

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

12th January 2026 7.30pm

Committee: Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Tatar, Natalie Hope, Amy Hutton, Annalisa Checchi, Sandra Marshall, Charlotte Munckton, Alan Watts

	Item	Details	Who
1	Apologies	Apologies: Natalie Hope, Bobby Bass Present: Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Emma Hardy, Caroline Tatar, Amy Hutton, Annalisa Checchi, 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	7.30pm Play presentation A Member attended and pitched a play for March 2027 They covered details of the plot, discussed the importance of casting the main protagonists. They envision a box set, with the set suggesting the flavour of the place and era. They anticipate interests based on discussions with people they know. The Committee asked questions regarding the production and their vision. Rights are available. Unanimously approved for March 2027. TC to inform CT- resend Quote for front signage - COMPLETE TC to look into FOH seating in auditorium - ON-GOING VO: Agenda item for FOH seating next year SM to email Elisha regarding volunteering for 17 year olds – ON GOING VO to talk to Nick about Sharepoint – COMPLETE. Sharepoint drive now active. Secretary files moved to Theatre Sharepoint. Moving Treasurer files to sharepoint discuss.	

		<p>General move to theatre documents being stored there.</p> <p>TC: Ask his carpenter friend the cost for a bespoke door. TC reported that workshop – bespoke door quote with fitting £990.</p> <p>PP to find a key for Chamberlain street – PP reports it is sorted. Lights and fire doors – reminder to go out to the membership to remember to shut fire doors and turn off lights when they leave the building</p>	
	ACTIONS:	<p>Reminder to go out re lights and fire door. TC to inform play pitch outcome. SM to email Elisha regarding volunteering for 17 year olds</p>	
4	Correspondence <i>(Standing Item)</i>	<p>Jess Errington – Costumes – Yes please</p> <p>Cathy Adeane – H&S – Safety on stage when painting/building Happy to approve her suggestion. MS to ask Angelo to action</p> <p>Jenny Morfey -BSL Suggestion. Not as a standard as the logistics of the stage. We will keep under constant consideration. VO to reply Marianne Vivash – Electric piano enquiry. VO to reply JHS emailed Sally at Fletcher house but no reply.</p>	All
	ACTIONS	<p>TC to reply saying yes to Costume offer VO – Piano request reply – complete VO – Jenny Morfey reply SM – To contact Reasons and send message from Theatre MS – to check the report from Phil MS to Ask Angelo to action Cathy's request.</p>	
5	Safeguarding <i>(Standing Item)</i>	<p>Alisa attended to inform us that Julie's Deputy DSL safeguarding training has expired and she does not want to renew.</p> <p>We will ask to see if someone is DSL trained already to the membership. Alisa said we need to have another person DSL trained.</p>	
	ACTIONS	TC – Email membership re DSL.	
6	New items for discussion	Policies to be distributed to director and producer before read through for a show? JHS	

		<p>JHS just wanted to make sure that it was getting circulated to everyone. Discussions took place regarding creating a folder on Theatre sharepoint that could be shared as a link with any approved production team.</p> <p>Front of House/Rehearsal room responsibilities TC noted that the rehearsal room had been forgotten in the clear up from Panto. It was decided it should be a get out responsibility and put on the get out list SM to update</p> <p>AGM Date: Proposed Friday 27th March Clashes with David Beach. IT was discussed that more than half the committee would be attending David Beach because of the large amount of nominations we received. Saturday was offer at 7pm, followed by a social event of Kareoke Saturday 28th March 7pm</p>	
	ACTIONS	<p>SM to send revised Get Out list to CT to be kept on Theatre Share VO: to Invite Mayor to AGM- Complete</p>	
7	Treasurers report & Financials <i>(Standing item)</i>	<p>ALL: List of Priorities for budget plan</p> <p>Treasurers report. AC is going to do the physical payments and PP is handing over Sleeping Beauty £17K profit Angelo's payments have increased to £350 Ken sent a report on the Ice cream. – hoping for more sales as people come to know things. List of possible projects:</p> <p>Mics Back Door Windows – would need a planning consultant Front of Theatre – repainted new signage Disabled space and marking out spaces. Flip up seat replacement Redo the downstairs dressing room. Better speakers in auditorium True HEPA Air Purifier for the downstairs dressing room. Approx. £200 Lighting/ Electrics in Garage/Container Security Lights out the back Conduit to the Microwave – agreed to look at and purchase</p>	PP/AC

