

# Wells Operatic Society Limited

## Theatre Committee Meeting

### MINUTES

14th May 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
1	<b>Attendance and Apologies</b>	Attendance: 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
2	<b>Minutes of the last meeting</b>	Minutes of the last meeting agreed as an accurate record.
3	<b>Matters Arising from previous meeting not elsewhere on the agenda</b>	<ul style="list-style-type: none"><li>• Ken has printed off three copies of the Gas Safe Certificate and put them by the boiler and in the bar.</li><li>• KE has circulated Post-Show checklist for comment. Please send him any additions and this will then go into circulation</li><li>• KE to continue with Health and Safety policy. Take out the section about off site activities. We confirmed that Front of house do safety training and would be in charge of front of house in an emergency, and the stage manager in charge of anyone backstage</li><li>• JHS created displays for the corridor – complete. She will get in touch with the museum people about other archive items they have requested</li><li>• Fire alarm – PP asked where we are. Tom is going to ask Eden about fundraising for the Fire Alarm system with respect to National Lottery Grants. More quotes are required. We need to establish what funds are available and how much needs to be raised.</li></ul>
	<b>Actions</b>	<ul style="list-style-type: none"><li>• ALL: Any additions to the Post show check list to Ken by May 25th</li><li>• KE: Copy of the finished post show checklist to be put in Sally front of house box.</li><li>• Sharpie and highlight assembly points</li><li>• CH – look for minimum of two additional quotes for the fire alarm system.</li><li>• ALL: Access additional sources of fundraising – eg national Lottery. The council, the mayor for example may have access to funding streams.</li></ul>
4	<b>Correspondence (Standing Item)</b>	Any received correspondence to members that needs consideration

		<p>Caroline reported that the people have said they cannot contact the committee from the link on the website. TC has said he needs access to this email address, but it has been checked that it is working.</p> <p>KE has been contacted by Theo Butt-Phillips about some funds coming to Somerset arts. He mentioned the fire alarm system and roof, but there has not been a response but it is a possible lead to follow up.</p> <p>KE has been contacted by Lucy Plant from PQA wanting to hire the theatre to do Matilda next year June. There are some details to clarify but in principle it was agreed.</p> <p>The earlier dates were preferred in the discussion. Weekend for 13<sup>th</sup>-15<sup>th</sup> June approved</p> <p>EH has had a request from a local scout group coming in for a tour – would need to have someone to do lights and spotlights Tuesday 4<sup>th</sup> June from 7pm – agreed in principle. EH to the group know.</p>
	<b>Actions</b>	<p>TC to contact Adam about getting access to <a href="mailto:info@wellslittletheatre.com">info@wellslittletheatre.com</a></p> <p>KE to return to Lucy and then start discussions about exactly what she wants to hire e.g access to props, costume and so on.</p> <p>EH to let the scout group know and to remind the volunteers to come down.</p>
<b>5</b>	<b>Safeguarding</b> <i>(Standing Item)</i>	<p>Alisa C attended and verified DBS documents to finalise the DBS applications. The information states you can convert to a portable DBS if you do it within one month of the application. No other issues reported.</p> <p>KE needs to send out the Safeguarding training link to the new members. Members to see if they have up to date training from elsewhere through their work.</p>
	<b>ACTIONS</b>	KE to send out Safeguarding training link to the new members
<b>6</b>	<b>Show Proposals</b>	<p>Carousel is booked for Spring 25.</p> <p>Tuesday 5<sup>th</sup> to Saturday 10<sup>th</sup> May</p> <p>Lou has signed up on costumes.</p>
<b>7</b>	<b>New items for discussion</b>	<p>Fundraising for essential works: The fundraising Costume and Props Sale date was agreed to be July 20<sup>th</sup> 10 am -2pm 2024. It was agreed to maximise the fundraising by charging 50p for admission, and to have a tabletop sale as well, £10 a table, and any other means of raising money we can manage.</p>

MS to determine how many tables can be allocated. All were asked to put a date in their diary.  
PP was asked to work out how we can do basic receipts for other companies as they were requested last time.  
MS suggested we needed to have someone on the door taking the entrance fee but also in case we needed to control numbers as we did last time.

Sponsorship – MS suggested that can we possibly get people to sponsor shows. TC said that he has considered looking at this and our programmes need to be upgraded. Social media sponsoring is also an avenue to explore.

MS said there are companies that put monies to one side to support local events and could potentially be approached. Tom has a connection who would in exchange for mention in the programme will provide us timber for free for set building. Speak to TC regarding this and pass on to stage managers.

General discussions about fundraising and covering the rising overheads took place. Raising programme prices to £3 was discussed but it was acknowledged the normal format would need to be overhauled. TC to look at this.

