

Wells Operatic Society Limited
Minutes of the meeting on
Monday 24th July 2017 at 7.30pm

COMMITTEE

Richard Wright (Vice Chair), Pauline Perrin, Ken Edmonds, Alisa Creaser, Graham Brown, Lyn Jones, Sharon Edmonds, Mike Scammell, Dave Collyer, Niamh McGrogan, Rob Trayhurn, Gerald Evers
Our President, the Mayor of Wells, Cllr John North will attend this meeting.

Apologies – Gerald Evers , Mike Scammell, Rob Trayhurn

1. Minutes of the last meeting - agreed

2. Matters Arising

- a. The gas heater in Green Room. The gas fire has been removed. Angelo has completed the job by adding vents to the hole. Many thanks to him.
- b. Fire Safety update. Old chairs have been sold. Follow up possible purchase of benches from UR Church **NM** has been in touch but has not heard back as yet. **MS** has got a box to store the Cleaning products. **RT** to look into Fire Alarm System – almost complete. Checked and updated the list of fire safety requirements.
- c. New signs and billboards at the front of the theatre and on Chamberlain Street. **RW** has been in touch with Jim Paul, Chartered Building Surveyor and Planning Consultant, and he has quoted £500 + VAT to prepare and submit the planning application for the signs. There will also be a fee payable to the Council which he thought would be £110 - £195. PP raised concerns regarding the cost of the signs at the current time alongside the other planned theatre expenditure. Suggested to put this into the planned priority of expenditure.
- d. SOUP fundraising opportunity – **NM** - ongoing

3. Correspondence

- a. Wells Comedy Festival. May 25-27th 2018. **PP** to talk to MDC to check late licence – licensed times should be on display in the bar – they are. Any applications for late license need to be applied for – this will be done through the comedy festival organisers if they run the bar. **GE** is investigating the use of the rehearsal room as an additional venue – agreed in principal with Comedy festival organisers.
- b. Message below from Chris Borrison – committee happy to support this.

I am a member of Wells Rotary. One of this year's initiatives is to purchase and locate a number of defibrillators. These intend that these need to be spread out around the City and to be accessible 24 hours a day. I would like to ask the Theatre committee for their permission to attach one to the outside wall of the Theatre. I am thinking near the corner of the workshop, in the car park.

As I have said, Rotary will cover all the costs of purchase and proper installation, but as the unit needs a power source to maintain the battery, I would hope that the Theatre would facilitate this. I'm guessing the power drain would not be significantly more than a mobile phone charger.

If necessary I would be pleased to attend one of your committee meetings to discuss this further, but maybe you could give me an indication if you think the Theatre would be in favour of this project.

- c. Letter from Sarah Briton – re: Wassail theatre company looking for a community ensemble to support their outdoor production “The Somerset Charabanc” visit www.wassailtheatre.co.uk to register interest. **RW** to respond and inform membership.
- d. Letter from Zoe Heath – in relation to buying seats and names on seats – request to have seat A1 **RW** to reply supporting the naming of the seat but not having that seat reserved for performances.

- e. Request for a student to do work experience – **PP** to reply
- f. Penny Lambert – show that she put on in July – the stage was not in a fit state for hiring – back wall was not white, lights needed to have **GB** support to work, potential to lose her business.

4. Treasurer's Report

- a. Carnival 'burger van' payment received 😊 **PP**- 1 years payment has been received £50 (PP chasing the second year)
- b. Expenditure and planning. **PP visited the accountant he suggested that the savings account stays untouched. The investment account is in shares which could be sold to raise funds to cover the running of the theatre for this year.**
- c. **Current expenditure:**
 Tree and tarmac work £5K
 Seating £34K
 Backstage refurbishment £6K
 Curtains £ 470
 Rehearsal room decorating £300
 Electrical inspection and work £1K
 Gas inspection £??
 Planning permission for signage £1K
 There are finances in place to support these projects. Committee decided to hold on any further theatre expenditure, other than usual running costs until the AGM next year.

- d. Trustee mandate signatures **PP** – to organise changing of the signatories
- e. Theatre insurance from Lloyd and White. Payable by 1st August.
 I think we should just go ahead. I will forward the email from Caitlin Pollard of L&W about the smaller one NODASCHHEME 02259 for which the premium is £698.79p inclusive.
 The other one is the combined policy 200458505 and the premium is £1,267.42p inclusive
 I will bring all the paperwork with me on 24th July. Agreed **RW**

5. Membership

- a. New members - **GB** to chase new members in The Crucible
- b. Patrons leaflet. **LJ** - ongoing
- c. Social what's on and information pack. **NM** is looking at producing membership cards that double up as car park permits. Curtain design approved by committee. Expiry date to be added by hand to the car park permit.
- d. Theatre branded merchandise. **NM** met with a company in Axbridge – a range of products discussed – recoup 1/3 of the selling price – need to buy online and order direct from the company. **NM** to ask the company to produce a link to put on the website to see what they can put on to the website to see if we like it and whether we think it will work – ongoing. Committee decided that show merchandise would be up to the production team of each show to decide if they wanted to pursue this. **NM**
- e. Theatre News / What's on sheet – **SE** – sent out and LP sent a hard copy to all patrons.
- f. NODA award – **RW** to write to Doreen to be able to present her award.

