

Wells Operatic Society Limited

Theatre Committee Meeting

MINUTES

9th April 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	Minutes
1	Apologies & attendance	Attendance: KE, TC, VO, MS, JHS, BB, EH, CH, NH, SM, CM, AW Visitor – Alisa Creaser DSL Apologies: JH, PP Resignations since last meeting : Dave Palmer, Graham Brown, Liz Carey New Members since last meeting: Vicky Orman, Emma Hardy, Janice Holwill, Sandra Marshall, Charlotte Munckton, Alan Watts AW had to leave early.
2	Minutes of the last meeting	Approved
3	Welcome to new members of the committee	KE welcomed the new members to the committee
4	Show proposals Jon Sansam to give presentation on Jekyll and Hyde	KE contacted Jon and met with him. He is enthusiastic about doing the show, however, he is unable to commit to doing it next year in the spring show slot. Tom is going to discuss a possibility with Elisha. The other option is to do Variety show. KE asked whether we should ask for volunteers for the spring slot. It was decided to wait until TC has spoken to Elisha
	Actions:	TC to speak to Elisha
5	Matters Arising from previous meeting Post show checklist and backstage clear up guidance: ongoing Fire Risk Assessment Updated Health and Safety policy: ongoing	Post Show Checklist – Still ongoing Fire Risk Assessment – CH report the fire assessment took place in February. CH queried the report and they confirmed we needed a fully wired in system. She has organised a quote for a fire alarm system which has come in at approximately £14,000. It is suggested this should be planned for May after the PAT testing just after Sister Act. Previous raised money has been already absorbed into theatre funds and used. CH suggested a fundraising show might become a necessity to help pay for these necessary upgrades. Other fundraising options were discussed including the costume and props sale. MS suggested that be expand to be a tabletop/Jumble as it will encourage footfall. This was agreed in principle. Dates and logistics have to be decided.

		<p>The gas checks have taken place and the gas heater in the bar has been condemn. The engineer is looking for the part, but is not hopeful. It might be better to replace them with electric heaters. Ken will let us know.</p> <p>KE has now had the Gas Safe Certificate sent through to him.</p> <p>Health and Safety policy – is ongoing. KE to continue with this</p>
	ACTION	<p>KE to print off three copies of the Gas Safe Certificate to be put by the boiler and in the bar.</p> <p>KE to continue with Post-Show checklist</p> <p>KE to continue with Health and Safety policy</p> <p>ALL – decide on date and logistics of costume & props and tabletop sale</p>
6	<p>The idea of having a permanent display of archive memorabilia in the passage way next to the sweets counter</p> <p>The possibility of having our own defibrillator with fund raising</p> <p>The on going problem in the upstairs props and ladies dressing area where it is perpetually being left in a mess</p> <p>Checking smoke alarms at start of each committee meeting</p>	<p>The committee discussed the idea of a memorabilia display and felt it would be a valuable addition.</p> <p>Once sorted, some materials could also be taken to the museum to see if they are of use. JHS to coordinate.</p> <p>JHS reported that a group of them had looked into the first aid requirements and had sorted out the first aid kits. A defibrillator was recommended for our type of venue. She has looked to see some options for a defibrillator onsite. For £1500 we could get a full kit.</p> <p>Everyone wanted one in principle but the current funding situation meant it was unlikely to be able to come from theatre funds as most were allocated for upgrades to the fire alarm system.</p> <p>Discussions were held about how we could do funding. A gofundme site was considered and felt to be a good option as it is a resource that would benefit the community so we can hopefully engage community support</p> <p>A warning to go on the face book about blocking the fire exit and keeping props tidy if it happens again.</p> <p>It was discussed whether some of props could be locked away in the divers hut.</p> <p>The roof of the divers hut needs replacing. Hazardous material removal has increased the cost of removing it so it is currently not being used. Current estimated cost would be £6000.</p> <p>JHS showed everyone the fire logs.</p> <p>CH mentioned fire alarms need to be tested weekly if possible, and emergency lighting once a month. CH said you can test one different sensor each time, not all of them every week.</p>
	Action	<p>JHS to create displays for the corridor</p> <p>TC to create gofundme page for the Defibrillator</p> <p>BB & NH can do testing in term time. We would need someone for holiday times.</p>

