

Dewsbury Arts Group

(CIO Registered Charity Number 1161083)

Minutes of the meeting of the Charity Trustees held on Monday 8th September, 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 SB, NC, AL and CP</p> <p>.</p>
2	<p>Approval of the minutes of the previous meeting, review of action log and matters arising.</p> <p>There was an amendment that AL circulate the list of trustees via the chimp and FB and not on the website as drafted. Subject to that amendment it was RESOLVED that the minutes of the meeting held on 4th August 2025 be passed as a true record.</p> <p>The action log was considered and amended. Outcomes are reported later in these minutes. IW was not present to report on his conversation with his brother regarding a sound workshop. Chris Cordner had not responded to an invitation to address the meeting. Other trustees reported a similar inability to contact him.</p>
3	<p>Correspondence and news</p> <ul style="list-style-type: none">• West Yorkshire Society of Authors Group. The meeting in August had been a moderate success with nine attending. The invoice had paid. It was RESOLVED to grant the request of Yvonne Battle-Fenton (YBF) to offer the premises for her book launch on 4th November 2025 between 6.30 and 8.30. The rate would be £25 an hour. It was further agreed that she could have music (either a DJ or musician subject to them providing their own equipment and using the stage in front of the blacks. Food would be locally catered. The clock would be on for any set up and striking time either side of the event itself.• Birstall Woodturners have, as promised, produced a wooden owl from the wood of the Lime tree. It has "roosted" in the fireplace in the Frank Mitchell Gallery. The consensus was that looked very well there.
4.	<p>General Management</p> <p>a. Newsletter, content and inserts. As agreed on 4th August namely:</p> <ul style="list-style-type: none">• Fliers for<ul style="list-style-type: none">- Aladdin- The Music Hall- The new committee.• Information about

	<ul style="list-style-type: none"> - Parking on Bradford Road - Possible new film club as suggested by ZS. - reminder about subs and season tickets - the "Big Clean" on 21st September. <p>b. Membership and season ticket holders: JF presented the attached report.</p> <p>c. Website review. All mock ups had been sent out by Matt Bailey and been dealt with by Chris Fletcher straight away. JF queried whether she should continue to be the intermediary in respect of web content. PL said that this was something he could do.</p> <p>d. Bar TV. IB is to liaise with MaB regarding the update of the FOH manual so that it will be the responsibility of the Duty Manager to ensure that it is set up before each performance and switch it off after the interval. Hitherto, JF has provided content. PL agreed to assume responsibility. It was further agreed that content should concentrate on forthcoming productions and membership/season tickets.</p> <p>e. The Big Clean. This will be from 11 a. m. onwards on Sunday 21st September. SS explained that it usually takes between two and three hours.</p> <p>f. AL wished to remind everyone about submitting content to him for inclusion in the chimp going out on 27th September.</p> <p>g. Tickets sales. DF presented the attached report.</p> <p>h. Box office arrangements. MaB will ensure that print outs will be available for each performance of Dangerous Corner. There followed a discussion as to whether to revert to having a box office manager. This could be done comfortably by whoever is Security Manager, to avoid the necessity for off site printing, collection and delivery. A lap top and WI FI would be needed. Further discussion was referred back to the premises sub-committee.</p>
5	<p>Art Section</p> <ul style="list-style-type: none"> • Update. ZS confirmed that life drawing sessions would begin on 10th 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 presented two designs for a roller banner. It was agreed that PL procure two banners, the design and wording to reflect that of the banners on the front of the theatre. They will promote the Group generally and not just the art section. MGP is to coordinate volunteers on the day. In passing, MGP suggested that the Group should consider taking a stall at Mirfield Show which attracts 10,000 people each year. • NC reported that after discussion with Jennifer Day, he will hang exhibits for the Malcolm Jones retrospective exhibition on 21st September. All sales proceeds will be donated to the Group. NC is to produce a sales and price list.
6	<p>Finance</p> <ul style="list-style-type: none"> • Update. ET reported the following balances Virgin Bank: £22,062.65 Caf Bank: £18,174.48 Total: £40,237.13 • ET confirmed that movement of the financial year was easy to do. However, it was decided to leave things as they are.
7	<p>Youth Section</p> <p>Update. MaB reported that numbers are much the same as they were at this stage last year. Alex Lindley has posted on Facebook and MaB continues to develop local contacts such as, for example, St John Fisher and Heckmondwike Grammar School. She is to consider an invitation for new members that is not as formal as the current letter to parents.</p>

