

# Dewsbury Arts Group

(CIO Registered Charity Number 1161083)

## Minutes of the meeting of the Charity Trustees Held on Tuesday 13<sup>th</sup> January 2026 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><b>Apologies for absence.</b></p> <p>These had been received from MaB, SI, NC, PL, SS and CP</p>
2	<p><b>Approval of the minutes of the previous meeting, review of action log and matters arising.</b></p> <p>It was RESOLVED that the minutes of the meeting held on 15<sup>th</sup> December 2025 be passed as a true record.</p> <p>The Action Log was considered and amended as appropriate. Sound workshops are dealt with later on in these minutes.</p> <p>In relation to "cans" it was instead agreed to trial a WhatsApp system. To comply with the rule prohibiting the use of mobile phones backstage, use would be limited to the Stage Manager and FOH.</p>
3	<p><b>Correspondence and news</b></p> <ul style="list-style-type: none"><li>• Judith Wood got in touch to say that Jo Bentley has died. There was a memorial service for her on 6<sup>th</sup> December 2025.</li><li>• <del>Simon Aitchison</del>, a youth member who joined the group in October, took his own life just before Christmas. He was just thirteen years old. In the short time he was with the Group he had increasingly become a part of it. He seemed to enjoy the Christmas party very much which made the news all the more shocking. MaB attended the funeral.</li><li>• LTG annual conference. Lynne Stainthorpe had circulated trustees regarding the LTG conference which is to take place in Birmingham between 15<sup>th</sup> and 17<sup>th</sup> May 2026. Unfortunately, this clashes with the Youth Showcase. MGP indicated that he may consider attending. Lynn had asked that details of the conference should be circulated to members. It was agreed that this should be sent out with the march Chimp</li><li>• LTG WhatsApp trial. This seemed to be more relevant to larger theatres. It was decided not to be part of it.</li></ul>
4	<p><b>General Management</b></p> <p>a. Membership and season ticket holders: update. JF produced the attached report. She indicated that this is likely to be the last full report for this season. There were twenty members who had not paid including at least a couple who are actively involved in the Group. It is likely that they will pay. However, the conclusion is that most of the remainder will not renew given that they have not responded to several notifications</p>

	<p>and reminders. The upside is that several new members have shown a lot of enthusiasm. Louie Sewell Hampton had not paid. He is a former member. He has been invited in to play a part in Accommodations. The consensus was that he ought not be made to pay to join.</p> <p>As for season ticket holders, one new one joined attracted by the offer of matinees. JF expressed concern that some of those who had not paid had nonetheless booked tickets. It could be arranged to prevent them booking until they have. Overall, season ticket holders are down by seven and a half.</p> <p>b. Sound workshops. IW reported that he has put a workshop together. He would like to involve youth members as well as adults. A date after Suddenly at Home in March would suit him subject to not clashing with the set up of Lust. He is happy to be flexible. This can hopefully be a catalyst for enhancing the technical team.</p> <p>c. Bar staff training. JF confessed that when ZS had asked her whether he needed any training to work on the bar she said that he didn't. In fact, she acknowledged that he should at least have been told about the licencing laws. MGP had spoken with Kathryn Buxton a week prior to the meeting. There were no major areas for concern. She is at times exasperated when empty bottles are not taken away and are left to stack up in the store room. She needs to keep an eye on the bar being stocked up and not left to the staff at the next performance. There are guidance notes which she will review. She is on duty for four performances of Kind Hearts and Coronets and has paired herself with four different people. She will use the opportunity to reinforce what is expected of people. All the other seven people on duty are "regulars." She is more than happy to train anyone who would like to work on the bar. CP has expressed an interest in helping out and said that Kathryn would be excellent.</p>
5	<p><b>Art Section</b></p> <ul style="list-style-type: none"> <li>Update: ZS confirmed that life drawing sessions would recommence after Kind Hearts and Coronets. He would make sure DF was notified.</li> </ul>
6	<p><b>Finance</b></p> <p>Finance Update. ET presented the following figures:</p> <p>CAF Bank: £30,606.35  Virgin Money: £15,603.96  Total: £46,210.31</p> <p>The total is after all the performance fees have been paid.</p> <p>MGP noted that the balance in January 2025 was £46,834.20.  That was before performance fees (estimated to be £5,000) had been paid.</p> <p>On the face of it, therefore, the Group is in a healthier financial position than it was last year.</p>
7	<p><b>Youth Section</b></p> <p>Update. MB reported that the death of Lowan Aitcheson had had a profound effect on the youth members generally and upon a couple of them who had grown close to him in particular. The youth members want to dedicate the Youth Theatre Showcase to him.</p> <p>In the meantime it is hoped that the choice of plays for the Youth Theatre Showcase will be made soon.</p>