		Name and shame on Facebook for props when it occurs again
7	Correspondence	TC – has had a request for two tickets for a show for a charity fundraiser. Adam has agreed to donate two for Witness for the Prosecution. KE raised a query that we should ask PP if we can do this as a charity ourselves as there might be restrictions
	Action	PP to be asked regarding ticket donation.
8	Treasurers report	PP sent the following information to be mentioned at the committee New members must be entered onto the Companies House and Charity Commission websites. In order to do this they need to email PP (treasurer@wellslittletheatre.com) the following details as soon as possible: Title, Name, Date of Birth, Home Address, Telephone Number, Occupation, Nationality They will all need to present themselves with their passports at the Accountants. This is a legal requirement. Webb & Co, 1 New Street, Wells. PP has also asked if someone can take on the membership admin
	ACTION	Vicky Orman, Emma Hardy, Janice Holwill, Sandra Marshall, Charlotte Munckton, Alan Watts to take passports to Webb and Co before the next meeting but after being registered at Companies House
9	Membership and events Need to look at how membership is granted, what the form is for etc.	KE raised that our membership process needs a review. Sometimes membership is refused and the committee need to review applications in a timely fashion preferably before someone who might have concerns about is already taken into a show A discussion took place about the process. It was decided to look at it in the future as it is a complex subject.
	ACTION	People to consider this process and come with suggestions at next meeting.
10	Publicity	TC reported that for Sister Act only 15 patrons tickets were not used. These were sold very rapidly.
11	Safeguarding	Alisa attended the meeting to update us on safeguarding in her capacity of Theatre DSL. She has spoken to the Local Authority about how we run safeguarding at the theatre who had no concerns. The local authority representative has suggested that we manage activities and events involving children outside of the show structure with Risk assessments. Alisa has sorted these out and has created them for implementation. The LA representative emphasised that we should adopt a common sense approach. Alisa reported it was very reassuring as regards to what the theatre had in place.

		<p>We need to get DBS checks done through an umbrella company. It will cost £12 each. The society will pay this.</p> <p>It was mentioned that if possible it would be an opportunity to convert the DBS to a roaming/portable DBS. This would mean not having to do one again as long as the annual fee was kept up. Alisa is going to look into this.</p> <p>Alisa has made contact with the LADO to introduce herself. Risk assessments will be shared with those doing events. Ken has copies he can pass on.</p>
	ACTION	ALL: Next meeting – Start the online DBS when link received. Bring the items of ID to the next committee meeting to be verified.
12	<p>Theatre Maintenance and renovations</p> <p>Final parts of theatre clear up have been completed</p> <p>Bar heater failed its gas safety check. Engineer is looking for parts (not hopeful) will advise when he knows</p>	<p>They have been completed.</p> <p>It was agreed we need to change the keycodes to the workshop and front door – we will do this after Sister Act.</p> <p>TC was asked to pass on that the lights be returned after the show to where they came from.</p> <p>TC requested that the front door be looked at as well it is having a lot of issues</p>
	ACTION	KE to instructed Angelo to change codes after the show.
13	<p>Training</p> <p>Safeguarding – send link to new members</p> <p>Legal requirements for trustees feedback from Pauline</p>	<p>KE will send the link to the safeguarding training to all new members</p> <p>PP was not able to pass on this information – carried forward to next meeting</p>
	Action	<p>KE to send out safeguarding link</p> <p>ALL NEW:- New members to complete the course, and then send the certificate to KE</p> <p>PP Trustees feedback to be an agenda item next meeting</p>
14	<p>Hirings Wells Comedy Festival – May 23rd to 26th</p> <p>Monthly meditation – first Thursday of the month</p> <p>Ukranian dancer – running two classes per week</p> <p>Cosmo group</p>	<p>KE reported that we shall leave the hiring charges where they are on PP's recommendation.</p> <p>The bar needs to be cleared prior to the comedy club.</p> <p>The meditation group is continuing regularly each month</p> <p>The Ukranian dancer is no longer doing the classes but is still occasionally using the space.</p>
	Action	N/A

