

Wells Operatic Society Limited
Agenda for the meeting on
Monday 4th September 2017 at 7.30pm

COMMITTEE

Richard Wright (Vice Chair), Pauline Perrin, Ken Edmonds, Alisa Creaser, Graham Brown, Lyn Jones, Sharon Edmonds, Mike Scammell, Dave Collyer, Niamh McGrogan, Rob Trayhurn, Gerald Eyers
Our President, the Mayor of Wells, Cllr John North will attend this meeting.

Apologies – Gerald Eyers,

1. Minutes of the last meeting -

2. Matters Arising

- a. SOUP fundraising opportunity – **NM**
September deadline – **NM** will submit application. Presentation to take place in October.

3. Correspondence

- a. I have not heard any more about the Rotary initiatives to purchase and locate a number of defibrillators. **GE**
b. Email from patron complaining about Crucible. Will not be supporting.

4. Treasurer's Report

£5000 ringfenced for pit project. As is set aside for 'Pit & Stage' project, use funds to cover work just done and can show repairs to stage. However, if remainder of cost gained through grants etc, will possibly need returned to pit pot, but is still being used for appropriate purposes. All in agreement. £19K in bond to be sold to cover cost of chairs.
Wells Carnival have been in touch. A van on site for Carnival will be £50 to theatre – non-negotiable. Agreed to continue but with payment in advance.

5. Membership

- a. New members - **GB** to chase new members in The Crucible, I guess KE will do the same for panto
All new members from Crucible: forms submitted and payments made. All approved.
- b. Patrons leaflet. **LJ** –
Ongoing
- c. Social what's on and information pack. **NM**
Ongoing
- d. Theatre branded merchandise. **NM**
Ongoing
- e. Theatre News / What's on sheet – **SE** – sent out and LP sent a hard copy to all patrons.
Newsletter to be generated and sent out before panto box office opens
Box Office open for panto Saturday before Crucible 23rd September, 12-1:30 online from 1:30
(online needs to be arranged)
- f. NODA award – **RW** to write to Doreen to be able to present her award.
Presented at Friday social
- g. **Fundraising ideas for new seating.**
- 14th October – Live band evening – **RW**
Was 07th October, but clashed with Tris Hann's party so moved to 14th. Currently one band booked, looking for another. Will begin to advertise as live music night to get word out. **NM** and **RW** to meet and discuss how evening will pan out.
 - 21st October – review and sketches **RT** to organise with rehearsals on Sunday evenings
RT suggested postponing beyond October as time of year is busy. Postponed to after the March plays – 07th April agreed pending diary check.
 - Halloween Party – members only – profit from the bar to go to the fund
Nick Barlow and Vicky Orman organising
 - Carol Singing Night - members only – profit from the bar to go to the fund

20th December agreed. **NM** to speak with Sheila Ross to see if she will do same as last year. Word books to be sourced. All members asked to ring nibbles.

- New Year's Eve party – members only – profit from the bar to go to the fund
Bar times may be different – **PP** to check. **NM** to organise. Bar will be decorated for panto – leave up for NYE party.

- Quiz evening – January 2018 – **RT** to organise
RT has had volunteer to organise – Terry Rickett has offered. Agree to accept offer.
Agreed on 20th January – pending diary check.

- Wells has got talent – Feb 2018 – volunteers needed
NM & **RT** to get together to arrange. Ask Kate H to help (has volunteered)
£5 junior entry fee; £10 adult entry fee
Preliminary heats free (auditions)

RW to email Michael Eavis to ask Emily to judge; **SE** to ask Tessa Munt; possibly contact Clare Carter at BBC Somerset (ask Lois to contact Clare?)

RW to email Kate H's details to **NM**.

Auditions 03rd March; event 24th March agreed pending diary check.

Need to arrange any lighting, stage management etc

h. Vicky and team have had a good clear and tidy of the Props area. Tina has sorted a lot more of the wardrobe.

Unknown who it was who made a mess again. May have been someone external to theatre. Agreed to change door codes after Crucible.

6. Publicity

a. New Logo – **NM**

Ongoing. **GB** possibly talk to Emma Adams to see if interested in designing something.