<p>8</p>	<p><b>Drama Section</b></p> <ul style="list-style-type: none"> <li>a. Kind Hearts and Coronets: update. AL reported that he had not been able to find anyone to do the three cameo parts. He had therefore written them out.</li> <li>b. Accommodations: Nothing to report.</li> <li>c. Lust: Nothing to report..</li> <li>d. Programme planning: DF reported that all licences had been applied for and paid for.</li> <li>e. Ticket sales: DF presented the attached report. Numbers were on a par with previous years. Matinees have sold pretty well. Wednesday nights seem to be the worst. The Chimp is very effective in prompting a flurry of late bookings.</li> <li>f. Launch night: Full details are still being considered. In the meantime it was RESOLVED to place an advert in the programme for Batley Gilbert and Sullivan Society's production of The Gondoliers. This is because their production is at the end of April which is timely.</li> <li>g. Murder mystery evenings. MGP had followed up the interest shown by a couple of organisations: Roberttown Village Hall and the 1931 Club in Birstall. The contact at Roberttown had suggested sometime around Easter i.e. April. However, she will now be away at that time and suggested a later date. Club1931 have confirmed their interest and want some idea of dates and cost. As a guide, it was agreed that MGP should float a figure of £300. The alternative is share of the gate. It is important to know the size of the venue, how many they expect to attract and how much they are likely to charge. It was acknowledged that the purpose is as much about promoting the Group as making money.</li> </ul>
<p>9</p>	<p><b>Premises.</b></p> <ul style="list-style-type: none"> <li>• Contractual arrangements. SB, ET and MGP met just before Christmas. As a result, ET has supplied a template for a rolling contract and MGP has prepared a draft. This has been circulated to MB ET and SB for comment. It was agreed that the settling of the agreement be delegated to MGP ET MB and SB who in turn will liaise with IB.</li> <li>• Update. SB and IB intend to approach the problem of the toilets in three stages. Firstly, they are to assess the situation generally to see if an earlier start can be made. Secondly, the idea is to create two cubicles out of the current disabled toilet. One would continue to be for disabled users and the other for women. Once created, the current women's toilet could be taken out of use. Exploratory work can be carried out to assess the extent of work likely to be needed. This could be done during the season. It would mean that the piano would need to be moved to a safe location. It was suggested that this could be in the gallery where the totem is now. Finally, at the end of the season more invasive exploratory work can be carried out in the corridor outside the current women's toilets to establish the extent of the potential structural damage.</li> <li>• Transformers North (TN) MGP has heard from TN who say that they have received approval to do clearance work. However, "soft" waste cannot be removed by Kirklees at the moment as their resources are concentrated on clearing fly tipping. TN agreed to visit the premises on Tuesday 20<sup>th</sup> January between 10.45 and 2.30 and do what work they can do. MGP has already received a good response from the "Gardening Team" to augment the eight or nine coming from TN.</li> </ul>

10	<b>Any Other Business</b> It has been agreed to take a stall at Mirfield Show in August. The deadline for applications is 28th February. MGP is to download and submit the form on the basis that the Group would offer a racing game with the wooden horses. AL agreed to ensure that the Bradford Road cabinet is topped up with up to date posters.
11	<b>Date of next meeting: Monday 9th February 2026</b>

MEETING	TOTAL SEASON TICKETS FULL/HALF	ESTIMATED INCOME FULL/HALF	TOTAL ESTIMATED INCOME	PAID SEASON TICKETS	INCOME SO FAR	TOTAL INCOME STS
AUG 4TH	194	£16,490	£16,840	67	£5,695	£5,795
	7	£350		2	£100	
SEPT 8TH	196	£17,160		121	£10,285	£10,685
	10	£500	£17,660	8	£400	
	TOT ST's	INC F/H	EST INC	ST PAID	INCOME SO FAR	
OCT 13TH	193	£16,405		142	£12,070	£12,470
	12	£600	£17,005	8	£400	
	TOT ST's	INC F/H	EST INC	ST PAID	INCOME SO FAR	
NOV 10TH	192	£16,320		162	£13,770	£14,270
	12	£600	£16,920	10	£500	
	TOT ST's	INC F/H	EST INC	ST PAID	INCOME SO FAR	
DEC 15TH	NOT REPORTED					
	TOTAL NEW ST		14			
	TOTAL LAPSED ST		9			
	TOTAL UNPAID		20			
	TOTAL UNPAID PROBABLY LAPSE AS HAVEN'T BOOKED FOR A WHILE					15
	(slight discrepancy due to half st's)					
	TOT ST's	INC F/H	EST INC	ST PAID	INCOME SO FAR	
JAN 13TH	175	£14,875		173	£14,705	
	10	£500	£15,375	10	£500	£15,205
	TOTAL NEW ST		15			
	TOTAL LAPSED ST		21.5			
	TOTAL UNPAID		2			
	TOTAL ST's		182			
CHANGE		MINUS	7.5			



