

Minutes of Cowton Arts & Theatre Society Meeting held in the Beeswing at 7:30pm on Monday 7th October 2024

Committee Members Present: John Shields (Secretary), Susan Shields (Treasurer), Elaine Simpson, Pat Watson, Geoff Green (Acting Chairman), Jane Green, Cristina Peacock

Apologies: Nick Smith (Chairman), Margaret Walton, Tracey Cramond

Agenda Items:

1. **Dickensian Christmas:** Jane informed the meeting that she/Geoff were in the process of writing the revised script. This would be broadly the same format as last year and bring in updated/relevant music. After discussion it was agreed that the event would run for one night and would be held in the village hall. A number of volunteers would not be available for the previously agreed date of 13th/14th December 2024. After checking, it was agreed by a show of hands to bring it forward to Saturday 30th November, starting at 7.30pm. It was further agreed that:

- a. the audience would be seated at tables and tickets limited to 70 (excluding cast who would not require tickets);
- b. Jane to seek cast for the event;
- c. ticket price would be set at £5 per person to include a mince pie/glass of mulled wine (or similar);
- d. further wine and pies would be available to buy;
- e. John would arrange to put a notice in the Parish News and print tickets/posters;
- f. tickets would be available from 9th November from the Beeswing/village shop/pop-up cafe (Elaine)/John/Jane;
- g. Susan to prepare and circulate a risk assessment;
- h. volunteers be sought to make/supply mince pies; and
- i. a further meeting would take place on the 7th November in the village hall back room to finalise details of the event.

Susan informed the meeting that she was looking into the requirements for a licence to sell alcohol and would discuss this with Nick to clarify what was needed.

ACTION: Jane/Geoff to finalise the script. John to change/make bookings with the village hall committee, prepare notice for Parish News and print tickets/posters ready for distribution. Susan to discuss licence requirements with Nick and to prepare and circulate a risk assessment.

2. **Murder Mystery:** After discussions, followed by a show of hands, it was agreed to postpone this event to allow the Dickensian event to proceed as outline above. The Murder Mystery event would be put on hold with a view to putting it on after the 2025 production.

ACTION: To be added to an agenda in the New Year.

3. 2025 Production: It was confirmed that the script, although not finished, would be made available to the committee for initial comment/suggestion/additions etc. via Google Docs. As previously agreed, the dates of Friday/Saturday 21st/22nd March 2025, which have been pencilled in with the village hall committee, are to be confirmed. A pre-production meeting and initial read-through was agreed for Sunday 8th December from 6-8pm. As agreed at a previous meeting, rehearsals would begin on Sunday 12th January 2025 (and each subsequent Sunday). Additional days would be considered once rehearsals were underway. Susan informed the meeting that she would produce the necessary risk assessment and clear this through Nick ahead of rehearsals beginning. It was agreed that Fiona Yorke and Rebecca Morgan be invited to future meetings about this production.

ACTION: John to circulate script for the committee's input and confirm dates with the village hall committee. Susan to produce risk assessment and discuss licence requirements with Nick.

4. Next Meeting: The date of the next (general) meeting to be agreed.

5. No other business was raised and the meeting closed at 8:30pm.