

## Wells Operatic Society Limited

### Theatre Committee Meeting

#### Minutes

18h June 2024

**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	<b>Attendance</b>	Apologies: Alan Watts. Sandra will be arriving late. Attending: 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	<b>Minutes of the last meeting</b>	Minutes of previous meeting were agreed.	Any
3	<b>Matters Arising from previous meeting not elsewhere on the agenda</b>	Ken reported he has not yet put a copy of the finished post show checklist in Sallys front of house box partly as there has been no show. He will do so.  TC had tried to contact Adam regarding accessing the <a href="mailto:info@wellslittletheatre.com">info@wellslittletheatre.com</a> email in box but has had no response. He will ask again. He was informed that Nick might also have this information. The Scouts visit was very successful. TC mentioned it would be good if we could get a photographs from the scouts -with permission for publicity. EH to ask.  Some people were still struggling to access the theatre calendars. KE believes this is because they originally had access so weren't sent a reminder. He will ask Sharon to send again  Sandra has sorted out a caddy of spare hygiene products backstage.	KE
	<b>ACTION</b>	KE: Copy of the finished post show checklist to be put in Sally front of house box and ask Sharon to send out links to those already signed up	

		EH to ask the scouts if there a photo we can have of their visit for publicity	
4	<b>Correspondence</b> <i>(Standing Item)</i>	<p>We received a letter from the Charities Commission regarding concerns around safeguarding processes and policies for the theatre. The committee have already implemented more rigorous safeguarding measures in response to the updated guidance, reviewed and updated the safeguarding policy, instituted required training for all committee members and DBS checks, and appointed a new Designated Safeguarding Lead and Deputy Safeguarding Lead who have completed the required training. Safeguarding is a standing item of any committee agenda.</p> <p>KE also received a letter asking the theatre if wished to sponsor the carnival. As we are in the middle of fundraising ourselves, our capacity to support this is minimal. KE will reply.</p>	All
	<b>ACTION</b>	KE to reply to Carnival letter	KE
5	<b>Safeguarding</b> <i>(Standing Item)</i>	<p>The progress of the safeguarding training was checked. There were a couple of members who were waiting for confirmation from Alisa, the DSL that their work related training in the last year was acceptable. Anyone who has not completed it was requested to do so by the next meeting.</p> <p>The progress of the DBS's were raised – it was very variable – some had received them back, some had an in progress email, some had nothing.</p> <p>Tom asked about arrangements for Nativity and highlighted that we would need to get permission for publicity photos from the outset.</p> <p>VO explained that we were requiring parents whose children were part of it to apply for chaperone licences, but for the initial rehearsals, we had sufficient chaperones to maintain ratios</p> <p>Tom also suggested that at a show he was now in, they had a strict no mobile phones policy in rehearsals as much to protect cast members from allegations should they photograph children, or record them. He suggested that this should be the case, particularly with shows with junior cast.</p>	KE All

	<b>ACTION</b>	VO to make sure publicity photo waiver is added to childrens sign up sheet.	
6	<b>New items for discussion</b>	The Garden needs tidying and car park weeding again. It was asked if we could get in the people who we had before and have it done again. PP will look up how much it was and who it was. Em to talk to the scouts perhaps doing it as a voluntary part of their remit	JHS
	<b>ACTION</b>	PP to look up who did the tidying last time and the cost EH to speak to scouts about voluntary work	
7	<b>Treasurers report &amp; Financials</b> <i>(Standing item)</i>	<p>Update on finances</p> <p>JHS – Treasurers position</p> <p>JHS was talking to a friend and they have a team that do the Treasurers post, where they alternate with a group of people.</p> <p>If we can find enough people with the ability to do Sage online then this might be possible. PP suggested we could split bits of the role off and that might make things more manageable for example someone else could do licences, performing rights. It was suggested that it be the part of the producers role to do all the sign up and then the Treasurer can do the payment. BB can do things like reading meters for bills</p> <p>PP reported that Sister Act made a profit of approximately £4000</p> <p>There was general agreement to raise the drinks prices based on what had been suggested by Pauline as they would still be a great deal cheaper than other sources</p> <p>TC suggest that we could access Show week only short dated sweets from JW as they are very cheap and have a set up where any surplus is given to cast and crew. This would allow us to have cheap prices but maximum profit.</p> <p>MS suggested rounding up to 50p and pounds levels on prices and this was agreed. PP to redo the list of prices and circulate</p> <p>PP had sent around a breakdown of show budgets and projected profits with a view to raising our target overheads to £25K</p> <p>Last year our repair bills were high and were likely to be high this year as well.</p> <p>CH pointed out that we need to budget in ongoing maintenance contracts.</p> <p>KE – said the shows were meant to be covering costs and then other revenue streams providing the excess for projects and repairs.</p>	

