

# Wells Operatic Society Limited

## Theatre Committee Meeting

### Minutes

12<sup>th</sup> November 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	Who
1	<b>Apologies</b>	Apologies: Ken Edmonds, Tom Creswick, Pauline Perrin, Emma Hardy  Present: Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Hoare, Natalie Hope, Janice Holwill, Sandra Marshall, Charlotte Munckton, Alan Watts	Any
2	<b>Minutes of the last meeting</b>	Approval of minutes of previous meeting It was requested that the ticket price of Equally Divided be amended to be £16 per ticket	Any
3	<b>Matters Arising from previous meeting not elsewhere on the agenda</b>	Actions:  TC to speak to Julie about sweets and prices. <i>Mars Bars are in a pack of 4 for 50p (but you will be able to sell them separately) a box is £8.00. They go out of date on 26/01/25 It was suggest we buy some for Nativity -KE</i>  SM to Write Seat Plaque blurb – <i>Sandra has a draft version nearly finished but need some support in sending it out to membership. She has asked about the engraving -Can do 4 U would do 30 characters for £7 per plaque. Bobbi has tried some Laser etching for this and produced a couple of options. She showed them to the committee and we feel they look good with the colouring. It was decided to make a decision on which version to use when we have some pledges</i>  VO: Gain access to upload files on website <i>She has a login (However she is experiencing some issues actually getting to the area where the files can be uploaded)</i>	

		<p><i>Feedback was given regarding a couple of items on the website from members of the committee. The placeholder for Sleeping Beauty needed removing urgently. VO to contact Adam and Nick. Website is not optimised for mobile phone/tablet - AW to feedback to Adam and Nick</i></p> <p><i>VO to reply to correspondence. VO replied to all correspondence.</i></p> <p><i>VO to upload approved Safeguarding Policy when she has website access – ongoing when issue of login in has been dealt with.</i></p> <p><i>KE to let Samba band know agreement in principle around other bookings and meetings KE had reported that the Samba Band would still like to come and try the theatre at some point but a date has yet to be arranged. This will be on a Tuesday night from 7.30pm to 8.30pm. KE happy to liaise and organise.</i></p> <p><i>JHS to talk to TC about QR codes She has discussed them with him, and he has made some. He is sorting things out and will make the webpages and JHS will provide the content.</i></p> <p><i>VO to email Liz C about postal list Postal list has now been received and emailed on to CM and EH.</i></p> <p><i>VO to send on information about patrons to EH All received now sent on</i></p> <p><i>Ask TC if the fundraising page is now closed. See Financial report.</i></p> <p><i>MS to ask for Defib install is itemised. MS confirmed this was requested. It has not been received yet. - Draft up the first version of the member handbook -Ongoing</i></p> <p><i>CM Work on members database It is a work in progress – she is inputting the backlog of data from when we started to be unable to access this area of the website. VO to send blank membership forms to CM Copies sent</i></p>	
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		<p>New form encompassing permission for photos and permission for show as a tick box to be created. CM (or VO)  KE talk to TC about ticket sales and publicity  <i>Ongoing</i>  <i>Sharpie and highlight assembly points – A couple have been done JHS. More to do.</i></p> <p>SM to investigate B&amp;Q paint for Charities  <i>VO discovered that the B&amp;Q reuse scheme has an online sign up. SM has asked in store. Information received directed her to sign up to Neighbourly which is linked with it. The committee agreed to add to info@wellsittletheatre to “neighbourly” to see if we could benefit from the scheme.</i></p> <p>MS to get quotes for the asbestos roof -<i>ongoing</i>.  VO to arrange Fire Extinguisher check  <i>Avon Fire Extinguishers have emailed asking for a date 25<sup>th</sup> November. Is anyone able to let them in?</i>  Check Legionella inspection has occurred  <i>This has occurred – remedial works to take place. A yearly service and draindown is proposed.</i>  <i>We agreed this needed to be done – A discussion of running the water was done. SM volunteered to do this regularly.</i></p>	
	<b>ACTIONS:</b>	<p>KE – Buys some sweets for Nativity  VO- VO to upload approved Safeguarding Policy when she has website access  TC to organise legionella remedial works and yearly service  VO – Fire extinguisher service  VO- Sign up to Neighbourly  MS to get quotes for the asbestos roof  Draft up the first version of the member handbook -VO  New form with consent incorporated - CM</p>	
<b>4</b>	<b>Correspondence</b> <i>(Standing Item)</i>	<p>Any received correspondence to members that needs consideration  No additional that is not on the agenda</p>	All
	<b>ACTIONS</b>		
<b>5</b>	<b>Safeguarding</b>	Any Safeguarding updates or issues	

