

## COSMOPOLITAN PLAYERS COMMITTEE MEETING

### MINUTES OF THE MEETING HELD ON THURSDAY 22nd MAY 2025 7.00PM AT LEEDS PLAYHOUSE

PRESENT: Elaine Jackson (Chair) Gillian Myers, Jan Morrell (Secretary) Carolyn Craven, Diane McHale-Fannon, Lara Woodhouse

#### 1. APOLOGIES

Apologies were received from Leah Curia and Emma McGrath

#### 2. NOTES OF MEETING HELD ON 8th APRIL

11.1 Incorrect date for Summer Social should read 22<sup>nd</sup> June not 2<sup>nd</sup> June. JM to amend previous minutes.

Minutes agreed with one correction.

#### 3. MATTERS ARISING FROM MINUTES

There were no matters arising from previous minutes that are not on the agenda.

#### 4. OTHER ITEMS FOR DISCUSSION NOT INCLUDED ON THE AGENDA.

None.

#### 5. CORRESPONDENCE/COMMUNICATIONS

5.01 We have been informed by NODA that Carolyn Craven will be our NODA rep for the next 12 months, AS Carolyn is a COS member she will not be able to attend or comment on our shows.

5.02 We have had notification from Leeds Playhouse that they are holding a costume sale on 28th June. After discussion it was agreed Carolyn would attend this would however depend on what time slot she is allocated as she has other commitments later in the day. Leah and Emma to be asked if they would be interested in attending.

5.03 We have received a quote of £1162 for studio hire for our next production. We may need to amend times nearer the date of the show.

5.04 Have received a couple of queries from potential new members through the website. JM to send them further information. Diane indicated that she has a friend who may be interested in joining.

#### 6. PRESS and PUBLICITY

6.01 Website still being worked on and updated. NODA photos need putting onsite.

6.02 Carolyn reported she is now in a position to launch the next show online.

#### 7. TREASURERS REPORT

Gillian reported account balances

Current a/c £819.01

Deposit a/c £1671.82

7.01 Gillian reported that internet banking is now set up and working. Money has been transferred from old account to new. Old accounts are to remain open for the time being. Received £366 from Carriageworks this is still to be banked.

7.02 Gillian reported that a saving had been made by paying PRS at 4%.

7.03 Gillian has some queries on the theatre bill for The Great Gatsby. We booked 5 hours on the Saturday when 4 hrs + 1 hr should have been booked.

7.04 CWX is offering pre-rigs and preset for lighting at an unspecified cost. LeedsCAN getting clarification.

## 8. PREVIOUS PRODUCTION – THE GREAT GATSBY

8.01 Gillian reported that we have made a loss of £616 on The Great Gatsby. Tickets sales were disappointing. It was an expensive show to stage but it did come in on budget.

8.02 Trying to sell some of the purchases made for the show online.

8.03 Carolyn proposed that we link buttons on the website to use SQUARE as we are not wanting to use paypal. Diane proposed that we agree the change and Jan seconded, all agreed.

## 9.0 FUTURE PRODUCTIONS – A HIT AND MISS CHRISTMAS

24/29 NOVEMBER 2025.

Carolyn updated the meeting on the next production.

9.01 Following on from applying, paying and receiving the performance rights contract JM and CC filled in a deal memo for the Carriageworks Studio.

PRS entered as to be advised

Technical Contact details will be provided when they are known.

Have received a quote for the hire of the studio. This was received before the prices went up

9.02 The Blurb and image of Santa and a Christmas tree was submitted before the brochure deadline

Both JM and CC have been emailing to get confirmation

9.03 CC is working on the flyer and poster design and this will be submitted for approval and then printed materials ordered in readiness for the Summer Social.

9.04 People have been approached regarding the technical support and we are currently awaiting confirmation.

9.04 Costume requirements have been checked and CC has these covered.

9.05 We have a digital copy of the updated version of the script available to send out.  
(Licence obtained )

9.06 Leah has been working on booking rooms at The Playhouse

9.07 Launch - Wednesday June 18th and Tuesday July 8th for auditions JM and CC to be on audition panel and hopefully the SM when appointed. Details to be sent out as soon as possible to contacts list and put on line for open auditions.

9.08 The intention is to run a Christmas themed raffle for the show. Request for everyone look out for suitable donations please.

## 10 FUTURE PRODUCTIONS

10.01 Looking at a range of full length plays for the Spring slot next year – a short list is being drawn up.

10.2 Looking at radio plays/one act plays suitable for fundraisers

## 11 SOCIAL/FUND RAISING EVENTS

11.01 Summer Social at Churchgate Sunday June 22nd at Bryan and Carolyn's.

- Carolyn reported it is Gildersome Scarecrow Festival on 22nd June along with a table top day. These are usually separate but the Parish Council have decided to combine it on one day.
- Propose to enter the scarecrow competition which will be good publicity. Booked a spot on the Green opposite the New Inn - also a pitch for the table top which can be used as a fundraiser.
- Helpers needed for the morning and early afternoon to run table top and fund raising games . If we have a few of us then we will have time to go around the village and enjoy the trail as well.
- Summer Social will start 3 pm in Churchgate garden. £5 ticket
- People can come earlier and go around the village and enjoy the scarecrow trail or come straight to the house at 3.
- Photos can be used for publicity postings as well

## 12 OTHER BUSINESS

12.01 CWX are having a 20 year celebration awaiting details

12.02 Diane reported that Croyden House is closing but date unknown.

12.03 Adjudications – Personal comments to be taken out.

12.04 Leah checking with Playhouse for AGM. Carolyn to check if John Lewis Community room is available 10th or 17th August.

12.05 Joanna Bucktrout is seriously ill – CC to send her some flowers.

12.06 Elaine and Carolyn to look at Policies to ensure they are up to date. Specifically Safeguarding.

## 13. DATE OF NEXT MEETING

Thursday 19th June, 7.00pm at Playhouse