		<p>PP: proposed changes for hirings, specifically with regard for the comedy club. It was agreed that her proposed changes would be presented to the comedy club.</p> <p>She raised we might want to update the articles of association but was unsure of how to go about it. EH said she would be able to ask at her work for advice and a quote.</p> <p>TC – has been investigating sponsorship avenue and review programme templates. He has been reviewing costs. KE will look at printing costs of each level. Ideally, we should be at a situation where the sponsorship means programmes would pay for itself. Tom wants to open it up to new people. He will create a flyer of prices to be shared.</p> <p>It was asked does the advertising go into the theatre budget and show budget. PP said it goes into theatre budget but there was no reason that sponsorship and advertising revenue could not go into show budgets.</p> <p>Agreed to move it into the show budget when we switch over.</p> <p>Tom suggested that we try doing the cast/performance sponsor. It was agreed to do this in principal but mainly for productions like musicals.</p> <p>CM to liaise with PP and then to email membership seeking volunteers to shadow with a view to being the next Treasurer</p> <p>PP to look at our basic overheads and see if we need to adjust upwards</p> <p>Ken has suggested we cut down on certain things in the bar, as we haven't sold much of certain things. We will slim it down.</p>	
	<b>ACTIONS</b>	<p>EH: to ask at her work about what would be involved in updating articles of association.</p> <p>PP: produce a precis of the Trustees information</p> <p>TC to look into week of the show sweets</p> <p>CH to do a drinks menu when new prices agreed</p> <p>KE- to look at what we have in the bar and clear what we do not sell.</p>	
<b>8</b>	<b>Membership and events</b>	<p>VO reported she was part way into drafting up the first version of the member handbook and shared some things that she has put in and</p>	<p>VO</p> <p>VO</p>

		asked for suggestions. She agreed to incorporate them into the document. VO reported on her meeting with Nick to investigate the online membership systems and confirmed her had said he could do all of the proposed things. A discussion was had about the proposals.	
		VO to continue with handbook and share draft	
9	<b>Publicity</b> <i>(Standing item)</i>	Standing item TC reported Witness tickets are going quickly – All special “Jury” tickets have been sold.	Any
10	<b>Update on fundraising</b>	<p>Update on Defib fundraising &amp; Quote. We are very nearly there. As of the meeting £1305. PQA are going to do a sponsorship day for us. We are close to the quotation amount for the external cabinet so it can be a community access defib.</p> <p>VO and JHS updated on the progress towards our Costume, Props and tabletop sale. A lot of sorting out has taken place and we feel confident that we will be able to attract interest. VO had done a basic poster which was passed to TC for publicity. VO asked if we could decide who was doing some of the tasks on the day, and that we would need help with the set up.</p> <p>It was decided we would set up on the Friday just before because of the Nativity workshops though we would have it ready to wheel through on rails ready priced, and in boxes. People volunteered for various roles – see below.</p> <p>It was suggested we start a fund raising committee. TC, MS, CH volunteered. Eden was suggested as a possible addition and TC was asked to ask her. SM at a later date..</p>	JHS VJO  ALL
		<p>Door taking money – Nat and Jess on the door Box office and receipts PP &amp; SM Teas and Refreshments – EH, Lucie , &amp; CM MS -Table tops Ken – Tours and members queries – TC if he is able to come. JHS, VO, Anyone else – In the sale room</p> <p>TC to ask Eden if she will help fundraising Fundraising subcommittee to meet.</p>	NH EH, CM, MS, KE, TC, JHS, VO TC