		<p>Sanitary bins (AC) - Replacement Bins Renovate the toilets Sounds desk Loft area in costume cupboards (eg Mark W) We need a laptop / printer for box office</p> <p>Some items were considered to go head immediately.</p>	
	ACTIONS	<p>VO: Roy Bevan award for the February Agenda MS - To look for good bins CT- Binny for Sanitary bin SM – Speak to Mark W about loft. AC – Laptop/printer MS – to get them to get the lights organised – approved. PP- Tell comedy club they can keep the seats.</p>	
8	Membership and events	<p>Membership Organisation/Collection – CM</p> <p>CM said there has been a lot of issues collecting memberships. Managing the renewals under the current system in unmanageable. There is a software package that could potentially manage it but there would be a hand over time. A wide ranging discussion took place regarding memberships, and backstage affiliate membership and the importance of being one to be covered under insurance. In the interim, VO volunteered to go through the old memberships and do some manual reminders so we can have a clear system.</p> <p>AC - pay quartley</p>	
		<p>CM to send info to VO to help email members VO Agenda item for Membership AC – to check with insurance regarding volunteers and membership.</p>	
9	Publicity <i>(Standing item)</i>	<p>Publicity is continuing well, with next steps already planned out. 39 Steps tickets are on sale and going steadily. Trifold leaflet is ongoing but will be more of a brochure. Awards - Elisha C won the Best Choreography Rose Bowl which was very prestigious and great publicity. Nativity and Carousel have 21 David B nominated between them which is an excellent amount.</p>	

	ACTIONS		
10	Updates on fundraising	AC reported Didn't get the grant from Scottish Power foundation. Need to look for Keen to do a fundraising review show maybe in July.	
	ACTIONS	AC- Proposal for a July Show Review to bring to next meeting.	
11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	Rear seating and sound box MS Trial Platform over the stairs as a possibility rather than losing revenue. TC asked for a basic design Shed electrics MS – These were discussed and approved to go ahead. Decorations back stage MS. Agreed to use some of the donated paint. This can go ahead but needs a time when Theatre is not being hired. Damp in Props area – TC/SM SM to ask Mark Wall to look and see if roof is leaking there.	
	ACTIONS	MS to Sketch some drawings about sound platform SM Speak to Mark about damp by props CT: Chase sensors SM - Run a drill for Carousel.	
12	Hirings (Standing Item)	All: Is there a hirings pack – for when a hiring is confirmed. Perhaps a dropbox link to go out with confirmation. AH to put together – ONGOING Ballet dance class on Saturday afternoon now a regular booking. Monthly meditation – first Thursday of the month Anna – The Ukrainian dancer – adhoc visits Glastonbury and Street Potty Mouths Panto January 22 nd & 23 rd 2026 will be hiring here. Now sold out. PQA – Booking for next year 12 th , 13 th , 14 th June 2026.	

PLANNED PRODUCTIONS			
39 Steps		March Play 2026	
<i>Director</i>	Charlie Blanning	Producer	Adam Lanfranchi
<i>MD</i>	Nick Barlow	Choreographer	N/A
<i>Set design</i>		Sound	Adrian Mitchell
<i>SM</i>	Emma James	Lighting	Phil Vivash
<i>Costumes</i>	Lou Sansam	Props	Sue King
<i>Prompt</i>	Doreen Grant	Make-up	
<i>Budget</i>		Publicity	Adam Lanfranchi
<i>Photos</i>	Greg Trezise	Programme	Adam Lanfranchi
<i>Ticket prices</i>	£17	Rehearsal schedule	
<i>FoH</i>		Tickets go live on	
Guys and Dolls		Spring Show 2026	
<i>Director</i>	Tom Creswick	Producer	
<i>MD</i>	Nick Barlow	Choreographer	Elisha Webster
<i>Set design</i>	Phil Vivash	Sound	
<i>SM</i>	Sandra Marshall	Lighting	James Lineham
<i>Costumes</i>	Emma Hardy/ Lou Sansam	Props	Sue King/ Emma Hardy
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	
<i>Photos</i>	Greg Trezise	Programme	
<i>Ticket prices</i>	£19	Rehearsal schedule	
<i>FoH</i>		Tickets go live on	
Woman in Mind		September Play 2026 Show dates:- 23 - 26 September 2026 Intro evenings: -Wednesday 27 th & Friday 29 th May 2026 Auditions:- Sunday 31 st May 2026 Rehearsals will be on Mondays and Wednesdays starting Monday 1 st June 2026.	
<i>Director</i>	Sam Elsby	Producer	Adam Lanfranchi
<i>Set design</i>		Sound	
<i>SM</i>		Lighting	

<i>Costumes</i>		Props	
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	Adam Lanfranchi
<i>Photos</i>		Programme	
<i>Ticket prices</i>		Rehearsal schedule	
<i>FoH</i>		Tickets go live on	

	Elf the Musical December 2026	Director Andrew Carpenter Producer Tom Creswick Richard Kerton -Musical Director Choreographer – Elisha Creswick Costume – Bobbi and Nat Props – Sue King Set: Video wall Rights purchased
--	----------------------------------	---

14	Show reviews	TC Requested any be sent to him due to shortage of time	
15	Any other business	TC: Logo Wells Community Day – Saturday 17 th . 10- 4pm Whatsapp rota to be set up. JHS has put together displays	
	ACTIONS	AH – Solar Panels Reports	
16	Date of next meeting	Tuesday 17th February 7.30pm	SM Apologies