<p>8</p>	<p>Drama Section</p> <p>a. Dangerous Corner. All is in hand. NC suggests Sunday 5th October at 10.30 a.m. for removal of the set. Volunteers welcome. Additionally, he would be happy to chaperone at the dress rehearsal. MaB confirmed that this was in hand.</p> <p>b. Programme planning. DF confirmed that an initial meeting had been set up for the week commencing 15th September.</p> <p>c. Murder Mystery Evenings. The revised date of 18th October was confirmed. The capacity will be 93 with no catering other than a few nibbles. SS will co-ordinate FOH and Kath Buxton had been made aware.</p> <p>d. Aladdin. The cast list is attached to these minutes. Assistance with prompting is still required as SS cannot do all performances.</p> <p>e. Auditions</p> <ul style="list-style-type: none"> • Kind Hearts and Coronets. AL had reported before the meeting that nobody had come forward to book a slot. He was therefore minded to stand the panel down if no approaches had been made by 15th September. In fact, JF reported that someone had now come forward and MaB said that Matt Bailey was interested. The consensus of the meeting was not to cancel the audition as there was always a chance that someone might turn up in answer to the publicity who hadn't booked. It was suggested that AL chase up those who had taken scripts. • Suddenly at home: 14th October. Panel: Stuart Marshall and Lynne Stainthorpe. I.C. Antonia Gospel. • Lust: 28th October. Panel: ET and Stephanie Roe. I.C. JF. • Accommodations: 25th November. Panel: MaB. A. N. Other. I. C. SS.
<p>9</p>	<p>Premises.</p> <ul style="list-style-type: none"> • Wardrobe work. Harribow Security Limited have carried out the work and appreciation was expressed for the standard of it. There followed a discussion regarding a broken ladder and the levels of dust that had migrated to other parts of the wardrobe on to costumes and storage containers. Two heaters will need to be cleaned carefully before they are used again and the back stairs (which had been used for the majority of comings and goings) would need a thorough clean. Whilst it was acknowledged that the effect of the dust was nothing terrible and the renovated room looks great, there was a consensus that there were lessons to be learnt about protection of the Group's assets when work is done and about ensuring that there is effective project management. It was also noted with concern that work had begun before the contract was entered into on 4th August. Further concern was expressed about the state of the ceiling in the wardrobe and about soot in the roof. In particular, if the ceiling came down it would release the soot. Access to part of the roof space at least is needed for maintenance which is why the hatch had been inserted. The question as to whether a professional structural survey should be carried out to assess the stability of the roof void was referred to the premises sub-committee. In the meantime, JF was delighted to report a very generous gift of materials from Evangeline Abery. This included saris, a box full of gloves, a whole box of lace and selection of hats and fascinators. Evangeline has also offered to help where she can to make hats etc. Because of this generous gift and in anticipation of more to come as well as practical assistance, it was RESOLVED to send a letter of thanks from MB together with a season ticket. • The sub-committee had met recently. MGP that he had contacted a firm called VizBiz in

	<p>Wakefield and been to see them. A range of options were discussed. The request for a quote is attached. Boarding out the front of the canopy to create a porch would kill two birds with one stone</p> <ul style="list-style-type: none"> • Andy Wright. MB had not had chance to speak to him about the timescale for the work.
10	<p>Any Other Business.</p> <p>Film Club. ZS has drafted a proposal which he will circulate to trustees.</p> <p>DF queried the putting up of posters and some had not been changed. PL confirmed that he has this in hand. The question of a replacement frame on the Bradford Road frontage was referred to the premises sub-committee.</p> <p>DF was given authority to evaluate an ultra projector which could be very useful for musicals, the panto and youth productions in particular. The cost would be in the region of £3,300. However, he has the opportunity of a free trial with someone he knows in Ossett.</p>
11	<p>Dates of future meetings. It was agreed to continue the current pattern of the second Monday of the month with exceptions on 10th November and December. The next meeting will be on 13th October 2025</p>

Action log – Dewsbury Arts Group

4/25-26	Procure roller banner promoting the Group's activities for use at the craft fair and generally.	PL	27 th September 2025	
6/25-26	Seek willingness and availability of brother to present sound workshop	IW	13 th October 2025	Report back to October meeting.
7/25-26	Invite Chris Corder to discuss his ideas for lighting.	MB	30 th September 2025.	Report back to October meeting.
8/25-26	Contact Yvonne Battle – Fenton to confirm hire arrangements for her book launch on 4 th November 2025	MGP	15 th September 2025	
9/25- 26	Convene a premises sub-committee to discuss in particular WI FI, a structural survey of the wardrobe ceiling and a replacement poster cabinet for the Bradford Road frontage.	SB	30 th September 2025	Report back to October 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 £ After TicketSource Costs	Payment to Ticket Source £	% Take up	Total Season Tickets	Total General Admissions and Sponsors Tickets	Seats NOT Sold
DANGEROUS CORNER	651	401	1519.67			278	123	250
ALADDIN	930	93	651.00				Full - Conc - 93	
KIND HEARTS & CORONETS	651							
SUDDENLY AT HOME	651							
ACCOMMODATIONS	651							
LUST	651							

