

CODS Committee Meeting Minutes

14 October 2025, 7.30 pm, The Three Pigs, Crediton

1. Apologies: CP/PW/TC/JS
Attended: HH/LB/MC/CS/GM/SM/NG

2. Review of minutes of last meeting: 9 September 2025

Item 12.1 sentence about CS doing questionnaire - scrap
Proposed: SM Seconded: CS In Favour: all

3. Actions from previous meeting

MC - Karen said thank you for the invite for the concert but she was away.

4. Draft minutes - member suggestion (SM)

SM – Sadie spoke to Mike Palmer who suggested that draft minutes are circulated to everyone if there is anyone that can help with items raised. Committee discussed this and minutes need to be approved at the following meeting. The membership is being communicated with if anything is happening or if help is required via shout outs, newsletters and mailchimp etc.

Mike Palmer also wanted to be part of the Panto Facebook group as he is our Santa this year. Committee are happy for that to happen.

5. Correspondence/communications (HH)

Email forwarded by YY from Laura Donnellan from Exmouth Musical Theatre Company. She would like to work collaboratively to build a good relationship between companies and share show hints and tips, props etc

Action: SM to add this email to the Google Drive and respond to it.

GM – Companies House want all Directors of CODS to go through a new process. Gilbert Stephens can do it for us at £50 per person plus VAT.

Action: GM to complete the new process

6. Treasurer's Report (CP)

MC presented the interim report in CPs absence. This is on the Google Drive.

Proposed: NG Seconded: LB In Favour: all

7. Safeguarding update (LB)

Need to ensure that we have a chaperone at each rehearsal that under 18s are present at. MC suggested a groupchat for chaperones. LB suggests that once the Production Manager has appointed a Chaperone lead, they create a rota and maybe have two present at all times.

Action: LB to apply for BOPA

8. Compliments/complaints/feedback (GM)

None

9. Park House Project - monthly update (PW)

To date we have had 600 questionnaires back and the majority are in favour of the project. In addition, we have had over 200 people responding that they would consider being volunteers in the running of the facility. This is early days and once we have a few more responses we intend to move on the next phase. PW.

10. Audition Technique workshops update (HH)

Sarah Lewis booked for 24th November. Sarah is charging around £50 for 2.5 hr session. (50% discount to CODS)

GM suggesting that CODS charge £3 for the session which will cover the cost and anything extra can go to the charity.

11. Productions / Events

11.1. Choral concert

11.1.1. Questionnaire results (GM)

GM doesn't think there is much value in asking the membership as the audiences voted overwhelmingly to keep things as they are. GM also suggested that we share the results with the membership.

Discussions had about how to improve, amend or tweak how we do our concerts.

GM suggested that we go ahead with September concert as normal for 2026 and then discuss with the membership what to do going forward.

NG & SM would like to get a questionnaire out to the membership to voice their opinions on the future of September concerts.

Action - GM to adapt questionnaire for the membership to be handed out at the EGM.

GM said that we could start the conversation now about possibly changing the concerts in the future but keeping 2026 the same.

GM would like to propose to get the same band.

MC suggested a theme for the 2026 concert: UK No.1s through the ages.

HH suggested a theme for the 2026 concert: All female hits

11.1.2.2026 discussion (HH)

Unanimous vote for UK No1s through the ages.

11.2.Youth Theatre Academy

11.2.1.Matilda Jr 2026 update (HH)

Scripts have arrived. Publicity sorted. Licence in hand. Need to advertise for MD, Choreographer and Production Manager. NG has said she would be happy to be considered for PM.

11.3.Bingo with CODS update (HH)

Bingo items purchased. All organised. HH will advertise to a local bingo. HH to sort the bar licence. HH to organise a bar manager.

11.4.Panto: 20-22 December 2025

11.4.1.General production update (LB)

Ticket sales going well. Tanya Addis has offered help for costumes.

11.5.Joseph: 13-18 April 2026

11.5.1.General production update (MC)

MC emailed the committee with his decision to step back from the role of Director. While unfortunate, this was approved by the committee with Holly Harris agreeing to take on that role.

Discussions about how to work around and keep the show going. We have the version that needs 15 musicians that we can't afford.

HH has offered to direct if Mike didn't want to go ahead with the way things are. He would be on stage as a performer. HH to order perusal copy to the 90 minute without megamix. May have to miss two rehearsals.

HAD TO END MEETING THERE AT 22.17

11.5.2.Music Director update (SM)

11.6.Future productions

11.6.1.2027: EGM (29 Oct) update (HH)

11.6.2.2028: sub-committee update (LB)

11.7.Other events

11.7.1. Christmas meal update (HH)

Details of future meetings

- Second Tuesday of the month:
 - 11 November
 - 9 December
 - 13 January 2026
 - 10 February
 - 10 March
 - 14 April
 - 12 May
 - 9 June
- Send agenda items to Sadie by the first Tuesday of the month
- Papers available in Google Drive by the Friday before the meeting