

CODS Committee Meeting Minutes

9 December 2025, 7.30 pm, The Three Pigs, Crediton

1. Apologies (SM) JS/TC/MC
Attended: SM/GM/CP/NG/CS/PW/HH/LB
2. Review of minutes of last meeting: 11 November 2025
GM highlighted that 1.4 Member feedback – word questionnaire needs to be changed to feedback.
Proposed: CG Secoded: SM All in favour: All
3. Actions from previous meeting
None
4. Correspondence/communications (HH)
HH has had some scripts emailed for stage/musicals/panto from Yvonne Youles.
5. Treasurer's Report (CP)
See Google Drive
£26,800 @ 05/12/25 Bingo profit approx. £50 excluding bar
Proposed: PW Secoded: LB All in favour: All
6. Safeguarding update (LB)
None
7. Compliments/complaints/feedback (GM)
None
8. Companies House
 - 8.1. Identity verification update (GM)
Two Directors still to verify but have a year to do this. ACTION: CS/PW to sort their identity out with Companies House by next meeting.
 - 8.2. Recruitment of a Company Director (GM)
GM says that we need to encourage new members to become Directors. Not too much to do but support the committee with any big decisions to make. Directors don't have to be committee members but is useful. Will advertise in the January newsletter.
9. Productions / Events
 - 9.1. Panto: 20-22 December 2025
 - 9.1.1. General production update (LB)

Going to schedule. Everything built. Most painting done. Will ask for help on the general CODS FB page and the Joseph FB page. Costumes sorted. Programme in draft mode, with a small group for proof reading. Discuss a warning at start of panto as fudge being thrown to audience may contain nuts.

Joseph: 13-18 April 2026

9.1.2. General production update (HH)

No new updates. Auditions went well. Show mostly cast. Casting vote not used. Just some Wives to cast. These can just be allocated as Holly sees fit.

Proposed: SM Secoded: PW All in Favour: all.

Our Joseph actor is 16. Holly is asking to drop the Monday night, dress rehearsal on Sunday and then five consecutive days potentially without the need for two groups of children. Saturday will be a matinee and evening.

Proposed: PW Secoded: CP All in Favour: All

Price of tickets – discussions had around the cost and whether the booking fee is per booking or per ticket. MC suggested Adults: £17.50 without booking fee or £19.00 with booking fee. Concessions: £16 without booking fee and £17.50 with booking fee. Thought it might be too expensive for concessions. Committee also counter suggested Concessions £15.50 including booking fee (£14.00 without). Final decision: Adult £19 (including £1.50 booking fee) and Concessions: £15.50 (including £1.50 booking fee)

Proposed: CP Secoded: SM All in favour: All

GM had observations about the auditions. Suggested rules for day gets handed out with the audition slips, could be double-sided. Could also be reworded and made more user-friendly. Older version of audition procedure website. GM trying to get the new one on there. She would also like some fresh eyes to look over the audition procedure. Videos needs to be a last resort and if you can't attend audition, do it at a prior rehearsal. Auditionees should ask permission to submit a video audition. Difficult that MD wasn't available.

CP talked about the work on flooring that needs to be done before Joseph and is concerned about timing for that. He only needs a couple of extra people to help, that have the required skills.

9.2. Choral

9.2.1. 2026 discussion (HH)

Only one application for choir lead – Mike Canning. Chosen theme UK Number 1s through the decades. HH will speak to him.

Proposed: LB Secoded: CS All in favour: all

LB suggested Top of the Pops as a title.

Need to advertise for production manager for choral.

NG suggested that we reduce number of tables to create more room and put it on Ticket Tailor. *Action: SM to add this suggestion to next meeting for discussion.*

9.3. Youth Theatre Academy

9.3.1. Matilda Jr 2026 update (HH/LB)

No update, other than more people joining.

10. Park House Project - monthly update (PW)

Would like CODS to put something on for the summer festival on Thurs 13th August – Congregational Church will do all the publicity. We get an appearance fee. We can run the bar. This is subject to the Arts Council approval. Would need this to be organised and can potentially have Monday rehearsals once Joseph has finished.

Put it in the January update.

Proposed: PW Seconded: GM All in favour: All

11. AOB – GM/HH suggested the use of a receipt book for payment of fees other than those made by bank transfer, which will help the Treasurer.

Proposed: GM Seconded: CS All in favour: All.

Details of future meetings

- Second Tuesday of the month:
 - 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