

**Wells Operatic Society Limited**  
**Minutes of the meeting on**  
**Tuesday 3<sup>rd</sup> October 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  
The President, the Mayor of Wells, Cllr John North.

**Apologies** – Graham Brown, Mike Scammell, Dave Collyer, John North,

**1. Minutes of the last meeting - agreed**

**2. Matters Arising**

- a. SOUP fundraising opportunity update– **NM** – Possibly invited to the January meeting, wait to hear and then present our pitch.

**3. Correspondence**

- a. Rotary initiative to purchase and locate a number of defibrillators. GE - ongoing

**4. Treasurer's Report**

Crucible income to follow.

Shares sold = £19,000 which will be put towards the new seats.

**5. Membership**

- a. New members – Panto cast to follow.
- b. Patrons leaflet. **LJ** – ongoing
- c. Social what's on and information pack. **NM** - ongoing,
- d. Theatre branded merchandise. **NM** – the producer of each show will decide if and what to get.
- e. Theatre News / What's on sheet – **SE** – coming soon
- f. Fundraising ideas for new seating.
- 14<sup>th</sup> October – **Live Band** evening 7.30 to late– **RW and NM**
  - 28<sup>th</sup> October - **Halloween Party**, members only – profit from the bar to go to the fund - Nick Barlow and Vicky Orman organising, 2pm onwards, Free entry
  - 20<sup>th</sup> December - **Carol Singing Night** - members only – profit from the bar to go to the fund, Sheila Ross to play - **NM**
  - 31<sup>st</sup> December - **New Year's Eve Party** – members only – profit from the bar to go to the fund, **RW** to find out about live bands. **PP** to check bar times. **NM** to organise.
  - 27<sup>th</sup> January Quiz Evening – **RT** to organise with Terry Ricketts.
  - 7<sup>th</sup> April – **Talent Show**, 2pm onwards, auditions are on Sun 18<sup>th</sup> March, £5 a head tickets, £10 and £5 entry fee - **RT**
  - 16<sup>th</sup> June - **Review and Sketches**, 2pm onwards, £5 a head tickets - **RT**
- g. Dinner Dance provisional date 24<sup>th</sup> February, NM looking at venues; Bishop's Palace (too expensive), SE to contact the Connect Centre, Town Hall, Golf Club, **NM** to investigate.
- h. AGM – Friday 23<sup>rd</sup> March

**6. Publicity**

- a. New Logo – **NM** - **GB** possibly talk to Emma Russell to see if interested in designing something - ongoing
- b. All else is in hand for Panto.

**7. Theatre Renovations**

- a. Redecoration of the rehearsal room. date?– **KE, SE & NM on hold until next summer**  
**GB** cupboards for tables at other end of room. £170 + cost of doors. Just need to find storage for keyboard. – **GB** to talk to decoration team to check layout and spacing.
- b. The replacement / repair of the auditorium seating and associated fundraising. Booked **20-25th Nov 2017** for the auditorium 'seating swap'. In addition GE has blocked out the **15th-19th Nov** - so that

we can prep the room (remove the old seating etc). Sale of old seats - Mark Wall suggested that there was money in the scrap iron. RT, RW, MS and PP are making arrangements to sell sections privately, or through EBAY. **RT** to coordinate with **MS**. **SE** to add 'for sale' item in newsletter; Sponsor a seat for £50 – KE to talk to Nick to see if the box office system can be used to sell and record who. All the old plaques are to be placed on a large board and displayed. **Mike** organising crew as removal gang.

- c. Stage and Pit development - ongoing
- d. Bar lighting **MS and Angelo** - ongoing
- e. PAT testing **MS** started – ongoing
- f. The tree. **Done!** A huge *London Plane* sized 'thank you' to Dave for the enormous amount of work he put into this project. All is done except for a white line is to mark the edge of the new surface, the aim being to encourage drivers to avoid driving over the joint between the two surfaces, especially around the entrance area. Because of some residual root activity across the surface at the entrance, the joint could in time be eroded by excess traffic across it. Something we will need to monitor. **DC**
- g. N.R.Bishop electrical inspection **RW** – inspection completed – no large jobs but some improvements. Agree to do all recommendations listed £1500, **RW** to contact.
- h. Stage lights need a new 15A breaker to stop the system tripping out. **GB**
- i. Purchase of a trolley to help move the rehearsal room chairs. **PP** to get.
- j. Cleaning the bar carpet. **PP** to investigate.
- k. New signs and billboards at the front of the theatre and on Chamberlain Street. **RW** – ongoing.

8. **Productions/Hire.** GE expressed concerns that we are getting more and more enquiries for hiring and use of the theatre. This is putting pressure on our own productions, as well as creating a lot of administration. Agreed to limit hiring to 1 a month.
- **September 27-30<sup>th</sup> 2017 - *The Crucible*** - review – really great, lots of passion and energy, very well done, excellent.
  - **December 9<sup>th</sup>-16<sup>th</sup> 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 – **Vicky, Tina et al**, Make up – **Julie and Helen Makin**, Photographs – **Adam Lanfranchi**, Tickets – **£11 & £8**, Budget – **agreed**, Rehearsal Schedule – **done**, Publicity and Programme – **Vicky & Ken**, FoH manager – **Sally Trayhurn**
  - **7-10<sup>th</sup> March 2018 – Mark Wall and Doreen Grant** will put on - *London Suite* by **Neil Simon**
  - **May 15<sup>th</sup> (Tuesday) -19<sup>th</sup> 2018** (with a 3pm Matinee on Sat 19<sup>th</sup> i.e. 6 performances) – **Little Shop of Horrors**. Director and producer – **Nick Barlow**, Choreography - **Eden Simpson**, Rights received, MD – **Kelly Simpson**, SM – **Mark Wall**, 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 –**done**. Vocal Coach - **Kate Lynch**, FoH manager - **tba**
  - **September 19<sup>th</sup> -22<sup>nd</sup> 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 Eyers**, Prompt – **Freda Brown**, FoH manager – **tba**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule – **agreed**
  - **December 8<sup>th</sup>-15<sup>th</sup> 2018 – Panto. Volunteers?**
  - **March 2019** – NM was considering *Steel Magnolias*, this is now on hold until after *Strode's* production. **RT** to have a look at some titles.
  - **Spring Show 2019** – Lois Harbinson is offering **Fiddler on the Roof**, rights are available. agreed
  - **Spring Show 2020** – NM is looking at directing **9 to 5: the Musical**, Music and Lyrics by Dolly Parton. Nick Creaser has offered to produce. Rights to be investigated. **NM** to present the show to the committee for discussion.

## 9. Training

**DG** – chaperone training to be arranged in November for Pantomime.

**SE** – First Aid – The Red Cross are willing to do free first aid training course 16<sup>th</sup> Oct. 6.00pm -9pm. Additionally there is the opportunity to participate in an accredited first aid at work course cost of £30

## 10. Show Reviews

## 11. Any Other Business

- **RT** offered to pull together and revise the various documents and policies that we have (Fire, H&S, Risk Assessments, hire agreements etc), so that they might exist in one 'Theatre Handbook' document. Agreed to go ahead. Some are detailed in the bar handbook, **GE** to pass on others.

## 12. Fire Risk Assessment - Summary Checklist. (details as below to be added to the new Theatre Handbook)

### 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 – Wheelers of Westbury to maintain check**
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 1<sup>st</sup> 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 (stage lighting). 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**  
Important that is comprehensive. May be best as an H&S document rather than just fire safety. **RT to investigate further.**
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 Mon 13<sup>th</sup> Nov (apologies from NM) then Monday 18<sup>th</sup> December.