It was agreed that drink and sweet prices would have to increase to reflect the high purchase costs. CH volunteered to do a drinks menu when new prices agreed. The committee members were keen that even if the prices go up they still remain very competitive with local bars as that will go a long way to raising revenue.

A discussion took place about our ticket prices in relation to other local shows and it was confirmed that we are exceptionally cheap compared to other venues. It was felt to help cover the costs of running the theatre raising ticket prices by £1 would not be extortionate. Ticket prices for Nativity were discussed and decided to be £17 for adults but remain at £13 for children.

Overheads -MS believes we should review the running costs of the theatre as they appear to have increased and we need to ensure ticket prices and charges cover the overheads at least. It was agreed we need to look at it and PP will review the invoices and bills to see how much it had increased. KE reported that in the past, the general costs for running the building each year was considered to be £20K and the show budgets were designed to try and cover this. It was acknowledged with the rising costs around energy this was likely to have increased significantly.

Theatre calendar – JHS would really like a physical calendar in the bar. They have had a clashes with other things going on in

		<p>the theatre with external bookings. It was discovered that very few people had access to or could see the online calendar. PP felt it would be a good idea to have it view only on the website so stage managers and productions teams could see it not just the committee. KE said he would discuss with Nick</p> <p>The committee wanted to minute thanks to the Sister Act cast and crew for their excellent Get Out clear up. CH raised that it had exposed how badly certain areas could do with a refresh e.g. the green room. She is going to investigate the B &amp; Q charity giving of paint and if it is successful will organise a painting session.</p>
	<p><b>ACTIONS</b></p>	<p>ALL:- Put 20<sup>th</sup> July in diary 10-2pm for volunteering at Open day sale.</p> <p>CH to do a drinks menu when new prices agreed</p> <p>CH to investigate B&amp;Q paint for Charities</p> <p>PP -Receipt templates for the sale</p> <p>PP to look at our basic overheads and see if we need to adjust upwards</p> <p>TC - to investigate sponsorship avenue and review programme templates</p> <p>TC to speak to Julie about sweets and prices.</p> <p>KE to contact Nick re online calendar and ask Sharon about the committee having access to view the current one</p> <p>ALL: Research the drink prices in the area/other theatres.</p> <p>VO: Add the increase in overheads review to a November meeting agenda to set budgets for the next year</p>
<p><b>8</b></p>	<p><b>Treasurers report</b> <i>(Standing item)</i></p>	<p>Update on finances</p> <p>Pauline reminded those who have not done so to present their documents to the accountants.</p> <p>PP will speak to CM about being Membership coordinator as she has volunteered to take this role on.</p> <p>PP reported that she has done the VAT returns.</p> <p>She has not completed the final accounts on Sister Act so is unable to give a definitive account of what it made but will let us know.</p> <p>PP reminded the committee that this is her last year as Treasurer and would prefer to do succession planning and do a handover.</p> <p>She said that it is mainly run through Sage online accounts and she is happy to show anyone what to do. She suggested that we advertise this opportunity and start looking for a new Treasurer now.</p>

	<b>ACTIONS</b>	<p>ALL: those who have not been approved at the accountants please show their documentation</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>
<b>9</b>	<b>Membership and events</b>	<p>The current membership system was discussed. VO had done an analysis (attached) and summarised the findings that the only real way to streamline the process was to go electronic with it. There are free membership softwares out there which are a possibility but it was felt that it might be better to talk to Nick about a system that would interact with the current set up and so it could become integrated.</p> <p>It was also suggested that when a new member started, they should receive a "Member Handbook" which outlined some expectations, and guidelines as well as helpful tips about what to expect. It was agreed to draft up some information.</p> <p>MS suggested that once it was done, it was sent out to the existing membership as well. This was considered a good idea.</p>
	<b>ACTIONS</b>	<p>CM – is now membership secretary</p> <p>VO- Draft up the first version of the member handbook</p> <p>VO – speak to Nick to investigate the online membership systems</p>
<b>10</b>	<b>Publicity</b> <i>(Standing item)</i>	<p>TC – There is a great feedback regarding Sister Act. Everyone had experienced this with members of the public making a point of telling members of the theatre what an amazing production it was. He is keen to capitalise on that publicity moving forward.</p> <p>Adam is running the publicity for Witness for the Prosecution.</p>
<b>11</b>	<b>Update on fundraising</b>	<p>Update on Defib fundraising.</p> <p>We have hit a £1000, so we should shortly be able to go ahead to get one based on the original quote.</p> <p>There was a discussion about whether we should change the original remit to have it as 24/7 accessible to the public on the outside of the building in a cabinet. The pro's and cons were considered and it was voted upon. It was passed as being outside and community accessible at all times</p> <p>JHS was asked to go back for a quote for an external Cabinet defib.</p> <p>JHS reported that she has a paramedic friend who has offered to come in and train people in their use. BB and NH confirmed that those who did the first aid training had already done this but it might be useful.</p>