7. Theatre Renovations

a. Work on the flat roof above the dock doors, and the removal of the concrete raised floor in the stage right wings. Croscombe Roofing. Cost £5395 +VAT. Work will take place between 29th July and 25th August. Now complete – it just needs some time to clear up. Clear up is ongoing.

Floor may need covering to muffle backstage sound. Agreed to wait to see if is a problem first.

b. Croscombe roofing will be asked to inspect and repair the central gully. And investigate the recent leaks. **GE** work agreed to go ahead soon. Small cost. Complete

Mark will do his at the same time as the wings works. Not sure if this is done – **RW** to check with Mark.

c. Redecoration of the rehearsal room. – **KE, SE & NM**

Ongoing. Need to check with diary to see if October half term as possibility.

GB can put cupboard at other end of room. Tables will go into cupboard. £170 worth of materials + cost of doors. Just need to find storage for keyboard.

d. The replacement / repair of the auditorium seating and associated fundraising. Booked 20-25th Nov 2017 for the auditorium 'seating swap'. In addition **GE** has blocked out the 15th-19th Nov - so that we can prep the room (remove the old seating etc). Sale of old seats? Mark Wall suggested that there was money in the scrap iron. **KE**

Should be completed before panto. **MS** suggested he knew someone who may buy the lot.

KE has checked emergency lighting issues for new seating and confirmed will be reattached once new seats in. **RT** to research selling old seats on eBay, **SE** to add as 'for sale' item in newsletter; updates to be shared via email.

Colours of seats agreed – 'imperial' base with 'rouge' and 'slate' dotted randomly around auditorium.

Agreed on all wood arms with sunken placeholders for plaques.

e. Stage and Pit development

Ongoing

f. Bar lighting **MS and Angelo**

Ongoing

- g. PAT testing **MS** started

Ongoing

- h. The tree. **DC**

Dave shared photos of first layer. Finishing soon – waiting for arborist to confirm date.

- i. N.R.Bishop electrical inspection **RW** – **inspection completed – awaiting results; no large jobs expected but some recommendations.**

Ongoing

- j. Stage lights need a new 15A breaker to stop the system tripping out. **GB**

Ongoing

- k. Purchase of a trolley to help move the rehearsal room chairs. **PP**

Ongoing

- l. Cleaning the bar carpet. **PP** – ongoing - to coincide with auditorium carpet cleaning.

May not be able to use wet carpet cleaner as is plywood underneath – **PP** to investigate. Postpone until after painting of rehearsal room.

- m. New signs and billboards at the front of the theatre and on Chamberlain Street. **RW** has been in touch with Jim Paul, Chartered Building Surveyor and Planning Consultant, and he has quoted £500 + VAT to prepare and submit the planning application for the signs. There will also be a fee payable to the Council which he thought would be £110 - £195. Meeting with RW Fri 1st Sept.

Only applying for planning permission. Once granted, don't have to start work immediately – can get permission and start work sometime in future when funds available.

Designer (Dave) suggested connecting sign to wall rather than ground. Will be nearer the tree.

Uplighting will be from the wall.

Permission requested for LED lighting around the Little Theatre sign.

Suggested a board above the Little Theatre sign with removable lettering, with surround lighting.

Lights will be lit just before and during productions as advertising for next/current production.

Likely to get permission for the sign; the lighting will be the issue.

Permissions / design ongoing.

8. **Productions/Trifold/Hire**

- **September 27-30th 2017 - *The Crucible*** by Arthur Miller. Director - **Lois Harbinson**, Producer - **GB**. SM – **Charlie Watkins**, Set Design – **Emma Russell**, Props – **Lesley Ricketts**, Lighting – **GB**, Sound – **Adrian Mitchell**, Costumes – **Lesley Ricketts**, Prompt – **FB**, Make up – **Julie and Helen Makin**, Budget – **agreed**, Publicity -**?**, Ticket Price – **£11 & 9**, Rehearsal schedule – **agreed**. FoH manager – **Sally Trayhurn**
- **December 9th-16th 2017 - *The Three Musketeers***. Director - **Ken Edmonds**, Writer and Producer – **Vicky Orman**, SM – **Sarah Galton**, Choreography – **Julie Webster**, MD - **Nick Barlow**, Sound - **Adrian Mitchell**, Lighting – **Graham Brown**, Properties – **Sue King**, Prompt – **Freda Brown**, Costume - **?**, Make up – **Julie and Helen Makin**, Photographs – **Adam Lanfranchi**, Tickets – **£11 & £8**, Budget – **agreed**, Rehearsal Schedule – **done**, Publicity and Programme – **tba**, FoH manager – **Sally Trayhurn**
- **8-10th March 2018? – Mark Wall and Doreen Grant propose the following** - If there are any objections please let me know, if not it will go ahead on the dates shown. **GE**
No objections raised.

