

Wells Operatic Society Limited  
Committee meeting Minutes  
9th January 2023 at 7.30pm

**COMMITTEE**

Ken Edmonds (chair), Bobby Bass, Graham Brown, Liz Carey, Tom Creswick, Caroline Hoare, Natalie Hope, Adam Lanfranchi, Emma Lanfranchi, Lucy Payne, Pauline Perrin, Jo Scammell, Mike Scammell, Glynn Webster

**Apologies** – Bobby, Graham

Minutes of the last meeting -

Matters arising as of 09/01

Item	Raised by		
Presentation from Jim Boyd on proposed production 'The Pillow Man'		<p>It is being reopened in the West End this summer. Would need to be marketed as 'the Dark Side' of Little Theatre. Written by writer of In Bruges and Three Billboards.</p> <p>It is a great play to do - 4 speaking parts, but lots of non-speaking roles which act out the stories in the background that the main characters are narrating. It is quite a dark play. For Age 16 and over. Set in a fictional Eastern block country, 2 brothers in prison arrested on suspicion of murder. 1 of their stories could be enacted via shadow play.</p> <p>In original was 4 males but could cast any way (sisters rather than brothers).</p> <p>Could bring in some different actors and audience.</p> <p>Jim to check whether the rights are still available with it being reopened in the West End.</p> <p>Does have some comedy in it, but very black humour.</p> <p>License cost £85 per performance.</p> <p>Pros and cons discussed. Pauline will check if the rights are going to be available.</p> <p>Proposed dates would be 13th to 16th March 2024.</p>	
Donation from Alex		Any update on follow spots? GW will message Lewis to see if they have arrived.	<b>GW</b>
Code of Conduct, Disciplinary procedure and Grievance Procedure		Email Notification has gone out to all members. Digital copy to be added to website and copy printed for handbook folder held	
Heating system in bar		<p>Gas meter has now been changed to a smart meter (is in the rehearsal room)</p> <p>Poor air flow. Heating was variable around the theatre during Wizard of Oz show week. People brought heaters in from home for in the dressing rooms.</p> <p>Agreed for next Autumn need to look at new heaters. Suggested look at wall mounted electric heaters, with individual thermostats. Tom will look at options.</p>	

		<p>Also, not sure that the thermostat is working correctly as it got very hot in the auditorium during Oz.</p> <p>Previous quote from Pulse for replacing the boiler and heating system was coming in at around £50,000 so prohibitively expensive. Could there be more energy efficient options, or grants for solar heating and electric.</p> <p>Will try and find some suppliers willing to quote and see what options are available. Needs someone able to work on industrial scale system, not domestic.</p> <p>Will need to re-insulate the roof above the workshop.</p>	
Box Office		Ideally will run another training session for people who are happy to volunteer for box office.	
Fire at Strode College		<p>It was reported that Strode College have had an electrical fire in their drama department</p> <p>Agreed we are happy for them to borrow anything from costumes and props that we are not using that might be suitable for their Spring show (Grease). GW to liaise with the college for what they might need. LC happy to assist in looking through our store once the list is received.</p> <p>No response received from Strode to GW's offer.</p>	GW LC
Backstage		<p>No additional volunteers so far.</p> <p>What help is needed for backstage for the next 2 productions? In the longer term do need to increase the pool of people able to help.</p> <p>Are unlikely to be able to hire sets due to the size of the stage. Maybe need to consider organising some Saturdays or a day in half term for teenagers interested in helping out, as long as a chaperone has been arranged.</p>	
Roy Bevan award		Need someone to co-ordinate the Roy Bevan award. Jo to Members will send nominations and committee make decision. Ideally, need to be booking a date for the summer dinner dance event. Caroline to make enquiries.	