11	<p><b>Health &amp; Safety (maintenance and renovations)</b></p> <p><i>Standing Item</i></p>	<p>CH has received another quote for a fire alarm system. She has one back from ElecSec for a L3 system. £12K approximately in comparison to the £14800 quotation.</p> <p>He was also willing to do a payment plan which the committee agreed was very helpful. Would have to wait until it was rewired.</p> <p>They will also do a monitor service which would be a separate contract.</p> <p>CH reported on the electricians finding and put documentation on a shared google drive. KE requested the google drive link again as he has not had it. A quote for the final day of electricians testing - £860</p> <p>The report had noted that it is not a requirement to have a PAT sticker on items, but we will have an itemised report so we will be able to tell what has been tested and is okay. In the mean time nothing in the green room can be used – KE to let Emma L know for Witness for the prosecution.</p> <p>Regarding the dimmers – it might be that we go LEDs, it might be worth waiting to see if repairs are needed. It is not illegal to use, but it needs to be updated.</p> <p>It was suggested that we should wait until it is updated and start on a modernisation program of the electricians.</p> <p>CH reported that the main failure was a national grid issue – a leaky service head, and they came back to CH very rapidly because of the potential danger. They are going to come here next Friday 9am and need letting them in. KE will meet them.</p> <p>CH is waiting for a legionella test quote – they are not needed annually but maybe need someone to be trained to do it.</p> <p>CH will get the final report following the last day of inspection and testing and then send to another electricians and see what their other quotes.</p> <p>The committee wanted to minute thanks to Caroline for pulling all these quotes together and to Jo and Mike who have been supervising the visits of contractors.</p> <p>MS is going to instruct Angelo to now change the door codes. They will need to be distributed</p>	<p>CH</p> <p>ALL</p> <p>MS</p>
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		as soon as they are changed to the committee and current directors etc.	
	<b>ACTION</b>	SM to investigate B&Q paint for Charities Sharpie and highlight assembly points - still need to be done  CH: Look at options around purchasing new front door. It must have a crash bar for fire door purposes MS: Door Codes to change after comedy club booking <b>KE</b> to chase up the heater part - again	SM CH  CH  MS  KE
<b>12</b>	<b>Hirings</b> ( <i>Standing Item</i> )	KE has gone back to Lucy regarding her hire of the theatre next year. He has nothing else so far. KE will chase her to confirm.  <ul style="list-style-type: none"> <li>• Monthly meditation – first Thursday of the month</li> <li>• Ukranian dancer – occasional</li> <li>• Cosmo group – KE follow up with SE</li> </ul>	KE

<b>Witness for the Prosecution</b> by Agatha Christie		<b>16th - 21st September 2024</b>	
<i>Director</i>	Adam Lanfranchi	Producer	Adam Lanfranchi Doreen Grant
<i>Set design</i>	Emma Lanfranchi	Sound	Adrian Mitchell
<i>SM</i>		Lighting	James Linham
<i>Costumes</i>	Louise Sansam	Props	Jo Scammell, Liz Carey, Sue King, Vicky Orman, Emma Hardy
<i>Prompt</i>	Doreen Grant	Make-up	Helen Makin
<i>Budget</i>	Work in progress	Publicity	Tom Creswick Adam Lanfranchi
<i>Photos</i>	Greg Tresize	Programme	Adam Lanfranchi
<i>Ticket prices</i>	£16	Rehearsal schedule	Done
<i>FoH</i>	Adam will ask Sally Trayhurn	Tickets go live on	June 8th
<b>Productions</b>			
Nativity! The Musical by Debbie Isitt and Nicky Ager		<b>14th – 21<sup>st</sup> December 2024</b>	
<i>Director</i>	Sharon Edmonds	Producer	Joanna Hartley-Scammell & Vicky Orman

<i>MD</i>	Richard Kerton	Choreographer	Zoe Davis
<i>Set design</i>	Production team	Sound	
<i>SM</i>	Mike Scammell	Lighting	Graham Brown
<i>Costumes</i>	Vicky Orman and Emma Hardy	Props	Doreen Grant
<i>Prompt</i>	TBC	Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£17 & £13	Rehearsal schedule	
<i>FoH</i>		Tickets go live on	

<b>13</b>	<b>Planned future productions</b>	
	Equally Divided by Ronald Harwood Director Jackie Watts	March 2025
	Carousel Tom Creswick	May 2025
	Little Women by Director Bobby Bass	September 2025
	Panto TBC Director Ken Edmonds (TBC)	December 2025
	The 39 Steps Director Charlie Blanning	March 2026

<b>17</b>	<b>Show reviews</b>	<p><b>EH &amp; VO, CH</b> – Hamilton. Amazing! Fantastic staging and performances all round. Amazing what effects can be created by lighting, minimal props and dynamic use of staging.</p> <p><b>KE</b> – The Mind Mangler – funny, and silly, some real magic in the show. Little bit of a Juxtaposition with an emotional bit that seemed a little out of place.</p> <p><b>NH</b>- shows on a cruise. They use a lot of back projection. Some very clever use of this. Musicians on stage. Clever scenery and lighting. A little loud in a confined area.</p>
<b>18</b>	<b>Any other business</b>	<p>Get out list – to be sent to Ken by Sandra so we can send to directors.</p> <p>Tom to spec up a proper speaker Bluetooth for rehearsals.</p> <p>EH asked - Do we advertise that people can hire the theatre? We have not widely advertised it as it is limited by someone taking care of the hire and being available for letting people in etc..</p> <p>Sharon - to put in table top props sale in calendar.</p>
	<b>Actions</b>	SM to sent Get out List to KE



		VO/KE to ask Sharon to put the Table top sale in the Theatre calendars.
<b>19</b>	<b>Date of next meeting</b>	<b>Tuesday 23<sup>rd</sup> July 7.30pm</b>