

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

2nd September 2025

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	<p>Apologies: Caroline Tatar, Alan Watts</p> <p>Present: Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Natalie Hope, Amy Hutton, Annalisa Checchi, Sandra Marshall, Charlotte Munckton,</p>	Any
2	Minutes of the last meeting	Approval of minutes of previous meeting Minutes were approved.	Any
3	Matters Arising from previous meeting not elsewhere on the agenda	<p>MS to speak to Angelo re lightbulbs -ongoing AC- talk to Ken regarding wine /possible canned cocktails - ongoing MS – Organise container clear out- possible skip hire. Skips have been hired by EH as part of the carpark and Workshop clearance. The third skip for the remaining debris will be delivered this week. MS to follow up re Back door, soundbox ladder – The ladder is completed but the back door needs to now be looked at. CT to talk to company re rollers – ongoing VO asked if this could now be prioritised as panto will definitely need the rollers for the show, as the set design requires them.</p> <p>SM Review get out list – SM reported she has put copies up for the Get out list. She has produced a stage manager log which is a required part of the process. MS pointed out that the Workshop area needs to be cleared and tidied to be done as part of</p>	

	<p>the breakdown as often this was overlooked following the hard work of breaking down the set.. He has put this in the SM pack</p> <p>Stage Manager pack complete It was suggested that the SM pack could be overwhelming for someone new to the role. It was discussed that it needed to be made clear that these were the things that needed to happen for shows to happen safely but it did not necessarily have to be one person. If someone was only doing a portion of the role, then someone in the production team needed to have an overview that the tasks were being delegated appropriately. An additional paragraph or sheet might be useful when giving this to someone new outlining this.</p> <p>Producer/Director packs - AC Ongoing</p> <p>EH to coordinate car park clear up – We had an excellent turnout of volunteers and filled two skips with the shed /ivy debris and rubbish from the workshop. TC said it looked amazing. EH asked if anyone could take on putting the last of the debris from the ivy/shed in the new skip arriving Thursday as she was involved in tech runs for Little Women. VO said she would see if she could get any volunteers on Friday evening so the skip could be filled and gone before Little Women.</p> <p>TC: Look into winter heating options TC reported that Has been researching it and Contacted 4 potential firms. Not many of them responded but Tom is meeting someone to look at a temporary solution this week.</p> <p>AW to do more detail on his budget proposal – AW had sent notes via email PP proposed that we take the second option to ensure we cover rising maintenance costs. The committee agreed and Option 2 as a format for show budgets is approved.</p> <p>Theatre Duties manager proposal next step (all) – Annalisa is chasing insurers to ensure that we are covered and there is not a threshold where we would considered a direct employer.</p>	
--	--	--

	ACTIONS:	AC to liaise with insurers TC Continue to look at different heating options Producer/Director packs - AC VO- Skip filling group – Complete CT to talk to company re rollers – Urgent MS to follow up re Back door MS to speak to Angelo re lightbulbs -ongoing AC- talk to Ken regarding wine /possible canned cocktails - ongoing	
4	Correspondence <i>(Standing Item)</i>	VO – Tiny Circus & Wells Jazz festival correspondence were reported to the committee. Wells Jazz festival had asked for carparking . The committee asked VO to responded asking how much was needed as we had Panto rehearsals and another booking to accommodate. In principle they would like to support if it is not the whole carpark. Tiny Circus – it was felt they were asking us to book them into our program which would not be possible, but they were welcome to discuss hiring Santamime – their propose times would class with our own Christmas show. VO was asked to respond to each of them.	All
	ACTIONS	VO – reply to Tiny Circus, Santamime, and Wells Jazz and Blues festival - Complete	
5	Safeguarding <i>(Standing Item)</i>	VO- upload CP policy - Complete AH & AC – Complete NSPCC training. Completed	
	ACTIONS		
6	New items for discussion	MS – Sheep and Penguin request for car park use The committee discussed the request of the Sheep and Penguin to have permanent staff park in our car park for a fee. The consensus was that entering into a formal arrangement would be difficult as we could not guarantee access all the time for those staff/ our own members. For larger shows, or events at the theatre the car park is frequently double parked as it is and being paid for them mean a responsibility to ensure they can be used when	

		<p>needed. This was not something the committee felt it could commit to.</p> <p>VO/TC to reply to the Sheep and Penguin</p> <p>Next steps for the shed (JHS)</p> <p>This needs to be discussed further as CT was going to get volunteers from her work. The committee noted that Mark Wall had done an excellent job, MS said we now needed to get electric out there.</p> <p>Electrics are in there, but we need to know where it terminates to reconnect it. To be functional it needs lights in there. It was assumed it was where the old meter had been. MS to look at seeing how lights can be put out there.</p> <p>AH & CT Showcase fundraiser next July.- Ongoing discussions.</p> <p>Policies for review</p> <ul style="list-style-type: none"> -Website Terms of Use - Approved -Ticketing Terms & Conditions - Approved -Website Privacy Policy (public-facing) - Approved -Society Data Protection Policy (comprehensive, internal) - Approved 	
	ACTIONS	<p>MS to look at seeing how lights can be put in shed</p> <p>VO to upload approved policies to Website</p> <p>AH & CT Showcase fundraiser next July.- Ongoing discussions.</p>	
7	Treasurers report & Financials (Standing item)	<p>Treasurers report</p> <p>PP has solved the issue of updating Carolines name with the bank.</p> <p>The bank has swapped our account type which mean we might have more charges.</p> <p>We have had a continually running water in the Men's bathroom that has given us a high water bill.</p> <p>PP to check if food van paid from last years carnival – PP confirmed we have had payment for both years now.</p> <p>Glastonbury Stewards have sent us a donation £2200 – we are extremely grateful.</p> <p>The Shed renovation has cost approximately 10K to date.</p>	PP/AC