- a. Box Office. **GE** sent the message Nick B and Norman.

There have been some complaints that those not able to access the online box office are missing out on the opportunity to get early tickets. At committee we decide that- Sharon Edmonds would generate a newsletter that will contain 'What's On' and booking information. When this is sent out via email to all the membership Lyn Jones will print paper copies and post them to all Patrons and anyone else who would like one (Norman, please make a note of any names and give them to Lyn). Ken will also print copies that and put them in the Library, display in our foyer and make available at the Box Office. A date approximately 2 weeks after the director has cast the show (and therefore is sure it will run), will be published on the newsletter. This will be when the online bookings will go live. Pauline said she will run the box office on that day. The first Newsletter has just been published with a date of Sat 8th July 12-1pm.

We are really pleased with the effectiveness of the Box Office as it has been running for Under Milk Wood and Our House. We hope these steps above will make things easier for some of our audience. We will monitor things again during the Crucible sales.

Crucible sales have started.

6. Publicity

- a. New Logo – **NM** – potentially a competition to design a new logo - ongoing
- b. Wells Voice – **KE** – a new monthly publication for us to use for publicity. Reasonable costs to advertise.

7. Theatre Renovations

- a. Work on the flat roof above the dock doors, and the removal of the concrete raised floor in the stage right wings. Croscombe Roofing. Cost £5395 +VAT. Work will take place between 29th July and 25th August. **GB** – to let Lois know. You will be able to use the stage, but it might be dusty and the wings closed off.
- b. Croscombe roofing will be asked to inspect and repair the central gully. And investigate the recent leaks. **GE** work agreed to go ahead soon. Small cost. Mark will do his at the same time as the wings works.
- c. Redecoration of the rehearsal room. – **KE, SE / NM** – date to be set liaise with **GE**
- d. The replacement / repair of the auditorium seating and associated fundraising. **KE, RW** suggested date w/c 20th November 2017 – **KE** to liaise with **GE**. Schedule sent from company for us to be on track with project commencing w/c 20th November. Colours to be decided at 4th September committee meeting. **RW** asked **all committee members** to email all with their own ideas of colour scheme – either 1 colour, 1 main colour with 1 or 2 accent colours or a graded colour through the theatre.
- e. Stage and Pit development - ongoing
- f. Bar lighting **MS and Angelo** to do this week.
- g. PAT testing **MS** started and ongoing
- h. The tree. Our consultant has confirmed pruning will take place on Monday, 24 July **DC / RT**
- i. N.R.Bishop electrical inspection **RW** – **inspection completed – awaiting results; no large jobs expected but some recommendations.**
- j. Bristol Fire inspection **RW** – completed. Reminder – fire doors to be kept closed
- k. The black curtains in SR and SL wings have been replaced. The SR set will need to be adjusted to length after the floor has been lowered. Thanks to Chris and Julie for their work on this.
- l. Stage lights need a new 15A breaker to stop the system tripping out. **GB** to cost - ongoing
- m. Heating and Air Cooling systems. Neither are very efficient. We should look at these in the future. Possibly getting some professional help. **GE** – proposed for 2018
- n. Purchase of a trolley to help move the rehearsal room chairs. **PP**
- o. Cleaning the bar carpet. **PP** – ongoing - to coincide with auditorium carpet cleaning.

8. Productions/Trifold/Hire

- **September 27-30th 2017 - *The Crucible*** by Arthur Miller. Director - **Lois Harbinson**, Producer - **GB**. SM – **Charlie Watkins**, Set Design – **Emma Russell**, Props – **Lesley Ricketts**, Lighting – **GB**, Sound – **Adrian Mitchell**, Costumes – **Lesley Ricketts**, Prompt – **FB**, Make up – **Julie and Helen Makin**, Budget – **tba**, Publicity - **?**, Ticket Price – **£11 & 9**, Rehearsal schedule – **agreed**. FoH manager – **Sally Trayhurn**
- **December 9th-16th 2017 - *The Three Musketeers***. Director - **Ken Edmonds**, Writer and Producer – **Vicky Orman**, SM – **Sarah Galton**, Choreography – **Julie Webster**, MD - **Nick Barlow**, Sound - **Adrian Mitchell**, Lighting – **Graham Brown**, Properties – **Sue King**, Prompt – **Freda Brown**, Costume - **?**, Make up – **Julie and Helen Makin**, Photographs – **Adam Lanfranchi**, Tickets – **tba**, Budget – **tba**, Rehearsal Schedule – **done**, Publicity and Programme – **tba**, FoH manager – **Sally Trayhurn**
- **March 2018? – Mark Wall and Doreen Grant to do something??**

