

## Wells Operatic Society Limited

### Theatre Committee Meeting

Minutes

14<sup>th</sup> April 2026 7.30pm

**Committee:** Tom Creswick, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Tatar, Amy Hutton, Annalisa Checchi, Sandra Marshall, Charlotte Munckton.

Pauline Perrin, Natalie Hope and Alan Watts no longer on the committee. Lucy Payne, Jenny Carey and Jane Pyatt added to the committee roster

	Item	Details	Who
1	<b>Apologies</b>	Apologies: Lucy Payne Present: Tom Creswick, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Tatar, Amy Hutton, Annalisa Checchi, Sandra Marshall, Charlotte Munckton, Jane Pyatt, Jenny Carey	Any
2	<b>Minutes of the last meeting</b>	Approval of minutes of previous meeting  Approved as true and accurate.	Any
3	<b>Matters Arising from previous meeting not elsewhere on the agenda</b>	TC to look into FOH seating in auditorium - Ongoing CM to email Elisha regarding volunteering for 17 year olds - Ongoing MS – to check the report from Phil - completed MS to Ask Angelo to action Cathy's request – Action agreed, but need to be implemented SM to send revised Get Out list to CT to be kept on Theatre Share - Ongoing BB- Binny for Sanitary bin – Ongoing She had looked into this – legally we should provide this as a service. Cannot dispose in household waste. We should have a commercial waste collection. Quotes needed that are not prohibitively expensive. Ongoing. SM – Speak to Mark W about loft.-Ongoing. SM has had a brief discussion but nothing formal AC – Laptop/printer – AW sent over some costs before he left the committee. Ongoing AC – to check with insurance regarding volunteers and membership - ongoing MS to Sketch some drawings about sound platform – He has done a sketch, and is going to make a model mock up. Ongoing.	

		<p>CT: Chase sensors – The switch is now in. TC has requested we trial the new set up with haze as they use haze a lot in Guys and Dolls</p> <p>SM - Run a drill for Guys and Dolls – Planned at tech</p> <p>AH – Solar Panels - Ongoing</p> <p>She has looked it up and quotes need to be sought.</p> <p>ALL – find someone to cover Patrons Meet and greet. Sandra and Annalisa will cover this. They are hoping Doreen might be available as well.</p> <p>Tom to support barring any issues.</p> <p>AW to research and draft a Essential carer policy – Annalise reported that NODA has issued a template. We will adapt this as it has been specifically designed for theatre groups.</p>	
	<b>ACTIONS:</b>	<p>TC to look into FOH seating in auditorium - Ongoing</p> <p>CM to email Elisha regarding volunteering for 17 year olds - Ongoing</p> <p>MS – to check the report from Phil - completed</p> <p>MS to Ask Angelo to action Cathy’s request</p> <p>SM to send revised Get Out list to CT to be kept on Theatre Share - Ongoing</p> <p>BB- Binny for Sanitary bin quotes</p> <p>SM – Speak to Mark W about loft.-Ongoing.</p> <p>AC – Laptop/printer</p> <p>AC – to check with insurance regarding volunteers and membership</p> <p>MS to Sketch some drawings about sound platform.</p> <p>SM - Run a drill for Guys and Dolls – Planned at tech</p> <p>AH – Solar Panels - Ongoing</p> <p>AW to research and draft a Essential carer policy from NODA Template</p>	
<b>4</b>	<b>Correspondence</b> <i>(Standing Item)</i>	<p>Any</p> <p>Guide/Rangers visit request – VO</p> <p>Agreed in principle - Dates need to be suggested and VO will reply</p> <p>Catriona – Bar furniture reduce</p> <p>Options were discussed by committee. It is possible that we might need to look at a different space for interval drinks to be laid out. VO Reply to Catriona – investigating options.</p>	All

