

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

17th February 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: Sandra Marshall, Tom Creswick Present: Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Tatar, Natalie Hope, Amy Hutton, Annalisa Checchi, 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	TC to look into FOH seating in auditorium - Ongoing SM to email Elisha regarding volunteering for 17 year olds - Ongoing MS – to check the report from Phil - ongoing 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 VO: to Invite Mayor to AGM- Complete MS - To look for good bins. MS has discussed with Angelo. Angelo is giving MS prices tomorrow CT- Binny for Sanitary bin - Ongoing SM – Speak to Mark W about loft.-Ongoing AC – Laptop/printer – has emailed Nick, not had a response. AW to follow up MS – to get the lights organised – Complete PP- Tell comedy club they can keep the seats.- Complete AC – to check with insurance regarding volunteers and membership - ongoing MS to Sketch some drawings about sound platform - Ongoing	

		<p>SM - Speak to Mark about damp by props. This might be part of the gutter issue. VO spoke to Mark and mentioned it when he was clearing the gutters. Mark suggested that there be a set agreement for the gutters to be done regularly.</p> <p>CT: Chase sensors – They say that they have sent it to us, but no one has an email. We need to sorted by a deadline. Caroline to chase asap as there is a smoke machine in 39 steps</p> <p>SM - Run a drill for Guys and Dolls – Planned at tech</p> <p>AH – Solar Panels - Ongoing</p>	
	ACTIONS:	<p>TC to look into FOH seating in auditorium - Ongoing</p> <p>SM to email Elisha regarding volunteering for 17 year olds - Ongoing</p> <p>MS – to check the report from Phil - ongoing</p> <p>SM to send revised Get Out list to CT to be kept on Theatre Share - Ongoing</p> <p>CT- Binny for Sanitary bin - Ongoing</p> <p>SM – Speak to Mark W about loft.-Ongoing</p> <p>AC – Laptop/printer – has emailed Nick, not had a response. AW to follow up</p> <p>AC – to check with insurance regarding volunteers and membership - ongoing</p> <p>MS to Sketch some drawings about sound platform - Ongoing</p> <p>CT: Chase sensors – They say that they have sent it to us, but no one has an email. We need to sorted by a deadline. Caroline to chase asap as there is a smoke machine in 39 steps</p> <p>AH – Solar Panels - Ongoing</p>	
4	Correspondence <i>(Standing Item)</i>	<p>TC had received a correspondence from a resident regarding local artists and supporting them instead of using AI graphics. A discussion took place; the theatre often use local artists from within their own membership, but as a charity we have to use economic resources. We are not averse to support art in any format.</p> <p>CT: Suggest we could do a competition for programme cover – perhaps for the Variety fundraiser as a way of encouraging local art.</p> <p>Possible fundraising event for the theatre and another charity by MADBAND JHS</p>	All

		<p>JHS – went to Wookey Theatre Group who did a fundraiser, where they split the money raised between the theatre group and a charity. She reported it was a great night, and they had asked if they could do one at the theatre where they would split the money with the theatre and their charity. Approved in Principle by the committee.</p> <p>A member of the public has been trying to get into the theatre again. People who are new need to be made aware that they should not let non-members in.</p>	
	ACTIONS	CT to contact Wookey re the event.	
5	Safeguarding <i>(Standing Item)</i>	<p>TC – Email membership re DSL - Complete</p> <p>Rebecca Perdig has applied and Alisa has checked her documentation and is happy to take her on. Approved by the committee</p>	
	ACTIONS	Let Alisa and Rebecca know it is approved.	
6	New items for discussion	<p>Roy Bevan Award – ALL Vote (see list of nominations) The committee voted. CA voted as the recipient. JHS to get the trophy engraved.</p> <p>Concert Proposal – TC Tom has suggested that that we do one for next year for 125th anniversary, giving us time to work on it, do proper publicity. Agreed by committee.</p> <p>New Logo – TC has suggested we need a new logo. He has mocked up some options which were shown to the group. Discussion took place. We liked different elements of each bit and CT raised the point of usage being considered in the design eg, not just on the website, but as a clothing emblem. We thought it might be useful to ask the membership to see if there is anyone who could contribute graphic design experience once we have determined what we are using it form – eg hoodies etc.</p> <p>AC – Free Essential carer ticket policy Following a recent booking enquiry, we have been asked to provide a complimentary Essential Carer ticket as a reasonable adjustment. The committee discussed this in detail. It was considered that reasonable adjustments should take the form of facilitating the comfort of the individual rather than free tickets. However as they</p>	

		<p>have raised it, as a one off, on production of a formal essential carer id, we will do a discounted price.</p> <p>We then need to establish a policy for this as there is no consistent approach for theatres to this issue.</p> <p>AW to research and draft a Essential carer policy.</p> <p>AC to respond to the enquiry.</p> <p>It was noted at this meeting before the AGM the current committee usually confirm if they are wishing to stay on/stay in roles. As members were missing it was requested VO send out a form for people to complete and that members need to be ask to be nominated.</p> <p>MS asked is the committee limited to 14. It was confirmed that is what our constitution says, though there is scope for additional people to attend in a non voting capacity.</p>	
	ACTIONS	<p>JHS/MS to get the trophy engraved.</p> <p>AC- to reply to client</p> <p>AW to research and draft a Essential carer policy.</p> <p>VO- make e-form and send to all for response</p> <p>VO- Organise the mailchimp to members</p>	
7	Treasurers report & Financials <i>(Standing item)</i>	<p>ALL: List of Priorities for budget plan</p> <p>After a discussion it became very apparent it was hard to prioritise how we were going to tackle these items without even an approximate cost. We decided to share our the responsibility of subdividing each priority for information.</p> <p>All – Establish priority spend from list;</p> <p>Rollers - CT</p> <p>Mics - VO speak to NB/AM</p> <p>Back Door -MS/TC (MS getting an alternate quote too)</p> <p>Windows – would need a planning consultant – MS in first instance to look at Rehearsal room windows</p> <p>Front of Theatre – repainted new signage - TC</p> <p>Disabled space and marking out spaces.- Pending</p> <p>Flip up seat replacement -TC</p> <p>Redo the downstairs dressing room -EH</p>	PP/AC