	<i>(Standing Item)</i>	<p>Chaperone briefings are occurring this week to ensure that the chaperones know what they have to do.</p> <p>Prices going up to £45 for a Chaperone licence might have implications – It was suggested we write to NODA as it has significant implications with regards to having under 18's in any show. (KE or VO)</p>	
	<b>ACTIONS</b>	KE/VO – Write to Noda regarding price rise in Chaperone licences excluding children from theatres.	
<b>6</b>	<b>New items for discussion</b>	<p>KE: Any news on the Scouts clear up – could it be done before Nativity? EH sent in information, that she now has a date for the clear up, at the end of the month. She will circulate details and hope that people will also help and give suggests on how we usually handle the vast amounts of leaves.</p> <p>KE sent out the request for potential directors to get in touch - asking them to contact him by the end of the year, we will discuss in January and invite people to give presentations in February.</p> <p>AW - Adam is updating the show archive, can producers from Sister Act onwards forward programme PDFs and original show photos (their own or ones from people like Greg directly) to him please, do this for all future productions. AW to email them to ask as a prompt</p> <p>SM – Costume hire SM described how her trial of costume hiring this year has highlighted a few things. It is quite a lot of work and she has done a spreadsheet to track hirings. It is amazing how many people borrow from the costume cupboard. She wants us to ensure there is a consistent message that a small donation should required for borrowing members. We had a variety of donations - Wookey was very generous with theirs and contributed significantly to the over all total SM would like there to be a consistent approach to borrowing and returning as people have access.</p>	

		Agenda item to discuss.	
	<b>ACTIONS</b>	EH to share details of Carpark clear up. AW to email directors /Producers for photos for the website VO- Add Costume Hire process to Agenda	
<b>7</b>	<b>Treasurers report &amp; Financials</b> <i>(Standing item)</i>	<p>Treasurers report PP reports the money now coming in from Paypal is from their Giving Fund apparently which is a fund from which people can nominate charities to receive grants. This is different to the money raised from the Just Giving page so PP proposes that it gets allocated to our general funds. This was agreed by the committee</p> <p>PP reported that once again we have received a very generous donation of £2600 from Sid Michelmore and his Glastonbury Stewarding team. The committee is very thankful for this donation.</p> <p>PP asked if anyone has seen the invoice from First for Repairs for the electrical work. If so could they let me know how much so it can be paid. Noone has seen one yet.</p> <p>CH received an email from Enlightened on Friday for an invoice – Graeme B had asked for a PAT call out directly for some lights - £120 was the cost and it was significantly more than as we have some local people that could have been used. Ken to speak to Graeme. MS sold some of the old lights – earning £170</p>	PP
	<b>ACTIONS</b>		
<b>8</b>	<b>Membership and events</b>	<p>Any new members or updates</p> <p>James Barnett has sent a form and has been helping out. He is going to bring in the money when and give to VO . Membership was agreed in principle when money received.</p> <p>EH – suggested we run some more social events and activities for fundraising. CH to talk to Terry about a quiz, EH, and SM offered to be involved and help.</p>	

	<b>ACTIONS</b>	Membership form and monies to be passed to PP and CM – VO	
9	<b>Publicity</b> <i>(Standing item)</i>	<p>TC reported that publicity will all be about Nativity now until the show. Cast and crew headshots starting today and then a couple a week until the show. He plugged Carousel recently as we have the intro dates confirmed and wanted to get some information out about who can take part and what will be on offer for people, as we want a few technical dancers involved.</p> <p>We have two performances sponsored. PQA Wells are sponsoring Saturday 14th and Priory Dental are sponsoring Saturday 21st (evening). TC will inform Sally and let her know what to expect on these days. They both have their complimentary tickets reserved for Tuesday evening and every other ticket reserved ready has been put back onto public sale with Annalisa. With these included, we're 97% sold out, with 23 tickets left throughout the week. Everyone has been sponsored now, with 44 in total so another £440 to add to the bank.</p> <p>Equally Divided will take the lead once Nativity is over, with the odd post about Carousel whilst the auditions stuff are coming up and happening.</p>	
	<b>ACTIONS</b>		
10	<b>Update on fundraising</b>	<p>Any fundraising news or updates VO said that for many grants and funds you have to be able to show quotes, so if any quotes for the various works could be shared we could apply. For example;</p> <ul style="list-style-type: none"> <li>Shed Roof</li> <li>Fire Alarm</li> <li>Heater</li> <li>Microphones</li> </ul> <p>Carnival - Donation bucket would be good and signing in. Caroline will do a sign up sheet for volunteers.</p>	
	<b>ACTIONS</b>	<p>Suggestion of a donation bucket for the theatre at Carnival.</p> <p>Quotes to be shared (Especially to fundraising committee)</p>	
11	<b>Health &amp; Safety (maintenance and renovations)</b> <i>Standing Item</i>	<p>KE - Update on Tree Works Tree Works are ongoing - In Ian chasing contractors he is looking for to create a waterproof road surface once the works have been completed. The council rejected his initial application wanting more information. Our neighbour was getting quite cross about this but seems to have calmed down for now.</p>	

		<p>MS Update on Bar Heater  He has talked to John at First 4 Repairs – he has come up with £1255 - £1600 to replace a full heater at the same spec as before. MS to forward onto Caroline. Needs to do it first. She is going to look into it.  We agree that the heating is a priority.  Do we need an asbestos survey? SM to contact Somerset Asbestos testing as it is an old building.</p>	
	<b>ACTIONS</b>	<p>CH to look into Heater quote  SM to contact the Asbestos survey company she knows.</p>	
<b>12</b>	<b>Hirings</b> <i>(Standing Item)</i>	<p>New hiring Portway Performing Arts every Saturday from 11am to 1pm in the rehearsal room – KE is letting them in for the first time this week.</p> <p>Monthly meditation – first Thursday of the month</p> <p>Ukrainian dancer – adhoc visits</p> <p>Cosmo group</p>	KE