	ACTIONS	MS to look at the running water issue with Angelo.	
8	Membership and events	<p>CM/AC – Patrons form overhaul</p> <p>Ongoing</p> <p>CT – 30th August Karaoke night – It was very much enjoyed by those who attended.</p> <p>October: Possible Halloween event – still in discussion. Caroline is considering a film night.</p> <p>November – Carnival</p> <p>December – Carols</p> <p>SM is volunteering to help organise with Caroline.</p> <p>One new member Cecily Robinson – Approved by committee</p> <p>CM volunteered to come down to a panto rehearsal to help process new members. VO agreed to arrange this with her after Little Women</p> <p>There was a discussion about mailchimp and using it to target members only and then wide subscribers. It was noted that as it is a free account it does have limitations. AC thinks that there should be something in Charity Excellence that is a digital communications set up. She will look at it.</p>	
		<p>AC Look into digital communication options in charity excellence</p> <p>Patrons form overhaul – CM/AC</p> <p>Halloween event – CT/AH</p> <p>Carols – CT/SM</p> <p>CM/VO- New members follow up</p>	
9	Publicity <i>(Standing item)</i>	<p>Little Women ticket sales are picking up every week. There will be a last push on the social media over the next week.</p> <p>Panto Tickets going on sale towards the end of the month.</p>	
	ACTIONS		
10	Updates on fundraising	AH/AC/CT to apply for Arts council grant – AC reported that on this application unfortunately didn't get through to stage 2	
	ACTIONS		
11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	JHS – Requested that we have finger plates AH- Can we look at the front of the theatre e Name sign that is flaking off paint and is looking like it is a bit rotten in places.BB	

		suggest we could get some recut in wood – she has access to a laser cutter BB/AH/VO to investigate replacement lettering	
	ACTIONS	BB/AH/VO to investigate replacement lettering	
12	Hirings (Standing Item)	<p>General reminder to go about closing windows to all hirers</p> <p>Portway Performing Arts every Saturday from 10 am to 12pm in the rehearsal room.</p> <p>Monthly meditation – first Thursday of the month</p> <p>PAT testing Week –AH reported she had a week in her diary but that it seems to coincide with the electrical work which might not be possible. Week after Little Women. AH to speak to Caroline about whether it had been booked in.</p> <p>Ukrainian dancer – adhoc visits</p> <p>Glastonbury and Street Potty Mouths Panto January 22nd & 23rd 2026 will be hiring here. Now sold out.</p> <p>Floral Arts – September 30th? AH to clarify</p> <p>Floral Arts – October 7th 4-10pm</p> <p>PQA – Booking for next year.</p> <p>Problems with it some people having the hirings email go to spam.</p>	
	ACTIONS	AH – send a general reminder to hirers about ensuring windows are closed when they leave AH- Check PAT testing with CT	

Productions			
Little Women		Tickets Live 12 th July 2025	
<i>Director</i>	Bobbi Bass	Producer	Natalie Hope/Bobbi Bass
<i>Set design</i>	Bobbi Bass	Sound	Sadie Dyer
<i>SM</i>	Emma Hardy Mike Scammell and Angelo Giannetti building	Lighting	Graham Brown
<i>Costumes</i>	Julie Hope	Props	Doreen Grant

<i>Prompt</i>	Freda Brown	Make-up	Cast
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>	Greg Trezise	Programme	Elisha
<i>Ticket prices</i>	£16	Rehearsal schedule	
<i>FoH</i>	Sally Trayhurn	Tickets go live on	
Sleeping Beauty		13 th – 20 th December 2025	
<i>Director</i>	Ken Edmonds	Producer	Vicky Orman
<i>MD</i>	Nick Barlow	Choreographer	Zoe Davis
<i>Set design</i>	Ken Edmonds/Vicky Orman	Sound	Ollie Tatar
<i>SM</i>	Charlie Watkins	Lighting	Graham Brown
<i>Costumes</i>	Vicky Orman	Props	Jane Pyatt
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£18	Rehearsal schedule	
<i>FoH</i>		Tickets go live on	
39 Steps			
<i>Director</i>	Charlie Blanning	Producer	Adam Lanfranchi
<i>MD</i>	Nick Barlow	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>		Rehearsal schedule	
<i>FoH</i>		Tickets go live on	

13	Planned future productions	
	Guys and Dolls	Tom Creswick Director Nick Barlow MD Lou Sansom Costumes James Lineham - Lighting Considering Matinee – voted to approve by committee to see how well it sells or runs.

		Possible Dress to Impress night
	Woman in Mind - Alan Ayckbourn play	Director Sam Elsby Publicity – Tom Creswick
	Elf the Musical December 2026	Director Andrew Carpenter Producer Tom Creswick Rights purchased

17	Show reviews	N/A
18	Any other business	<p>Show Proposals - 2 Proposals received by TC Adam would like to pitch his proposal in January – He has a variety of suggestion and the committee was asked to look up the plays in advance. Please look up versions.</p> <p>Lucy – Legally Blonde the musical She could come in next month.</p> <p>SM – Would like to do a car washing fundraiser for her childrens projects. Agreed in principle.</p> <p>SM- Attended Margaret Rice's funeral representing the theatre. Talked to some of the older members. They might have some things for archive.</p> <p>AH – can she request perusals? Talk to TC AC – Info evenings, open days to try and push it forward</p>
	ACTIONS	TC – Invite Lucy to do a show Proposal ALL – Review Adams list of plays
19	Date of next meeting	7th October 2025
		7.30pm