- **May 15th (Tuesday) -19th 2018** (with a 3pm Matinee on Sat 19th i.e. 6 performances) – **Little Shop of Horrors**. Director and producer – **Nick Barlow**, Choreography - ?, Rights received, MD – ?, SM – ?, Lighting – **GB**, Sound – **AM**, Costumes – **Louise Baker**, Prompt – ? Props - **Vicky Orman, Jo Scammell, Sandra Marshall**, Make up – **Helen and Julie Makin**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule –**tba**. Vocal Coach - **Kate Lynch**, FoH manager - **tba**
- **September 19th -22nd 2018** William Shakespeare’s **The Merry Wives of Windsor** Director – **RW**, Lighting - **GB**, Mediaeval Musician - **Jonathan Weeks**, Costumes – **Louise Baker**, Stage manager – **Charlie Watkins**, Properties – **Pat Watkins**, Choreography – **Tina Evers**, Prompt – **Freda Brown**, FoH manager – **tba**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule – **agreed**
- **December 8th-15th 2018 – Panto.**
- **March 2019 – NM considering Steel Magnolias**

9. Training

DG – chaperone training to be arranged as needed.

GE - to look into First Aid Training. Ongoing

RW & GE to meet initially with Sally Trayhurn to arrange FoH training. Then Sally to meet and train volunteer staff.

SE – First Aid – Red Cross are willing to do free first aid training course. Additionally there is the opportunity to participate in an accredited first aid at work course cost of £30, SE to email members and organise.

10. **Show Reviews SE – Hamlet** – a lovely evening, ambitious and beautiful. **JN** – Cathedral prep school – Lion King – amazing!

11. Any Other Business RW /NM

Review of fundraising ideas for new seating.

7th October (?)– Live band evening – **RW** to contact bands to confirm availability

21st October – review and sketches **RT** to organise with rehearsals on Sunday evenings

Halloween party – members only – profit from the bar to go to the fund

Carol singing night - members only – profit from the bar to go to the fund

New Years Eve party – members only – profit from the bar to go to the fund

Quiz evening – January 2018 – **RT** to organise

Wells has got talent – Feb 2018 – volunteers needed

PP – taking old finance paperwork to be shredded

12. Fire Risk Assessment - Summary Checklist.

Summary of points arising out of consideration of the Fire Risk Assessment of Mark Evans

1. Simultaneous evacuation of the building is the principal strategy. **A fire drill should be arranged.**
2. Portable appliances should have annual checks. **MS - ongoing**
3. The air-conditioning service/maintenance needs regular check. **RW**
4. There should be no smoking signs in changing rooms, green room workshop and costume store. **Agreed to put signs at all the entrances to the building ‘this is a no smoking site’. RW**
5. Gas appliances should be checked annually. **Arranged for 1st Nov 2017**
6. A type of permanent benches to go along each side of the corridor **NM ongoing**
7. Move over to LED lights in the auditorium. As and when possible.
8. Smoke alarms should be tested weekly.
9. The acceptably safe evacuation time appears to be 2 minutes for our building. The fire drill took longer than this. We will discuss improved procedures at a later meeting. A second fire drill should be arranged.
10. Maximum safe capacity numbers are- bar 100; rehearsal room 60; backstage 60; first floor 60

It was agreed that only exceptionally would those numbers be exceeded slightly, and that by and large we comply. The exceptional times would occur for a very short period of time and very infrequently. **We need to record this somewhere – could it go in the hiring agreement??**

11. There needs to be a disabled evacuation strategy notice, with later FoH training for evacuating wheelchairs. **RW**

12. Emergency escape lighting should be checked annually.

13. Secondary escape lighting is inadequate and the current fire warning system is inadequate. **RW** to go back to Mark Evans for clarification and proposals. **RW, RT to investigate further**

14. There should be a fire safety policy document. It was agreed that this should NOT be complicated or lengthy. It should invite readership rather than deter it. **RW**

15. Fire safety drills should be carried out before every performance. **It was agreed that this was not practical given the current FoH requirements. But the main FoH officer for the evening should run through with each FoH staff and (if necessary) bar staff what their stewarding duties would be in the event of a fire. AC put this into practice for Our House.** Bar supervisor is responsible for dialling 999. **RW** would draft up a preliminary checklist. It was agreed that Front of House management and procedures need reviewing.

16. Training in all aspects of fire safety is needed (to include the use of extinguishers).

17. The box office receptionist should call the fire service. - Surely inappropriate as he/she not here for bulk of time after performance starts. Suggest FOH manager. Responsibilities should be made known to the FoH coordinator.

13. Date of next meeting Monday 4th Sept. then Tuesday Oct 3rd