		<p>Thank you note from Norman Cowell – he expressed his thanks to all of us and particularly Sally for being so calm and assisting him after his fall.</p> <p>Nick Barlow – Finally movement from BT and will have a phone before Guys and dolls</p> <p>JHS -A neighbor had wanted to get tickets and thought it was open at 12pm and was disappointed. Can we put up a Box Office will be open and dates signage when tickets are on sale? Agreed – we just need to work out format.</p> <p>Jonathan Miller Funeral date shared, and TC has posted the details on our social media. Fundraising concert planned in conjunction with other groups he was a part of, potentially in September. Several performances are planned.</p>	
	<b>ACTIONS</b>	<p>VO – Contact scouts with possible date VO- Reply to Catriona AC- Box office sign for planned physical opening times.</p>	
<b>5</b>	<b>Safeguarding</b> <i>(Standing Item)</i>	<p>Any matters arising.</p> <p>JP suggested that we put a curtain across the toilet corridor for quick changes as sometimes cast members change there, including teens. – We will consider it, make sure that the Child welfare person communicates that anyone needing chaperones needs to be wearing something underneath their costumes (nude leotard/hotpant shorts and t-shirt) if they have a costume change that needs to take place. They should also be making sure adults are not in the vicinity when that occurred except for chaperones.</p> <p>Child Protection Policy send to Alisa to review- VO</p> <p>TC to print updated poster and place in bar.</p>	
	<b>ACTIONS</b>	<p>TC- Tell Elisha as part of chaperone briefing to remind them about under costume and making sure they police changes,</p>	

		<p>VO- Send CP Policy to AC and RP to review</p> <p>TC- Print updated safeguarding poster for the bar.</p>	
6	<b>New items for discussion</b>	<p>External Hirings info pack – AH</p> <p>Phil Vivash had raised with her, about providing information about locking up, light switches, etc. We need to put together information. Fire Plan, Codes, evac. It was considered that putting all relevant documents in a folder on the theatre share and then Amy sharing a link with confirmed hirers to that folder would be the easiest way forward. AH requested people send her documents to put in.</p> <p>Folder – Ongoing</p> <p>AC requested access to calendar – AH to give access</p> <p>New emails for new member / New committee induction – This is complete</p> <p>Theatre Branding – JC – Jenny has got marketing experience. Would like a sub-committee, to work on this. She will liaise with those interested</p> <p>VO to send Jenny invite to Theatre Canva.</p> <p>Theatre Front Project – EH</p> <p>Emma said that she would like to make a project of getting the front of the theatre a little more up together and inviting.</p> <p>She has been researching various aspects. Pots Plants, Letters, Trough lights, Yellow Strips, CM to help. Uplighters in trees look great from when the comedy festival used them as well. It was agreed she should go ahead and see what could be done.</p> <p>JHS – Defibrillator – would like to switch it to a theatre account. VO said she had attempted to do so under the secretary sign up, but it was refusing to let her “claim” the defibrillator. No response from their support. JHS to investigate if she need to remove it and how before it can be claimed.</p> <p>JHS – Gardener – see above.</p>	
	<b>ACTIONS</b>	VO to send Jenny invite to Theatre Canva.	

		<p>Theatre Front Project – EH  JHS to investigate detaching Defib from her account  JC- Initiate Branding subcommittee  AH to arrange access for AC to hiring calendar  ALL- Send documents to AH for Hirings Folder</p>	
7	<p><b>Treasurers report &amp; Financials</b>  <i>(Standing item)</i></p>	<p>Treasurers report  39 steps – 98% occupancy was £14400 which is amazing for a play.  We made an excellent profit of £12000 way above projected income.  We have a lot of projects on going that have financial implications. We received a legacy as announced at the AGM and need to establish priorities that need to be done first. In the immediate term what can we do; Two suggestions are made as critical to our business as a theatre. Investment in speakers and sound equipment as the current set up results in less than optimal sound balance. Replace the front speakers, put in another set to boost to the back to stop deafening the front rows.  The Roller replacement – we are struggling to find someone to do quotes but this is absolutely necessary  AC recommend use the legacy to replace the broken Roller &amp; facilitate the Speaker upgrades. The committee voted to unaminously approve.  CT was asked to see if we can book it in the roller works  AC- Will be putting a policy together for expenditure to formalise the process and at what levels we need to seek additional quotes etc.  AC to go back to Nick and confirm speaker order.</p>	AC
	<b>ACTIONS</b>	<p>AC to go back to Nick about Speaker order  CT to organise Roller works  AC draft expenditure policy</p>	
8	<p><b>Membership and events</b></p>	<p>Roy Bevan award report –Cathy Adeane was presented and she was very chuffed, and speechless.</p> <p>Membership Subcommittee report – AC/CM/VO Suggested information sent out prior to meeting – see attached.  CM asked permission for a variety of proposals. Changing the categories of membership – one</p>	