2024/2025 season for comparison

MAIN PRODUCTIONS	Seats Available	Total Tickets Taken	Total Sales £ After TicketSource Costs	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
SEASON TOTALS	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 evenings update by Steve Goddard

Completed/In Hand

- Cast (in order of social class) - Susan Saville, Iain Winstanley, Alison Hartley, Antonia Gospel, Andrew Leverton;
- Tickets - going well - one left for Friday, 11 left for Saturday at the last count;
- Lights/Sound - None needed;
- Teas/Coffees - None on offer;
- Opening/Closing - I will do both each night;
- Dressing Room 2 requested (only done today because I forgot!) - I will set up and put away;
- Props - minimal - chairs/tables - I'll sort and will put away on the final night so everything is clear for the Sunday;
- Costumes - going down later today (yesterday by the time of the committee meeting) to try stuff on. Should all be sorted;
- Auditorium preparation - replacing some chairs with tables - I will sort out on the Wednesday or Thursday and put back on the Saturday night;
- Nibbles - we (Steve, Ali and Sue) will sort this out including setting it out in the kitchen ready to be moved during the first half - see below. I will put expenses in once sorted - plan is relatively small nibbles - given the increased numbers we won't be preparing sandwiches!;
- Answer Sheets - sent to David today - no hurry for these; —
- Pencils - we have a load left over from last year so I will dig those out for those that don't come armed with writing implements;
- Prizes - I have a load of little plastic "trophies" for the winners;

Queries/Help Needed/Outstanding

- Bar - Kathryn Buxton has sorted out staffing;
- Front of House - we need one person to do Duty Manager/Theatre Security - and if they could put the food out in the bar during the first half that would be good - the cast aren't able to help this year;
- Prizes - can we have committee permission to offer a bottle of wine or get some chocolates to offer to the overall winner (if more than one we will do a draw to decide who gets a bigger prize and who gets a plastic "trophy"? Won't be more than a bottle or box of chocolates - if the latter I will stick it in with food, ✓ expenses;

MB

ABANAZAR: Simon Beaumont

GENIE OF THE RING AND DORIS: Kat Brook

SIDNEY: Iain Winstanley

BIBI (Pet monkey): Caitlin Moss

ALADDIN: Sophie O'Leary

PRINCESS JASMINE: Chloe Flores

GERTIE (The Dame): Justin Trewren

FAZIL THE PSYCHIC SNAKE (Voice over part): Louie Carroll

THE EMPRESS OF EGYPT: Alison Hartley

GENIE OF THE LAMP: Eleanor Bowler

GUARDS: Rudi Gardner, Alexander Spraggon

CHORUS

Inaaya Azam, Thomas Batty, Ava Daly, Hannah Elder, Rudi Gardner, Erin Hayes, Isobelle

Lazenby, Ruby Raine, Lilia Smith, Abigail Spikings, Alexander Spraggon, Mollie Sykes.

Replacement sign

Currently this is double sided at right angles to the road mounted on posts sunk into the ground.

The dimensions are: 3.5' w x 7' h.

We can supply the artwork/graphics.

We would want to consider this option at this stage instead of the V-shaped sign you have quoted for before. The ground conditions by the gate are complicated by the stump and roots of the Lime tree that was felled.

Sign on the building

1. Between the canopy supports.

Since my visit I have measured the width of the canopy. Under the canopy is an entrance direct into the auditorium. Use of this entrance is problematic because of the draft and the bleed of light. Boarding out the gap between the front supports of the canopy would

- Act as a windbreak.
- Cancel out light.
- Provide a "canvas" for a sign.

The dimensions of the gap are: 9' w x 8' d.

Please therefore provide a quote broken down as follows.

- a. For boarding out the gap between the canopy supports with horizontal wooden panelling.
- b. For a flat sheet ACM sign saying "THEATRE"
- c. For supplying and fitting acrylic letters (saying "THEATRE") to the boarding (whether installed by you or erected by the Group).
- d. For supplying and fitting brushed aluminium letters saying "THEATRE".
- e. For supplying owl logo in acrylic or brushed aluminium.

2. Above the canopy

The canopy leans against the porch. Above the canopy are 2 layers of stone. Each layer of stone is 6.5" high. The porch is 11' wide. There is, therefore, sufficient stonework to which to attach a sign.

Please therefore provide a quote broken down as follows:

3. On the stonework just below roof level.

There are 5 layers of stonework providing a depth of 3' 2". Please therefore provide a quote broken down as follows:

- a. The cost of a flat sheet ACM sign saying "THEATRE" that is 9' wide and 3' 2" high with printed artwork.
- b. The cost of "THEATRE" picked out in mounted acrylic letters.
- c. As b. above but with brushed aluminium letters.
- d. The cost of fitting a. b. or c. above given that access would need to be by your own scaffolding.