Gerald, for your information and to discuss with committee if necessary - we will do a read through followed by auditions in October and will put dates in asap

*We have decided to stage the following - **London Suite** by Neil Simon*

Four one act plays each set in the same luxury hotel suite.

The four sets of characters straddle Simon's familiar themes of love, fidelity, loss and betrayal.

Scene 1

*A male two-hander "**Settling Accounts**"*

Billy has managed the financial affairs for some years for his friend Brian, a successful writer, but all is not as it should be. Brian threatens his 'grand master of finance' who feeds him a catalogue of questionable decisions leading to Brian's admission that he now retrospectively hates his overseer

Scene 2

A female duo **"Going Home"**.

Mother and daughter are spending their last night in London and the daughter Lauren is desperate to encourage her mother to start dating again..

Interval

Scene 3

Two women and one man **"Diana and Sidney"**.

Diane is a successful TV actress on a promotional tour, meeting up with her ex-husband who now lives with a younger man on a Greek island. His purpose for the rendezvous is to ask for money whereas she on the other hand still has strong feelings for him and is hoping for a rekindling of their affections.

Scene 4

2 women and 3 men **"The Man on the Floor"**

A comical farce based around Mark and Annie's lost Wimbledon tickets. Things go from bad to worse when Mark's back seizes up and he is immobilised, only for the hotel's Associate Manager to arrive to inform them they have been given the wrong suite, and must move to make way for Kevin Costner.

- **May 15th (Tuesday) -19th 2018** (with a 3pm Matinee on Sat 19th i.e. 6 performances) – **Little Shop of Horrors**. Director and producer – **Nick Barlow**, Choreography - **Eden Simpson**, Rights received, MD – **Kelly Simpson**, SM – ?, Lighting – **GB**, Sound – **AM**, Costumes – **Louise Baker**, Prompt – ? Props - **Vicky Orman**, **Jo Scammell**, **Sandra Marshall**, Make up – **Helen and Julie Makin**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule –**tba**. Vocal Coach - **Kate Lynch**, FoH manager - **tba**
- **September 19th -22nd 2018** William Shakespeare's **The Merry Wives of Windsor** Director – **RW**, Lighting - **GB**, Mediaeval Musician - **Jonathan Weeks**, Costumes – **Louise Baker**, Stage manager – **Charlie Watkins**, Properties – **Pat Watkins**, Choreography – **Tina Eyers**, Prompt – **Freda Brown**, FoH manager – **tba**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule – **agreed**
- **December 8th-15th 2018 – Panto.**
SE to send out MailChimp. **KE** happy to have someone shadow him this year in preparation for next year.
- **March 2019 – NM considering Steel Magnolias**
Street doing same production in September 2018. NM still keen but shelve until more suitable time.
- **Spring show 2019 – Lois offering Fiddler on the Roof**
GB to ask Lois to investigate (may not be available)

9. Training

DG – chaperone training to be arranged as needed.

RW & GE have meet initially with Sally Trayhurn to arrange FoH training.

Initial thoughts were that organisation of all aspects of FoH need arranged. Following contact, Jaqui still keen to continue. Agreed for Sally & Jacqui to work together.

Sally has FoH teams ready for Crucible.

SE – First Aid – Red Cross are willing to do free first aid training course. Additionally there is the opportunity to participate in an accredited first aid at work course cost of £30, SE to email members and organise.

Spaces still available for all day training. Early evening one booked out.

10. Show Reviews

LJ Maid of Cabbage, Edinburgh Fringe: very funny and entertaining

GB Fiddler on the Roof, Chichester: fantastic. Simple but fantastic. Lead role particularly strong. Worth every penny – very impressive.

