one for IB signed by MB and ET and the other for the Group signed by IB as director. • Andy Wright (AW): Electrical work, cost and budget. The current trustees have inherited an unsatisfactory situation whereby a previous committee has authorised an unspecified amount of electrical upgrade work at an unspecified cost over an unspecified period. DF reported that the likely cost of the work would be in the region of £4,000. The work should be completed by the panto. If the Group wanted AW to do it quicker it would cost more. It was alarming that AW, without notice, had just turned up a few months ago to make a start using second hand equipment acquired over time. It was acknowledged that the work he is doing is needed and will be to a good standard. It is presumed that he is doing the work as a member and charging the Group only for the cost of materials. DF confirmed that the equipment installed would belong to the Group on completion. AW’s reference to extra cost would be if he charged for his labour through his company. Once completed, the work would have to be inspected and certified. • SB reported that the electrics were due to be inspected on 5th August. This is in line with the agreed 20% rolling programme. On the basis that AW’s work would be completed by mid to late November the inspection of that work would fall outside that schedule.
<p>10</p>	<p>Any Other Business. ZS is keen to set up a film club. Such a project had been set up before but after strong initial interest the person running it antagonised so many people after the first session that it fell away. It was suggested to ZS that he should come back to the committee with a definite proposal, be clear about goals and by word of mouth, gauge and encourage interest</p>

	by asking people what they want from such a club.
11	Dates of future meetings. There was a brief discussion about future dates. MGP suggested that the second Monday of the month worked pretty much with only a couple of potential clashes. The next meeting will be on 8 th September 2025.

Action log – Dewsbury Arts Group

30/24-25	Convene a meeting of the premises sub-committee.	SB	31 st August 2025	Report back to the September meeting.
1/25-26	Prepare up to date list of trustees and forward to SS and AL	MGP	31 st August 2025	
2/25-26	Contact Yvonne Battle-Fenton regarding revised terms for hosting social event on 20 th August 2025	MGP	5 th August 2025	Report outcome to September meeting.
3/25-26	Liaise with art members about Craft Fair and Malcolm Jones exhibition.	MGP/ZS	11 th August 2025	Report back to September meeting.
4/25-26	Procure roller banner promoting the Group's activities for use at the craft fair and generally.	PI	27 th September 2025	
5/25-26	Enquire about ease of moving year end.	ET	8 th September 2025	Report back to September meeting.
6/25-26	Seek willingness and availability of brother to present sound workshop	IW	8 th September 2025	Report back to September meeting.
7/25-26	Invite Chris Cordner to attend September meeting.	MGP		

MEETING	TOTAL MEMBERSHIP	ESTIMATED INCOME	PAID MEMBERSHIP	INCOME SO FAR	NEW MEMBERSHIP	LAPSED MEMBERSHIP
AUG 4TH	116	£2,925	16	£400	1 ELEANOR BOWLER 3 APPLIED MATTHEW TAYLOR LILIA SMITH CHLOE FLORES	1 STEPHEN ELLIS
SEPT						
NOV						
DEC						
JAN						
FEB						
MARCH						
APRIL						
MAY						

MEETING	TOTAL SEASON TICKETS	ESTIMATED INCOME	PAID SEASON TICKETS	INCOME SO FAR	NEW SEASON TICKETS	LAPSED SEASON TICKETS
AUG 4TH	FULL 194 HALF 7	£16,490 £350	67 2	£5,695 £100	6 PAID 2 HS APPLIED	1 HS
SEPT						
NOV						
DEC						
JAN						
FEB						
MARCH						
APRIL						
MAY						