

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

14th January 2025

Committee: Ken Edmonds, Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Hoare, Natalie Hope, Janice Holwill, Sandra Marshall, Charlotte Munckton, Alan Watts

	Item	Details	Who
1	Apologies	None Present: Ken Edmonds, Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Hoare, Natalie Hope, Janice Holwill, Sandra Marshall, Charlotte Munckton, Alan Watts	Any
2	Minutes of the last meeting	Approval of minutes of previous meeting Minutes approved	Any
3	Matters Arising from previous meeting not elsewhere on the agenda	<p>VO- VO to upload approved Safeguarding Policy when she has website access – ONGOING VO can log in but cannot get to any web editing areas.</p> <p>TC to organise legionella remedial works and yearly service – Completed. It has taken place and cost was approved via email.</p> <p>VO – Fire extinguisher service – Complete.</p> <p>VO- Sign up to Neighbourly – Complete. We have done this and have done our first pickup of free paints and goods from B&Q. Anyone accessing the info@wellslittletheatre.com email will see alerts.</p> <p>MS to get quotes for the asbestos roof - ongoing Draft up the first version of the member handbook -VO - Ongoing New form with consent incorporated – CM - ongoing KE/VO – Write to Noda and Somerset regarding price rise in Chaperone licences excluding children from theatres. – ongoing. There has been Triple price hike in the cost of chaperone licence which is making a massive barrier to having children in shows.</p>	

		<p>Alisa our DSL is discussing ratios with Elisha for children in Carousel. It should not be as intensive as Nativity, mainly due to the exceptional number of changes for children in the latter. Elisha and Alisa are in close communication.</p> <p>EH to share details of Carpark clear up. EH reported on the clear up morning -The scouts and a few theatre members helped clear up our carpark which was very helpful and did a great job. KE asked EH to pass on our thanks to everyone involved.</p> <p>AW to email directors /Producers for photos for the website. – AW reported that they now appear to have photos from the missing shows.</p> <p>CH to look into Heater quote - ongoing</p> <p>SM to contact the Asbestos survey company she knows.</p>	
	ACTIONS:	<p>VO – send Pauline minutes from last year for accountants.</p> <p>KE/VO – Write to NODA regarding Chaperone situation.</p> <p>CH to look into Heater quote - ongoing</p> <p>SM to contact the Asbestos survey company she knows.</p> <p>MS to get quotes for the asbestos roof - ongoing</p> <p>Draft up the first version of the member handbook -VO - Ongoing</p> <p>New form with consent incorporated – CM - ongoing</p>	
4	Correspondence <i>(Standing Item)</i>	<p>Any received correspondence to members that needs consideration</p> <p>PP – has had an email from the Little Theatre Guild to join them. We are not sure what benefit we would get at the moment so PP is going to respond with that answer</p> <p>Annalisa has sent back that the Ticketsource launch has had difficulties and . They raised a significant amount of issues and would like to research it and look for an alternative.</p> <p>We approved as from the description, our previous version seemed more flexible.</p> <p>Annalisa has also submitted proposals for refreshing the box office area. KE thinks we are happy for her to look into it, please give us a plan. We think it would be good if Sally has input and we would need to know plans and costing</p>	All

		<p>implications before approval but are happy to see what she can come up with.</p> <p>TC – Has received correspondence proposals for microphone purchase. He has submitted a report and research. He highlighted the upfront costs. From a practical point of view, we will would have made the money back in a couple of years.</p> <p>MS asked about the ongoing maintenance costs and compared to hiring. It was noted that if we broke something with a professional hire, we would have to do pay for that. We get very good rates from our current person which is below market value.</p> <p>It was discussed that we need to deal with the essentials before committing funds. The heating for example is critical. It was considered that we need to quotes for the essentials, then we can assess if there are funds we can commit or if we need a fundraising campaign as discussed.</p> <p>In general the committee were in favour of purchasing but need to establish costs for critical works.</p>	
	ACTIONS	<p>TC let Annalisa know we approve them research other ticket selling programmes</p> <p>TC to let Annalisa know to she can research possibilities for refreshing the foyer area.</p>	
5	Safeguarding <i>(Standing Item)</i>	<p>Any Safeguarding updates or issues</p> <p>Elisha has agreed to be the Child Welfare Officer at least for Carousel. She has instituted using lanyards to identified on duty chaperones. She hs suggested an identifier for backstage people who are meant to be there. Zoe is children’s coordinator focusing on the kids signing in and their specific movements. She recommends that shows should have that as standard going forward.</p>	
	ACTIONS	.	
6	New items for discussion	<p>KE – Set AGM Date – March 28th 7.30pm</p> <p>Write and invite the mayor – VO</p> <p>VO asked what else needed to be done for the AGM.</p> <p>Collect signatures of current membership using current membership list</p>	

		<p>KE - Future productions Sam Elsby would like to do a play in September 2026 – an Alan Ayckbourn production. We are happy to approve this as he has presented to the committee before and has been participating in different areas of the society since..</p> <p>KE – Dress rehearsal policy KE feels that we should establish that people viewing dress rehearsals would be free of charge. We could ask for donations for things like panto that we write. For licenced productions, should there be significant sellout pressure, we would have to upgrade amount of performances with the distributor and then be able to sell another night at normal cost. This was agreed by the committee.</p> <p>AW- Backstage recruiting AW asked if it was worth having some form of campaign to try and get more people into backstage? We need to think about how to attract people. Perhaps reach out to colleges and schools. Maybe a Techy day open day. Speak James and Adrian. Need to have someone lead it and invite to shadow shows.</p> <p>PP- Future Committee PP asked who was staying on next year KE is stepping down and PP would like to but is concerned about the lack of volunteers willing to do Treasurer tasks. She is willing to do computer part of it for another year. The cash is an issue. Someone else will need to do the floats for the shows. CH asked if we could go cashless. We would need another iPad and the volunteers can find them a challenge. We need someone to volunteer to deal with cash for Equally Divided. SM suggested a team approach. It was agreed to try this and PP to arrange a time to show everyone what she does.</p>	
	ACTIONS	VO – Write and invite mayor to AGM CM, CH, NH, SM willing to learn Cash process from PP. Meeting to happen PP to email dates.	
7	Treasurers report & Financials <i>(Standing item)</i>	Treasurers report Not had a bill from MTI yet	PP