Action log – Dewsbury Arts Group

20/25-26	Procure cabinet to house the first aid kit and accident book	SB/IB	9 <sup>th</sup> February 2026	An accident book has been obtained. SB and IB have considered 3 or 4 locations for first aid kits (e.g. bar, kitchen, workshop) so that they are more readily accessible. They will report more fully at the February meeting.
21/25-26	Update FOH manual in relation to Duty Manager's duties in respect of medical emergencies/incidents	MaB	9 <sup>th</sup> February 2026	
22/25-56	Investigate the cost of providing an updated and efficient heating system in room 3	SB/IB	9 <sup>th</sup> February 2025	IB is evaluating the output of radiators in room 3 to assess how many would be needed. He will also look at Rooms 1 and 2. Before reporting back fully at February meeting
23/25-26	Investigate display of publicity at Bagshaw Museum	MGP	9 <sup>th</sup> February 2026	Report back to February meeting
23/25-26	Negotiate with Roberttown Village Hall and Club 1931 within the parameters set out in the January minutes	MGP	9 <sup>th</sup> February 2026	Report back to February meeting.

**DAG TICKET SALES – 2025/26 SEASON**

**FINAL FIGURES**

**NB** the figures show below also include any tickets sold or taken up by Season Ticket Holders on the door.

MAIN PRODUCTIONS	Seats Available	Total Tickets Taken	Total Sales £ <small>After TicketSource Costs</small>	Payment to Ticket Source £	% Take up	Total Season Tickets	Total General Admissions and Sponsors Tickets	Seats NOT Sold
DANGEROUS CORNER	651	509	2278.35	173.96	78%	327	182	142
ALADDIN	930	867	6259.39	413.85	93%	241	Full – 327 Conc - 299	63
KIND HEARTS & CORONETS	651	462	2042.98			305	147	189
SUDDENLY AT HOME	651							
ACCOMMODATIONS	651							
LUST	651							

**2024/2025 season for comparison**

MAIN PRODUCTIONS	Seats Available	Total Tickets Taken	Total Sales £ <small>After TicketSource Costs</small>	Payment to Ticket Source £	% Take up	Total Season Tickets	Total General Admissions and Sponsors Tickets	Seats NOT Sold
WIFE AFTER DEATH	651	568	2692.44	233.56	87%	347	221	83
JACK AND THE BEANSTALK	830	788	5462.24	325.80	95%	237	Full –274 Conc – 277	42
WORST WEDDING EVER	651	516	2262.58	187.42	79%	333	183	135
THE WINSLOW BOY	651	508	2107.14	160.86	78%	340	168	143
THE REVLON GIRL	651	461	2027.57	170.43	71%	291	170	190
GUYS AND DOLLS	651	578	3319.56	236.37	89%	317	261	73
<b>SEASON TOTALS</b>	4085	3419	17871.53	1314.44	85%	1865	1554	666

OTHER EVENTS	Seats available	Total Tickets taken	Total Sales £ <small>After TicketSource Costs</small>	Payment to Ticket Source £	Seats NOT sold
MURDER MYSTERY	93	88	498.57	39.59	5
RETURN OF COL. GATLING	231	209	3324.77	233.85	25

**BOOKINGS - SOURCE OF BOOKINGS DECLARED (not ST's)**

PLAY	Kind Hearts and Coronets	Aladdin	Dangerous Corner	Wife After Death	Jack and the Beanstalk	Worst Wedding Ever	The Winslow Boy	The Revlon Girl
Word of Mouth	6	41	24	26	41	14	10	21
Brochure	22	20	21	22	23	27	20	23
Flyer	8	14	16	15	12	19	15	10
Chimp/Mailshot	4	3	10	10	14	11	8	7
Website	5	4	2	2	3	4	6	5
Facebook	1	11	1	2	5	5	5	1
Poster	1	5	1	1	1	2	-	2
Search Engine	-	2	-	-	1	2	-	-