

# Dewsbury Arts Group

(CIO Registered Charity Number 1161083)

## Minutes of the meeting of the Charity Trustees

Held on 9<sup>TH</sup> March 2026 at 7:30pm In the bar

**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), Carol Parkinson (CP), Malcolm Parkinson (MGP), Sue Saville (SS), Zahoor Sakharkar (ZS) Emma Thompson (ET) and Iain Winstanley (IW)

No.	Item
1	<b>Apologies for absence.</b> These had been received from MaB and from IW.
2	<b>Approval of the minutes of the previous meeting, review of action log and matters arising.</b> It was RESOLVED that the minutes of the meeting held on 9 <sup>th</sup> February 2026 be passed as a true record. As agreed at the August 2025 meeting the minutes will be made available to members now that the revamp of the website has been completed. JF is to create a link on the website. Minutes for the season will also be posted. CP is minutes secretary at Batley Gilbert and Sullivan which makes minutes available to members. Based on her experience, she will liaise with MGP to ensure all appropriate redactions from agreed minutes are made. The action log was considered and updated.
3	<b>Correspondence and news</b> <ul style="list-style-type: none"><li>• KTV. MGP and Antonia Gospel had been over to the studios of KTV in Huddersfield. They have a reach on various platforms of 180,000 and are keen to help the Group establish a digital footprint. Antonia would be available after Suddenly at Home to carry out preparatory work. IW would be available too. KTV can come to the theatre as they have a mobile studio.</li><li>• Murder Mystery: visit to Club 1931. MGP and AL visited Club 1931 and were very impressed by what they saw. It has been refurbished to a high standard. The function room can accommodate up to 128 people. There is a stage of suitable size. The plan is for the Group to present the mystery with a short 10 minute interval and food (if any) to follow. The date agreed is Friday 8<sup>th</sup> May. The Group on this occasion will receive a fixed fee. However, a fixed fee is not appropriate in every case. It was agreed that there needs to be flexibility in negotiations. The creator, Steve Goddard, does not wish to claim royalties. The Group wishes to acknowledge his contribution.</li><li>• Quiz night. MB reported that the event was very successful. It was well attended, the bar being pretty full. It was gratifying that many attending had not been to a Group quiz before. Several people contributed questions for the various rounds.</li><li>• LTG visit. The representatives of the LTG were met by MB, MGP, Lynne Stanthorpe, Robert Gosling and CP at the matinee performance of Suddenly at Home. SS was introduced to them afterwards. Matters discussed revolved around common problems such as<ul style="list-style-type: none"><li>- How to attract audiences to plays when younger audiences tend to be drawn by</li></ul></li></ul>

	<p>musicals.</p> <ul style="list-style-type: none"> <li>- The lingering effects of COVID</li> </ul> <p>There was a discussion as to how quiet performances could be part of a season. They were very impressed by the production and the welcome they received. It was agreed that although it was unlikely that anybody would be available to attend the National Conference in May it was much more likely that the Group would be represented at the regional conference at Ilkley between 8<sup>th</sup> and 10<sup>th</sup> November.</p>
4	<p><b>General Management</b></p> <p>a. Nominations for President. Section 4 b. of the August 2025 minutes states</p> <ul style="list-style-type: none"> <li>• “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.”</li> </ul> <p>MGP and CP had given some thought to the matter and their suggested strategy as to who to approach was agreed.</p> <p>b. Transfer of licence. NC has passed the course and obtained a personal licence. The application for him to become the new Designated Premises Supervisor was submitted on 4<sup>th</sup> March.</p> <p>c. Script Library. MGP had been in contact with Paul Lightowler who in his resignation email said that the cataloguing of the script library could continue through Kirklees College at no cost as it would be part of their outreach programme. Five full days would be needed by two to four people. The work would be completed by September. The opportunity could be taken to have a clearout, particularly of vocal scores. If the Group decides to perform a play again it would not have to pay for scripts as part of the royalties deal.</p> <p>d. Book library: admin. This had been carried out by Steve Goddard who had discussed with CP how he had done it. In turn, CP was happy to take it on.</p>
5	<p><b>Art Section</b></p> <ul style="list-style-type: none"> <li>• Update. ZS reported that Mary Fellows had provided the work for the current exhibition. Louise Bates has put forward ideas for future exhibitions which MGP will discuss with her.</li> <li>• Artist members. Full details sufficient for entry on the database had still not been supplied. Both MGP and MB offered to support ZS to finally get this information together at the next life drawing session. These sessions had been suspended for two weeks because of Suddenly at Home.</li> </ul>
6	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Update. The following are the balances of the Group’s bank accounts: CAF Bank: £12,091.89 Virgin Money: £30,133.15 Total : £42,225.04 ET had reported that there were no bills outstanding.</li> </ul>