<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	Joanna Hartley-Scammell & Vicky Orman
<i>MD</i>	Richard Kerton	Choreographer	Zoe Wood
<i>Set design</i>	Production team	Sound	Bobbi Bass
<i>SM</i>	Mike Scammell	Lighting	Graham Brown
<i>Costumes</i>	Vicky Orman and Emma Hardy	Props	Doreen Grant
		Projection	Oli Tatar
<i>Prompt</i>	Freda Brown	Make-up	Sophie Kerton
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>	Greg Tresize	Programme	Tom Creswick
<i>Ticket prices</i>	£17 & £13	Rehearsal schedule	Done
<i>FoH</i>	Sharon will ask Sally Trayhurn	Tickets go live on	28 <sup>th</sup> September 2024

<b>Productions</b>			
<b>Equally Divided by Ronald Harwood</b>		Introduction 8 <sup>th</sup> , 17th October, Auditions 2nd November.	
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<i>Director</i>	Jacki Watts	Producer	Tom Creswick
<i>Set design</i>	Mark Wall	Sound	Adrian Mitchell
<i>SM</i> <i>ASM</i>	Mike Scammell Erin Webster	Lighting	Graeme Brown
<i>Costumes</i>	Cast Sourced	Props	Sue King, Alan Watts
<i>Prompt</i>	Freda Brown	Make-up	Cast
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£16	Rehearsal schedule	Done
<i>FoH</i>	Sally Trayhurn	Tickets go live on	
<b>Productions</b>			
Carousel		Intro night Thursday 2nd Jan (all agreed with Jacki) Workshop Fri 3rd, auditions Sunday 5th. Show week is Tuesday 6 <sup>th</sup> May - Saturday 10th but if tickets sell well we'll open Monday 5th up as an official performance with the rights holders.	
<i>Director</i>	Tom Creswick	Producer	
<i>MD</i>	Richard Kerton-Welch	Choreographer	Elisha Webster
<i>Set design</i>		Sound	Nick Barlow
<i>SM</i>	Phil Vivash	Lighting	James Lineham
<i>Costumes</i>	Lou Sansam	Props	
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£18	Rehearsal schedule	Done
<i>FoH</i>		Tickets go live on	

<b>13</b>	<b>Planned future productions</b>	
	Little Women by Director Bobby Bass £16 5 performances	September 2025  Doreen G doing props Nat and Bobbi's mum doing costume NH and RB producing Adam has put up art work
	Sleeping Beauty Director Ken Edmonds	December 2025 Producer/ Writer Vicky Orman



	The 39 Steps Director Charlie Blanning	March 2026 Licence is paid for.

17	<b>Show reviews</b>	<p>KE went to see TC playing Joseph in Weston. Very good production, he has never seen so many sparkly costumes, mostly good sound, just occasionally the balance wasn't quite right but a good afternoon out.</p> <p>JH – Wyrd Sisters - Strode She felt possibly that the script leaned heavily on people knowing the source material which meant it wasn't as accessible or funny if you did not.</p> <p>SM – Saw Reverberation – It was excellent. Fantastic play at Bristol Old vic. Fabulous and simple set that really impressed her</p>	<p>JHS, CH, SM, MS, also saw Joseph and thought it was brilliant.</p> <p>RHS &amp; MS Wind in the Willows – Wookey – it was brilliant. Very well done. Excellent and the borrowed costumes looked great!</p>
18	<b>Any other business</b>	<p>It was raised that there is a developing pattern of shows adding rehearsals or changing times which can cause tensions in the cast. It was suggested that we try and highlight planning things in advance so people know what they are committing to and setting expectations with directors.</p> <p>Defib training – will arrange in new year</p> <p>Various members have approached people on the committee about the cost effectiveness of getting our own set of microphones. This was discussed – It was agreed that they improved our performances and production values and that we were likely to be using them regularly. In principle we were in favour of them.</p>	

		<p>It was suggested that perhaps sponsorship money could go towards this, or we could apply for grants if we had a spec. Nick had mentioned costings as if he had looked into it. It was suggested that he/ anyone wanting to pitch for microphones be invited to show options to the committee, with a focus on the pros and cons of having our own set</p> <p>Door – SM is on it. Mark is going to look at it. – it might be the locking mechanism as a temporary fix. NH was asked to get a quote for a double door to give us a guideline on prices. SM was going to try a contact in Shepton to see what he thought was wrong..</p>
	<b>ACTIONS</b>	<p>VO to invite Nick B to January Meeting JHS to arrange defib training SM to have someone look at he door.</p>
<b>19</b>	<b>Date of next meeting</b>	<p><b>Tuesday 14<sup>th</sup> Jan</b> <b>7.30pm</b></p>