	<b>ACTIONS</b>	JHS to go back to a an external Cabinet defib quote
<b>12</b>	<b>Health &amp; Safety (maintenance and renovations)</b> <i>Standing Item</i>	<p>Security</p> <p>MS raised again that the issue with front door has become critical and we probably need to purchase a new one. It was agreed that the codes needs to change after the Comedy Club booking.</p> <p>MS also raised that AW's Pool cue, leant to the theatre for Sister Act had gone missing despite all of the props team scouring the place.</p> <p>We need to raise money for new front door. Priority after fire alarm as it is a security risk. It could be a opportunity to upgrade the look of the theatre.</p> <p>JHS has applied for funding from Spar for the fire alarm system and we should hear back mid June.</p> <p>KE – The back door to the theatre has been broken and it has now been fixed by Angelo. It was concerning that it hadn't been reported. We need to ensure things are reported and remind the membership to do so</p> <p>Sandra did Get Out List which contributed significantly to the Sister Act teams excellent cleaning up after the show. We would like to see this become the template for future get outs.</p>
	<b>ACTIONS</b>	<p>ALL: Door Codes to change after comedy club booking</p> <p>CH: Look at options around purchasing new front door. It must have a crash bar for fire door purposes</p>
<b>13</b>	<b>Training</b>	<ul style="list-style-type: none"> <li>• PP reminded new members to do the safeguarding training.</li> </ul>
	<b>ACTION</b>	KE to send out Safeguarding link to all new members
<b>14</b>	<b>Hirings (Standing Item)</b>	<ul style="list-style-type: none"> <li>• Wells Comedy Festival – May 23<sup>rd</sup> to 26<sup>th</sup></li> <li>• May 29<sup>th</sup> – Recycle Tech Event</li> <li>• Monthly meditation – first Thursday of the month</li> <li>• Ukranian dancer</li> <li>• Cosmo group (occasional)</li> </ul>

<b>Witness for the Prosecution by Agatha Christie</b>		<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>	Sheila Martin	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	TBC
<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	Jo Hartley-Scammell and Vicky Orman
<i>MD</i>		Choreographer	Elisha Webster
<i>Set design</i>	Phoebe Lynch	Sound	
<i>SM</i>	Charlie and Mike	Lighting	Graham Brown
<i>Costumes</i>	Emma Hardy & Vicky Orman	Props	
<i>Prompt</i>	TBC	Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	
<i>Ticket prices</i>	£17 & £13	Rehearsal schedule	TBC
<i>FoH</i>		Tickets go live on	

<b>16</b>	<b>Planned future productions</b>	
	Equally Divided by Ronald Harwood Director Jackie Watts	March 2025
	Carousel Director – 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>	ALL: Sister Act was awesome! Well done to the whole team. CM – A wife for all reasons. Sherborne Theatre – she reports it is an excellent play.
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		<p>It works really well on a small stage. Lots of female parts. Family friendly.</p> <p>9-5 – many went to see this at Strode. The sound mikes were a little problematic but they enjoyed the show.</p> <p>AW- Went to see Allo, Allo.</p> <p>JH – Saw Richard Wrights play in Frome. Enjoyed it.</p>
18	<b>Any other business</b>	<p>Electrical and PAT testing so far – Some things have failed that we were expecting. There is a fair amount of equipment that could not be used again and they expect there to be some more. Significant lighting failure. The dimmer switches failed unfortunately. PAT testing is annual from now on.</p> <p>NH – please can we have some spare feminine hygiene products in the backstage toilets.</p> <p>MS -Water pressure was very bad and had issues in the show. Is there anything we can do? Monitor to see if it is the roadworks. The gents toilets are flooding again and need attention</p> <p>TC – feels we should have someone from Front of House monitoring people when people come back in if they have popped out so they come in not in the middle of a number.</p> <p>CH- Lights are bad in the downstairs changing room and need upgrading.</p>
	<b>ACTIONS</b>	<p><b>MS</b> to ask exactly which switches were damaged.</p> <p><b>KE</b> to chase up the heater part.</p> <p><b>SM:</b> Sort out caddy of spare hygiene products backstage</p>
19	<b>Date of next meeting</b>	<b>18<sup>th</sup> June 2024 7.30pm</b>