		<p>Youth membership applicable for a year, a Support Membership for those not on stage  She asked for feedbacks on clarifying Chaperones, volunteers FOH, do not need to be members but if they wanted to use the bar and participate in social events they would need to have some level of membership – Agreed by committee</p> <p>Tech back stage should be a Support member of the theatre at least but if you have tried really hard to get someone in and that is a barrier, you can pay out of show budget for their membership as generally it will be £15 only.</p> <p>CM –  Patrons proposal – We are looking to raise patronage costs but give additional benefits, such as priority booking, the same benefits as being a member, voting right.</p> <p>The Proposal was to raise the Patrons fee to £100 – as the two tickets to the spring show and the supper costs approximately this amount now. Could we extend to on other shows? This might be complicated and might lose us money.</p> <p>Fees – To change we have to do an Extraordinary General Meeting with a minimum of 20 voting members (including committee attending)</p> <p>CM -Proposal of change of Fees - £30 for a normal membership, which is a reduction – and £20 Show fee. CM had shared with the committee a variety of different methods and ways that other societies in the region do their membership, and that would still be cheaper than virtually all of them.</p> <ul style="list-style-type: none"> <li>- This was also agreed by the committee as something that should be put forward and EGM</li> </ul> <p>It was asked does the £20 show fee goes into show budget or the society general. AC to check with accountants if there is a reason why it cannot go to support show costs specifically.</p> <p>CM reported we are moving the membership system to Zeffy which will send electronic update, log payment details, and make things easier to manage. She is in the process of making the membership sign up electronic and warned there will be a transition period of moving people over.</p>	
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		<p>Membership event suggested for Summer – AH/CT.  Amy has booked a hog roast Saturday 4<sup>th</sup> July £6.50 cost. An afternoon sessions was suggested with a proposed cut off time. No parking available as the car park will be used  We will do vegetarian option requirement ourselves. AC to look into  Proposed and agreed -Start at 2, eat at 4 finish by 6  Tom to advertise on Zeffy and sell “tickets”and send out tickets for the Hog roast.</p> <p>CT- Suggested Survey of member of what they might like or want from membership? CM to do survey.</p>	
	<b>Actions</b>	<p>CM- To action agreed Membership and start preparing proposal for EGM  TC- Advertise Hog Roast on Zeffy  AC to look into Vegetarian option.  AC- Ask accountants if there is a reason a show fee cannot go to the show.</p>	
<b>9</b>	<b>Publicity</b> <i>(Standing item)</i>	<p>Publicity report – TC</p> <p>MadBAND Fundraising concert tickets are selling well. Thank you to JHS for taking this on and getting it going. JHS would like to offer them some time for rehearsal. To check with AH and TC.</p> <p>TC reported Guys and Dolls sales are at 74% - we are confident this will increase as more publicity goes out.</p>	
	<b>ACTIONS</b>		
<b>10</b>	<b>Updates on fundraising</b>	<p>See proposals for fundraising concerts  Arts Council – Has a new window open so we should apply again for support.  EH – Suggest running a raffle at the event, or shows. JC to look into it.</p>	
	<b>ACTIONS</b>	JC to look into running raffles for fundraising income.	
<b>11</b>	<b>Health &amp; Safety (maintenance</b>	<p>Health and Safety - BB and MS  Bobby and group did a walk round and there is a significant amount of actions.</p>	