		<p>Better speakers in auditorium – VO speak to NB/AM</p> <p>True HEPA Air Purifier for the downstairs dressing room. Approx. £200 - TC</p> <p>Lighting/ Electrics in Garage/Container - complete</p> <p>Security Lights out the back - complete</p> <p>Conduit to the container- Completed</p> <p>Microwave – agreed to look at and purchase - EH</p> <p>Sanitary bins - BB</p> <p>Replacement Bins - AG</p> <p>Renovate the toilets – Renovation package?</p> <p>Sounds desk – Renovation package with Toilets?</p> <p>Loft area in costume cupboards (eg Mark W) -SM</p> <p>We need a laptop / printer for box office- AW</p>	
	ACTIONS	See above	
8	Membership and events	<p>Membership Website records & GDPR – VO</p> <p>VO raised that there were a lot of very old member accounts on user area the website, someone of which have historical data under GDPR we should not have. She volunteered to start to cleanse out the data.</p> <p>A further discussion took place around the membership process, but it was felt it was too complex to cover and might need a small subcommittee to work out how to manage the system. AC/CM/VO</p> <p>AGM Reports – VO (Just checking who is responsible for which report)</p> <p>Chairman Report – TC</p> <p>Treasurers report – PP</p> <p>Events – CT</p> <p>Amy – Hiring</p> <p>TC- Roy Bevan</p> <p>Show report - TC</p> <p>Patrons Night – CM/EH</p> <p>EH wants someone to do the receiving of Patrons as she is doing props for the show so will be backstage and having to do props set up. She will set it up but needs to have someone to meet and greet. It will be the Monday.</p> <p>EH is going offer patrons the same seats they had last year and change as necessary.</p> <p>AC has set up the event on the booking system but it is not live yet. She will let EH know but likely</p>	

		<p>to go live not long after 39 Steps around the 21st March.</p> <p>Membership event suggested for Summer – AH/CT to look into it..</p>	
		<p>AC/CM/VO Subcommittee - to just sort out what is happening Membership wise AH/CT to look into Event ALL – find someone to cover Patrons Meet and greet</p>	
9	<p>Publicity <i>(Standing item)</i></p>	<p>Publicity – 39 Steps – 70% sold out which is excellent with a few weeks still to go. Cast headshots are starting this week so social publicity is ramping up. Poster in Wells Voice has gone out which has increased ticket sales.</p> <p>G&D – Low key marketing until the play is over. Marketing video has gone out and had lots of views.</p> <p>General Publicity – We had an article in Wells Voice about the Nativity and Carousel nominations with a nice write up.</p>	
	ACTIONS		
10	<p>Updates on fundraising</p>	<p>See proposals for fundraising concerts</p>	
	ACTIONS		
11	<p>Health & Safety (maintenance and renovations) <i>Standing Item</i></p>	<p>Roller – CT has been chasing contractors about it. This is needed for Guys and Dolls Security lights completed - Security lights are great – thank you to Mike CT- The fire alarms sensors have been chased again and it needs to be done shortly as the play needs a smoke machine. Foyer Phone – MS MS was concerned that we had no landline phone, especially when we are in a booking period for the play. AC has chased regarding it, and Nick needs to do it. She has asked if someone who sees him at rehearsal could bring it to his attention. CM/TC are the most likely to see him at rehearsal</p>	

		Tree – MS. MS asked about whether we had made progress with the tree removal. AC has been progressing it. The insurers have not yet authorised it. They are doing soil testing in neighbours garden. They are in process in arranging this, to inform subsidence risk – we cannot take action until they have signed it off. We have a quote ready for removal.	
	ACTIONS	CM/TC – to ask Nick about the phone.	
12	Hirings <i>(Standing Item)</i>	<p>Ballet dance class on Saturday afternoon now a regular booking.</p> <p>Monthly meditation – first Thursday of the month</p> <p>Anna – The Ukranian dancer – adhoc visits</p> <p>Glastonbury and Street Potty Mouths Panto would like to hire next year – TC has liaised with directors</p> <p>PQA – Booking for 12th, 13th, 14th June 2026.</p>	
PLANNED PRODUCTIONS			
39 Steps		March Play 2026	
<i>Director</i>	Charlie Blanning	Producer	Adam Lanfranchi
<i>MD</i>		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	Currently live
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>	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. Logo agreed	
<i>Director</i>	Sam Elsby	Producer	Adam Lanfranchi
<i>Set design</i>		Sound	
<i>SM</i>		Lighting	
<i>Costumes</i>		Props	Doreen Grant
<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
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	March 2027 Streetcar named Desire	Play confirmed – Director Kevin Hardacre
	Spring 2027	Legally Blonde Director Lucy Plant MD Nick Barlow

14	Show reviews	TC sent a review of a production of The Producers they went to see in London. Great show but a little too stripped back for his liking. He thinks one to consider for Wells at some point.	
15	Any other business	Incoming proposal for show.	
ACTIONS			
16	Date of next meeting	AGM 28th March Following meeting proposed 14th April 7.30	