Correspondence as of 09/01

Item	Actions/outcomes	Person responsible
	Letter from Patron Ruth Hudson looking for a space for Ukrainian lady to use to dance, The rehearsal room is available in the daytime. Suggested just asking for a donation rather than standard hiring fee.	PP
	Email received from Norman Cowell. Feels he has kind of been forgotten about and that not a lot is being done for patrons, however we don't hold as many social events now and also everything stopped during Covid. Suggested that will offer him Life Membership at the next AGM	PP

	<p>Email from Cathy Judge, spoke to Andy at Wells Voice. Would like to hire the Wizard cloak for a small production of Aladdin in Chewton Mendip. We are happy to hire it out for donation.</p> <p>Kelly has borrowed some police hats for school production of Buggy Malone. Mendip Players are borrowing one of our backdrops for their play next month for a donation.</p> <p>Agreed we are happy to consider things on a case-by-case basis.</p>	<p><b>AL</b></p> <p><b>CH</b></p>
	<p>Pauline will send out email to see if anyone wants their Noda award.</p>	<p><b>PP</b></p>

Treasurer's Report as of 09/01

Item	Actions/outcomes	Person responsible
	<p>Wizard of Oz made nearly £10,000 Generally, sell around 200 programmes for the bigger shows, so just about covered costs on them.</p>	

Membership as of 09/0198

Item	Actions/outcomes	Person responsible
	<p>Website is being updated, so may get multiple reminders to renew membership. Pauline is giving out parking permits if people want them. Comment made that the gate has helped a lot. Will not worry about them too much now.</p>	

Publicity as of 09/01

Item	Actions/outcomes	Person responsible
	<p>Will ensure that publicity for Avenue Q state, recommended for ages 15 and over</p>	
<p>Tickets for Forget me Knot and Avenue Q</p>	<p>To go on sale on the same date. Agreed on 4th February. May be helpful to clarify on the website that the 'wheelchair' seat is a space, not a specialist seat. No children 3 and under.</p>	
	<p>Suggested that for patrons invite all to the reception but offer them tickets to The Tempest instead. Liz to send invite out asap.</p>	

Theatre renovations as of 09/01

Item	Actions/outcomes	Person responsible
<p>LED floods for stage</p>	<p>3 of them are now installed. Will be finishing off end of Nov</p>	<p><b>GB</b></p>

Repair of garage roof	MS to try and find a suitable alternative builder for a quote. Are currently being told that it needs a specialist builder due to the roofing containing asbestos.	<b>MS</b>
Repair of toilet plumbing	Angelo thinks that it just needs the inlet valves changing, which he is able to do (rather than needing to fully replace the toilets and cisterns) To be completed.	<b>Angelo</b>
Replacement for pendant lights in the bar	Lights have been changed to something more modern. Are still flickering probably the light bulbs (now have the correct ones). If not will need to look at the dimmer switches.	<b>EL</b>
	One of the windows behind the lighting box is broken / has a draught. Need to check it and work out what needs fixing.	<b>AL</b>
	Lady's toilets are working better, but still not perfectly. Disabled toilet also does not always flush well. Suggestion made to refurbish and refresh all of the bathrooms. Will depend on cost as there are other maintenance items that would take priority. Agreed will get some general quotes to give an idea of what it would cost. Consider whether it would be worth having a fold down baby change table in the disabled toilets.	

Hirings as of 09/01

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Cosmo group	Ongoing	<b>SE</b>
Flower club	Awaiting reply re change of date	<b>SE</b>
Encore Youth Theatre	Currently, on hold The rights for putting on 'Matilda-schools version' have been extended.	<b>LP</b>
Adult panto	Enquiry made by Christian about putting on an addition performance of Sinderella. Was not a definite, wanted quotes for hiring the theatre with and without sound and lighting. Front of house is covered by them as well, as are going around different venues. If they are wanting a Tuesday night would need to have been early January. Has not been chased up by Christian. Adam will let him know that we cannot fit it in this time at short notice.	<b>AL</b>