	<p>MGP observed that the balance is over £4,600 less than last month. Andy Wright is to recommence work on the wiring at the back of the stage in March. Based on earlier estimates the sum of £4,000 needs to be allowed for. Additionally, there will be the cost of certifying the works after completion which will be in the region of £200..</p> <p>Another factor to account for is the impact of potential lost revenue following the cancellation of the Sunday performance of Suddenly at Home.</p> <p>MGP also observed that based on last year's figures, and previous experience, the balance would drop significantly from January until May and June. Last year the drop was over £6,700 between those dates.</p> <p>MB reported his surprise at the increase in the cost of beer supplied by Ossett Brewery. For example, a case of beer has gone up from £29 to £38. Bar prices will therefore be considered at the next meeting.</p> <p>MGP cautioned therefore that the Group should be alive to economic headwinds. They should be a factor in fixing ticket prices for the new season which it was agreed would be considered at the next meeting.</p> <ul style="list-style-type: none"> <li>• Cheques. It was agreed that in all communications relating to the payment of cheques, such as for example tickets, membership and season tickets, NC's name and address be given.</li> </ul>
7	<p><b>Youth Section</b></p> <p>Update. There was nothing of significance to report beyond confirming that the plays for the Youth Showcase were now in rehearsal.</p>
8	<p><b>Drama Section</b></p> <ol style="list-style-type: none"> <li>Suddenly at Home: There had been a medical incident at the Sunday matinee performance which caused it to be cancelled. There was general praise for the how the Group had responded and particular praise for IW who provided first aid and for SS who provided general calm reassurance. DF had done a sterling job in contacting all audience members with the offer of a rebooking or a refund. SS is to continue to liaise with the family. The Dewsbury Reporter had been in touch in response to information supplied by someone as it wanted to run a feature. It was RESOLVED that to protect the privacy of the individual and her family the Dewsbury Reporter was to be informed that the Group did not want the matter to be reported or featured in its publication and will not provide any information. MGP is to contact the Dewsbury Reporter accordingly. At the same performance, ZS had experienced a problem with the lighting cues. MB and ZS were to investigate the matter straight after the meeting.</li> <li>Accommodations: update. MB reported that he needs someone to do props and someone to share prompting duties with Anne Sharp. NC is to be stage manager</li> <li>Lust: DF reported that music rehearsal will start on 15<sup>th</sup> March..</li> <li>Ticket sales: DF presented the attached report. Cash sales had been particularly encouraging.</li> <li>Launch night: DF had nothing to report.</li> <li>Director and Stage Manager roles (JF email 15<sup>th</sup> January 2026). JF has received feedback which will be incorporated in the updated outline of roles. DF will circulate the updated guidelines to directors.</li> <li>The T.V. in the bar had not been working for the first two performances of Suddenly at Home. IB agreed to "re flash" it and liaise with AL</li> </ol>

9	<p><b>Premises.</b></p> <ul style="list-style-type: none"> <li>• Update SB said that following the meeting of the Premises Sub Committee the plan is to prioritise the investigation of the corridor. This would be done between 20<sup>th</sup> July and 2<sup>nd</sup> August. Any works to refurbish the toilets might qualify for grant funding, especially in relation to the accessible toilet. MGP had met with Kat Brook to discuss potential options. Generally, grant money is not so readily available since the introduction of the Equality Act in 2010. Having to comply with DEI (Diversity, Equality and Inclusivity) criteria is a significant hurdle. MGP has enrolled on an online workshop offered by Kirklees Third Sector Leaders. It is to show people how best to go about making applications.</li> <li>• In Room 3, experiments and evaluation continue. A blow heater has been installed.</li> <li>• Another priority is to replace the shutter with a metal door. This would be more secure, would not be susceptible to failure and would comply with current wheelchair accessibility regulations. The current doorway clearance is 730mm; it should be 900mm. The replacement would also be the opportunity to improve insulation as currently there are gaps around the door which let warm air out and cold air in.</li> <li>• Signage. CP reported that there had been a problem from time to time with latecomers who have knocked on the porch door. On one occasion latecomers somehow got in. AL agreed to prepare a laminated sign to direct people to the Lower Peel Street entrance.</li> <li>• Glass washer. MGP had asked Kathryn Buxton to monitor the operation of the glass washer and report back. Upon receipt of her report consideration can be given to what action, if any, is needed.</li> </ul>
10	<p><b>Any Other Business</b></p> <p>The wine cooler is not keeping bottles and cans cool. Black mould has been detected. IB agreed to investigate the cost of a replacement.</p> <p>Problems persist with the card reader. IB suggested that the cause may either be that a better SIM card is needed or the reader itself is cheap. IB is to contact ET for details of the card reader provider.</p>
11	<p><b>Date of next meeting: Monday 13<sup>th</sup> April 2026</b></p>

Action log – Dewsbury Arts Group

22/25-56	Investigate the cost of providing an updated and efficient heating system in room 3	SB/IB	13 <sup>th</sup> April 2026	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 April meeting
23/25-26	Further investigate display of publicity at Kirklees libraries	MGP	14 <sup>th</sup> April 2026	Report back to April meeting
23/25-26	Negotiate with Roberttown Village Hall within the parameters set out in the January minutes	MGP	14 <sup>th</sup> April 2026	Report back to April meeting. The committee at Roberttown had a meeting scheduled for 19 <sup>th</sup> March.
26/25-26	Investigate cost of a replacement cooler	IB	14 <sup>th</sup> April 2026	Report back to April meeting
27/25-26	Liaise with Emma Thompson to contact SIM card provider to the card reader.	IB	14 <sup>th</sup> April 2026	Report back to April meeting

## DAG TICKET SALES – 2025/26 SEASON

### FINAL FIGURES

(\* - extra capacity)

MAIN PRODUCTIONS	Seats Available	Total Tickets Taken	Total Sales £ <small>After TicketSource Costs inc sales on door</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	503	2508.22	199.98	77%	310	193	148
SUDDENLY AT HOME	558 <small>One performance cancelled</small>	486	2501.45		87%	287	199	72
ACCOMMODATIONS	651							
LUST	651							

### 2024/2025 season for comparison

MAIN PRODUCTIONS	Seats Available	Total Tickets Taken	Total Sales £ <small>After TicketSource Costs inc sales on door</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 After TicketSource Costs £	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	13	41	24	26	41	14	10	21
Brochure	29	20	21	22	23	27	20	23
Flyer	10	14	16	15	12	19	15	10
Chimp/Mailshot	5	3	10	10	14	11	8	7
Website	6	4	2	2	3	4	6	5
Facebook	2	11	1	2	5	5	5	1
Poster	1	5	1	1	1	2	-	2
Search Engine	2	2	-	-	1	2	-	-