NM Merry Wives of Windsor, Glastonbury Abbey; Matilda, Cambridge Theatre: Merry Wives very strong – disappointing Falstaff. Matilda breathtaking – not just talent on stage but technically superb. Music (by Tim Minchin) brilliantly clever. Highly recommend.

RT The Play That Goes Wrong, Plymouth Theatre Royal: brilliant show, highly recommended. Coming to Bath.

RW Matilda, Cambridge Theatre: excellent show – best musical ever seen. Children were brilliantly choreographed and stage was very impressive.

11. Any Other Business

None

12. Fire Risk Assessment - Summary Checklist.

Any updates to the list below?

Ongoing unless updates added (in blue)

Summary of points arising out of consideration of the Fire Risk Assessment of Mark Evans

1. Simultaneous evacuation of the building is the principal strategy. **A fire drill should be arranged.**
2. Portable appliances should have annual checks. **MS - ongoing**
3. The air-conditioning service/maintenance needs regular check. **RW**
4. There should be no smoking signs in changing rooms, green room workshop and costume store. **Agreed to put signs at all the entrances to the building 'this is a no smoking site'. RW**
5. Gas appliances should be checked annually. **Arranged for 1st Nov 2017**
6. A type of permanent benches to go along each side of the corridor **NM ongoing**
7. Move over to LED lights in the auditorium (stage lighting). As and when possible.
8. Smoke alarms should be tested weekly.
9. The acceptably safe evacuation time appears to be 2 minutes for our building. The fire drill took longer than this. We will discuss improved procedures at a later meeting. A second fire drill should be arranged.
10. Maximum safe capacity numbers are- bar 100; rehearsal room 60; backstage 60; first floor 60
It was agreed that only exceptionally would those numbers be exceeded slightly, and that by and large we comply. The exceptional times would occur for a very short period of time and very infrequently. **We need to record this somewhere – could it go in the hiring agreement??**
11. There needs to be a disabled evacuation strategy notice, with later FoH training for evacuating wheelchairs. **RW**
12. Emergency escape lighting should be checked annually.
13. Secondary escape lighting is inadequate and the current fire warning system is inadequate. **RW** to go back to Mark Evans for clarification and proposals. **RW, RT to investigate further**
14. There should be a fire safety policy document. It was agreed that this should NOT be complicated or lengthy. It should invite readership rather than deter it. **RW**
Important that is comprehensive. May be best as a H&S document rather than just fire safety. RT to investigate further.
15. Fire safety drills should be carried out before every performance. **It was agreed that this was not practical given the current FoH requirements. But the main FoH officer for the evening should run through with each FoH staff and (if necessary) bar staff what their stewarding duties would be in the event of a fire. AC put this into practice for Our House.** Bar supervisor is responsible for dialling 999. **RW** would draft up a preliminary checklist. It was agreed that Front of House management and procedures need reviewing.
16. Training in all aspects of fire safety is needed (to include the use of extinguishers).
17. The box office receptionist should call the fire service. - Surely inappropriate as he/she not here for bulk of time after performance starts. Suggest FOH manager. Responsibilities should be made known to the FoH coordinator.

13. Date of next meeting Tuesday Oct 3rd then Mon 13th Nov

Actions

NM to submit SOUP application

NM and **RW** to meet and plan live band night

NM and **RT** to meet and plan WGT

NM to speak with Sheila Ross to see if she will do carol evening

RW to email Michael Eavis to ask Emily to judge; **SE** to ask Tessa Munt; possibly contact Clare Carter at BBC Somerset (ask Lois to contact Clare?)

RW to email Kate H's details to **NM**

RW to check with Mark RE roofing repairs

PP to check bar licence for NYE

PP to investigate use of wet carpet cleaner in auditorium

PP to investigate who provided air conditioning system

GB to talk to Emma Adams to see if interested in designing logo

GB to ask Lois to investigate Fiddler on the Roof for Spring 2019

SE to send out MailChimp RE panto 2018 offering chance to shadow **KE** this year

SE to write new newsletter – advertise panto box office/dates; seats for sale

RT to check selling of auditorium seats on eBay

RT to investigate development of a H&S document (to include fire safety)

KE to inform company providing new seating with colour choices (above)