		Ken currently has a card for the theatre account. Ken is going to keep the card to buy the flyers and programmes. This was agreed by the committee	
	ACTIONS		
8	Membership and events	11 new members for Carousel CM to circulate list of new members who have completed forms and paid by email for approval.	
	ACTIONS	CM to circulate list of new members for approval.	
9	Publicity <i>(Standing item)</i>	Equally Divided tickets are now on sale. TC is starting the new advertising rates for programmes. Limited spaces £50 quarter page, £75 half, £100 full page. The increased communications through mailchimp is working – we get more interaction now. TC confirmed that the photographer booked for Equally Divided	
	ACTIONS		
10	Update on fundraising	Any fundraising news or updates SM - Seat Sponsorship We have had some purchases. Sandra has made Gift versions of them. Popular birthday gifts. Sandra would like a blank seating plan and to put a programme advert in about it. SM Costume Hire The committee discussed possibly standardising the donations or providing guidelines for hirers outside the society. Not over charging membership, but ensuring our time is covered. £5 a costume as a rough guide or a bulk deal was agree as a possible benchmark.	
	ACTIONS		
11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	KE – Tree update. PP and KE had a meeting with the neighbour. We are working together to try and talk to the council about removing the tree. Various attempts have been made to get information. They have met a arboriculturist about it who will hopefully provide us with a means to stabilise the root. The overall advice is we need to do what is recommended by the professionals so that we are covered by insurance – eg. If there was subsidence. We need to fix the patio and need a	

		<p>way forward, hopefully suggested by the professionals.</p> <p>MS- Heating The boiler is still not working. MS has a price to replace the heater in the bar – a similar one is £1600 but without anyone to fit it. Still waiting for Martin to come back with bits to fix the boiler. The boiler has been there 20 years. The cost of a full system would be substantial. CH- is going to get one of her commercial suppliers to quote for a whole system as this might be more cost effective. Currently, we are on gas.</p> <p>MS / TC- Front door SM is meeting Mark about it. There are issues with it staying shut. It was asked if okay trying to fix it temporarily or looking at a full replacement? It was agreed it was important to have it functional and reliable urgently</p>	
	ACTIONS	<p>SM to meet Mark with a view to making the front door secure. CH to get whole system quotation</p>	
12	Hirings <i>(Standing Item)</i>	<p>New hiring Portway Performing Arts every Saturday from 11am to 1pm in the rehearsal room. They need a reminder to not leave the door open while they are in the rehearsal room. KE to remind.</p> <p>Monthly meditation – first Thursday of the month</p> <p>Ukrainian dancer – adhoc visits</p> <p>Samba band – have met for the first time recently. Happy to go ahead</p> <p>Cosmo group</p> <p>KE to let the Samba band know they can go ahead.</p>	KE
	ACTIONS	<p>KE to let the Samba band know they can go ahead.</p>	

Productions			
Equally Divided by Ronald Harwood		Introduction 8 th , 17th October, Auditions 2nd November.	
<i>Director</i>	Jacki Watts	Producer	Tom Creswick
<i>Set design</i>	Mark Wall	Sound	Adrian Mitchell
<i>SM</i> <i>ASM</i>	Mike Scammell Erin Webster	Lighting	Graeme Brown
<i>Costumes</i>	Cast Sourced	Props	Sue King, Alan Watts
<i>Prompt</i>	Freda Brown	Make-up	Cast
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£16	Rehearsal schedule	Done
<i>FoH</i>	Sally Trayhurn	Tickets go live on	
Productions			
Carousel		Intro night Thursday 2nd Jan (all agreed with Jacki) Workshop Fri 3rd, auditions Sunday 5th. Show week is Tuesday 6 th May - Saturday 10th but if tickets sell well we'll open Monday 5th up as an official performance with the rights holders.	
<i>Director</i>	Tom Creswick	Producer	
<i>MD</i>	Richard Kerton-Welch	Choreographer	Elisha Webster
<i>Set design</i>		Sound	Nick Barlow
<i>SM</i>	Phil Vivash	Lighting	James Lineham
<i>Costumes</i>	Lou Sansam	Props	
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>	Greg Treisze	Programme	Tom Creswick
<i>Ticket prices</i>	£18	Rehearsal schedule	Done
<i>FoH</i>		Tickets go live on	

13	Planned future productions	
	Little Women by Director Bobby Bass £16 5 performances	September 2025 Doreen G doing props Nat and Bobbi's mum doing costume NH and RB producing Adam has put up art work Mike and Angelo building.
	Sleeping Beauty Director Ken Edmonds	December 2025 Producer/ Writer Vicky Orman

	The 39 Steps Director Charlie Blanning	March 2026 Licence is paid for.
	Guys and Dolls	

17	Show reviews	AW – Saw the vicar of Dibley 2 which was very funny. Everyone very much enjoyed it a great audience experience.	
18	Any other business	Do backstage have membership too? We might need to look at having backstage membership too or honorary members.	
ACTIONS		Think about membership fees	
19	Date of next meeting	Tuesday 11th February 7.30pm	(TC not here)