	<p><b>and renovations)</b> <i>Standing Item</i></p>	<p>MS proposes Bobby takes on Health and Safety as a responsibility. The committee agreed. Suggests that there is an overlap with the work CT and need a subcommittee. With stage rep, and maintenance involved to ensure areas are being covered and not doubled up.. There needs to be a responsible person named for the Legionella monitoring. TC/BB can be responsible person.</p> <p>MS – Various items – The back door could be done at £350 by doing it another way rather than getting a custom door built. Fill the frame so we can fit it a standard door in it. Replacing the windows – is £8000 - £10000 for Rehearsal room windows only. To progress this we would need to engage a planning consultant. Handrail quote is in - £1100. The committee chose to delay. Back door was considered a priority. Voted to go priority. Pier on out building broken – not crucial. Foyer Phone – MS In Progress should be in place shortly MS Volunteered Emma to take on Stage Rep committee roll and shadow him for a while.</p> <p>Accident form to be standing item on Agenda - VO, Spares for first aid kit in the cupboard</p>	
	<p><b>ACTIONS</b></p>	<p>Health and Safety Subcommittee to convene. MS to organise back door replacement. Accident form to become standing item on agenda - VO</p>	
<p><b>12</b></p>	<p><b>Hirings</b> <i>(Standing Item)</i></p>	<p>Ballet dance class on Saturday afternoon now a regular booking.</p> <p>Wells Welcome hub</p> <p>Monthly meditation – first Thursday of the month</p> <p>Anna – The Ukranian dancer – adhoc visits We have had a couple of issues where the meditation session have been disrupted and people have walked in on her, or she has walked in on groups. It was suggested we needed to formalise the arrangement a little more, as we have more booking than we did in the past that can be impacted. AC to asked PP for contact details.</p>	

		<p>Glastonbury and Street Potty Mouths Panto would like to hire next year – TC has liaised with directors</p> <p>PQA – Booking for 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> June 2026.</p> <p>Contacted by Mervin – regarding Drag show. Invited him to next meeting. AH Ask him to come at 7.20pm</p> <p>PQA – Want to do a show in the week in July/August. This has been negotiated with Woman in Mind and they have agreed they do not need to start the set so this can be accommodated.</p>	
	<b>ACTIONS</b>	AC ask PP for contact details of the dancer AH to ask Mervin to the next meeting.	
<b>PLANNED PRODUCTIONS</b>			
Guys and Dolls		Spring Show 2026 Sponsorship for cast approved at £15	
<i>Director</i>	Tom Creswick	Producer	
<i>MD</i>	Nick Barlow	Choreographer	Elisha Webster
<i>Set design</i>	Sandra Marshall/Mark Wall	Sound	
<i>SM</i>	Sandra Marshall	Lighting	James Lineham
<i>Costumes</i>	Emma Hardy/ Lou Sansam	Props	Sue King/ Emma Hardy/ Jane Pyatt
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	
<i>Photos</i>	Greg Trezise	Programme	Elisha Creswick
<i>Ticket prices</i>	£19	Rehearsal schedule	
<i>FoH</i>	Sally Trayhurn	Tickets go live on	
Woman in Mind		<p>September Play 2026 Show dates:- 23 - 26 September 2026</p> <p>Intro evenings: -Wednesday 27<sup>th</sup> &amp; Friday 29<sup>th</sup> May 2026 Auditions:- Sunday 31<sup>st</sup> May 2026</p>	

		Rehearsals will be on <b>Mondays and Wednesdays</b> starting Monday 1 <sup>st</sup> June 2026. Logo agreed	
<i>Director</i>	Sam Elsby	Producer	Adam Lanfranchi
<i>Set design</i>		Sound	
<i>SM</i>		Lighting	
<i>Costumes</i>	Sandra Marshall	Props	Doreen Grant
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<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
	March 2027 Streetcar named Desire	Play confirmed – Director Kevin Hardacre Rights Purchased
	Spring 2027	Legally Blonde Director Lucy Payne MD Nick Barlow Rights Purchased Annalisa Checci – Producing Sarah Campbell- Choreographer
	September 2028	Vacancy

<b>14</b>	<b>Show reviews</b>	
<b>15</b>	<b>Any other business</b>	Website – Committee need access. Wardrobe issue -SM New committee members – on companies house and charity
	<b>ACTIONS</b>	

<b>16</b>	<b>Date of next meeting</b>	<b>Tuesday 19<sup>th</sup> May 7.30pm</b>	
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