

CODS Committee Meeting Minutes

13 January 2026, 7.30 pm, The Three Pigs, Crediton

1. Apologies JS/CP
Present: MC/CS/GM/NG/TC/LB/SM/HH/PW
2. Review of minutes of last meeting: 9 December 2025
All ok.
Proposed: SM Seconded: GM All in favour: All
3. Actions from previous meeting
CS has done her identity verification for Companies House. PW carried forward to next meeting.
4. Correspondence/communications (HH)
Email from Lyn Burgoyne - after male actors (under 18) for Exmouth's Junior production of Our House. ACTION: HH to forward to PW as he has contact for a youngster who could be interested.
Email from Mike Brett about audio equipment that he no longer requires and is happy to Donate. ACTION: HH to reply yes.
Request from Coppleshole Primary School for CODS/CYTA to perform at their Summer Fun Day 20th June between midday and 4pm - to be considered pending choir lead.
Email from Yvonne Youles regarding consideration for Honorary Life Members - deferring this until closer to the AGM.
HH emailed about not standing again as Chair and committee from the AGM and SM emailed her resignation as Secretary and from the committee from 13/01/2026.
5. Treasurer's Report (CP)
Available to view in Google Drive. Balance £26,914.51. ACTION: CP to update record to show £22.50 as ½ show fee for Joseph. Query on Christmas meal income.
Proposed: PW Seconded: MC All in Favour: all
6. Safeguarding update (LB)
LB would like to ask for more Chaperones.
7. Compliments/complaints/feedback (GM)
None
8. Executive positions (Chair, Treasurer & Secretary) (GM)
Directors had chat about recent resignations etc. Need to advertise vacancies to the membership well in advance of AGM. GM has said that the Directors felt that their input, whilst intended to be supportive, was perhaps felt by the Exec not to be sufficiently positive, in which case they would be content to step away from the committee (whilst remaining Directors) until the AGM, to allow the current leadership to take the committee in the direction they desired, if this would be considered to be of benefit. This was not discussed further.
Discussed workload of Executive committee - should the work be shared out a bit more?
There was discussion of the general increase in workload of the committee, e.g. CYTA whilst run by HH and LB, this creates additional work such as extra items for the Treasurer to account for.
PW will pick up the mailchimps. ACTION: SM will show PW how to do this.

Suggest asking if anyone would like a trial as Secretary.

ACTION: NG to forward the approved minutes to Mike Palmer for uploading to Website.
Discussed benefits for Friends of CODS. Should we ask them what they'd like?

9. Town Hall usage (MC)

Booked to CODS every Wednesday 7.30-9.30pm all year. Everything else needs to be booked including setting up time.

Hall booking officer (MC) needs to be advised before rehearsals are changed.

SM asked for Wednesdays to be extended from 6.30-9.30pm every week to include CYTA to end of 2026. MC will organise this.

10. MD and choreographer: expressions of interest for Matilda and Rock of Ages (HH)

Matilda Jr - one expression for choreographer - Georgia Steer - requested fee £550.

Proposed: SM Seconded: LB All in Favour: All

Two for MD - Emma Williams and Mike Canning. Helpful for HH & LB to arrange to meet with the potential candidates for MD.

Rock of Ages - no choreographer. One MD - Simon Carter. HH to discuss MD with Heather Barlow.

11. Props and costume rooms (HH)

CS and Helen Clarke going to sort out the music. HH will do a shout out in March to arrange a team to sort out the costume room. LB suggested getting vacuum-packed storage.

12. Fundraising/Grants (TC)

TC suggested setting up the Tesco tokens for CYTA/CODS in order to purchase microphones/sound equipment for the smaller shows. ACTION: TC to contact Tesco to arrange this.

13. Productions / Events

13.1.2025

13.1.1.Panto post-production update (LB)

Production report emailed to committee. GM disappointed with the outcome of the set in the end. GM grateful for the help that the construction team. GM felt that the dialogue between herself and the construction team had not been completely effective, partly because they had been working at the store at different times, and would also like there to be clarity on who has the ultimate say in relation to the set designer's vision, if this does not coincide with that of the production manager.

MC says he discussed with me that he said that the floor would have to be cleared away in between Christmas and the get out. NG does not remember that conversation. Paragraph has been amended.

NODA report received and glowing. HH to email NODA report to NG for her to send with Minutes to Mike Palmer.

Congratulations to LB for a brilliant first Directorship.

HH huge congratulations to the whole team - great success.

13.2.2026

13.2.1. Joseph (13-18 April) update (HH)

HH to ask Mike Palmer to update the show dates from 13th to 14th April. - Done

Rory Oliver quote is £290 for the show.

Proposed: SM Secoded: GM All In Favour: all

Simon Carter has asked why we cast/audition so late in the process. Could discuss an earlier date so everyone is learning what they need to sooner. If the audition date is to be moved, it needs to be decided at the AGM. CP will need to refund Willow Sierra-Rosco £22.50 for Membership fee as they only should be paying half. Box office going live soon.

Park Road closed show week.

13.2.2. Choral (September) update (MC/NG)

The sub-committee forwarded their song suggestions to MC who then compiled a list of music from the store and those considered appropriate by the sub-committee. From the full list of UK Number 1s, the sub-committee selected 7 songs from the store and 9 new songs to be purchased to make up the programme for choral. 40 copies to be made.

NG suggested putting seating bookings on Ticket Tailor with food bookings. SM to look at the cost of credits. GM raised the point of group bookings possibly not being able to sit together.

LB to contact Yvonne Youles about the seating suggestion and Ticket Tailor.

13.2.3. CYTA Matilda Jr (October) update (HH/LB)

Georgia Steer is choreographer. Meeting to be arranged with Mike and Emma for MD. SM happy to do Box Office and Programme. NG confirmed as Production Manager. Agnes Olsson keen to be involved in either Stage Manager or Props lead.

13.3.2027 / 2028

13.3.1. Rock of Ages update (HH)

Need to apply for a license so have to confirm show dates and ticket price.

Have age limit - minimum age of audience 15 years old. 5th - 10th April 2027- no matinee. £19.00 & £15.50. MC to apply for a license.

13.3.2. Dirty Rotten Scoundrels update (HH)

Steph Morgan would like to purchase rehearsal tracks to get people started ready for auditions. ACTION: Apply for license after Joseph.

14. Park House Project - monthly update (PW)

Deferred to next meeting.

15. HH – we'd like to thank Sadie for all her hard work, time and commitment to the role of secretary over the past six months. We appreciate all her expertise in web design, box office work, newsletters, and setting up our google drive. I'd also like to thank Sadie for her support personally during my time as Chair.
-

Details of future meetings

- Second Tuesday of the month:
 - 10 February
 - 10 March
 - April - no meeting
 - 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