15 Productions	
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Sister Act by Cheri Steinkellner and Bill Steinkellner		6th - 11th May 2024	
<i>Director</i>	Tom Creswick	Producer	N/A
<i>MD</i>	Nick Barlow	Choreographer	Elisha Webster
<i>Set design</i>	Emma Lanfranchi	Sound	Adrian Mitchell
<i>SM</i>	Ollie Tatar and Phil Vivash	Lighting	James Linham
<i>Costumes</i>	Louise Sansam	Props	Jo Scammell, Vicky Orman and Julie Webster Sue King Sophie Kerton
<i>Prompt</i>	N/A	Make-up	Sophie Kerton
<i>Budget</i>	Reviewed and agreed	Publicity	Tom Creswick
<i>Photos</i>	Greg	Programme	Elisha Webster
<i>Ticket prices</i>	£16	Rehearsal schedule	Done
<i>FoH</i>		Tickets go live on	Feb 3 rd
ACTION: TC reported that it was all in place. Still looking for some back stage helpers for quick changes KE will order programmes shortly			

Witness for the Prosecution by Agatha Christie		16th - 21st September 2024	
<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
<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
TC raised Adam is planning to have front rows as VIP seats.			

16	Planned future productions	
	Nativity! The Musical by Debbie Isitt and Nicky Ager Director Sharon Edmonds	14th - 21st December 2024 License has been purchased
	Equally Divided by Ronald Harwood Director Jackie Watts	March 2025
	Jekyll and Hyde TBC Director Jonathan Sansam	May 2025

	Little Women by Director Bobby Bass	September 2025
<i>BB would like to start considering dates. It was decided to go for the 16th – 20th September 2025</i>		
	Panto TBC Director Ken Edmonds (TBC)	December 2025
	The 39 Steps Director Charlie Blanning	March 2026
<i>We are looking for a replacement for a musical director. If anyone is aware of anyone please let them know.</i>		

17	Show reviews	<p>CH saw Jesus Christ Superstar and it was fantastic. Very funny and a great show.</p> <p>MS – Addams family in Ilminster. School production – it was a fantastic show with some excellent upcoming youth talent</p> <p>SM – The Kiterunner – a play. It was set magnificently. They had someone playing all types of drums/ instruments all the way through blending with the play. She reported it was very effective and engaging</p> <p>SM- Guys and Dolls by Bath Operatic Society. It was not the best version she has seen.</p> <p>EH- Saw Lion King which was very good and Wicked which was also good. She was particularly impressed by costumes and production</p> <p>TC- Oklahoma – It was a very good performance, and dancing was excellent but the show itself is a long show which detracts from its impact.</p> <p>He also saw Edward Scissorhands – a ballet which surprised him with how amazing it was.</p> <p>JHS – The play at Wookey was very amusing and a great production with excellent performances by MW and DG</p>
18	Any other business	<p>SM – Sandra asked if PAT testing will include the workshop</p> <p>CH – agrees that this has been organised to happen.</p> <p>SM raising that maybe we need to consider if there is a way to secure tools so they don't disappear. And also a workshop sort out.</p> <p>Other members of the committee reported this is a known issue and we are trying to work on it. SM suggested we might need a Get Out task list to help allocation of tasks.</p> <p>She would like to encourage people to come down to Get Out.</p> <p>Cathy is going to sort out the paint cupboard this week to stop flammable materials being left out.</p> <p>SM- Awards. She asked how they are being distributed. KE will chase up.</p>
	ACTION	<p>SM - Create a task list proforma for Get Out for next meeting.</p> <p>KE – Chase up awards</p>
19	Date of next meeting	Tuesday 14th May 2024 7.30pm