Productions as of 09/01

<b>Forget-Me-Knot</b> by David Tristram		<b>8th - 11th March 2023</b>	
<i>Director</i>	Ken Edmonds	<i>Producer</i>	
<i>SM</i>	Charlie Watkins	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian Mitchell	<i>Projection</i>	N/A
<i>Costumes</i>		<i>Props</i>	Doreen Grant
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>	Draft budget has been done	<i>Publicity</i>	Ken Edmonds Flyers will go out with Feb issue of Wells Voice
<i>Photos</i>	Adam or Greg	<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>	All tickets £12	<i>Rehearsal schedule</i>	Done
<i>FoH</i>	Ken has asked Sally	<i>Tickets go live</i>	4th Feb

<b>Avenue Q</b> by Jeff Whitty		<b>24th to 29th April 2023</b>	
<i>Director</i>	Nick Barlow	<i>Producer Assistant Director</i>	Tom Creswick
<i>Set design</i>	Emma Lanfranchi and Mark Wall	<i>Choreo</i>	Elisha Webster
<i>SM</i>	Emma Lanfranchi	<i>Lighting</i>	James Linham
<i>Sound</i>	Ollie	<i>Projection</i>	unsure
<i>Costumes</i>	Louise Sansom	<i>Props</i>	Sophie Kerton
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>	Full budget has been given to Pauline. Nick does not think it will change much from this	<i>Publicity</i>	Adam Lanfranchi Will include a 15 age rating on the publicity
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	All tickets £16	<i>Rehearsal schedule</i>	In place
<i>FoH</i>	Tom to ask Sally Treyherne	<i>Tickets go live</i>	4th February

<b>The Tempest</b> by William Shakespeare		<b>13th to 16th September 2023</b>	
<i>Director</i>	Jonathan Sansam	<i>Consultant director</i>	Lois Harbinson
<i>SM</i>	Charlie?	<i>Lighting</i>	Graham Brown

<i>Sound</i>	Adrian	<i>Projection</i>	
<i>Costumes</i>	Louise Sansam	<i>Props</i>	
<i>Prompt</i>	Freda	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi?
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi?
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	Intro evening 10th May Workshop 12th May Auditions 14th May
<i>FoH</i>		<i>Tickets go live</i>	

<b>Puss In Boots</b>		<b>9th to 16th December 2023</b>	
<i>Director</i>	Glynn Webster	<i>Producer/ Associate Director</i>	Vicky Orman
<i>SM</i>	Charlie?	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian	<i>Projection</i>	
<i>Costumes</i>	Louise Sansam	<i>Props</i>	
<i>Prompt</i>	Freda	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi?
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi?
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	Intro evening 29th August Workshop 31st August Auditions 5th September
<i>FoH</i>		<i>Tickets go live</i>	

Proposed productions as of 09/01

<b>Production and Proposer</b>	<b>Proposed dates</b>
The Pillow Man by Martin McDonagh Jim Boyd	March 2024 - under consideration - see AOB
Sister Act by Cheri Steinkellner and Bill Steinkellner Tom Creswick	May 2024 - licence is currently available
12 Angry Men Proposed by Matthew Maisey	September 2024 - under consideration

Witness for the Prosecution or other plays Adam Lanfranchi	Adam advised that he feels he would now rather direct another play instead. See AOB
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Training as of 09/01

Item	Actions/outcomes	Person responsible
First Aid Training	Ken to check if Nat has contacted the lady at Reflex first aid to check her costs and availability. Ongoing.	KE/NH
Safeguarding training	LP and AL to investigate prices for formal safeguarding training for the committee.  Also raised that we would benefit from having a Designated Safeguarding Lead on the committee. AL and LP both have level 2 safeguarding training and are DBS checked for their work so will discuss the DSL role further and determine what additional training might be required	LP LP/AL

Show reviews as of 09/01

Show	Review	Reviewed by
Prince Andrew The Musical on channel 4	It was hilarious.	AL
Cinderella panto at Hippodrome	Enjoyed it a lot. Has some superb actors of all ages, including the link man role being a more experienced actor. Some of the 'improvised' elements such as dame's wig falling off are all scripted, but it is part of the skill	GW

Any other business as of 09/01

Item	Actions/outcomes	Person responsible
RE; Hirings, Sharon no longer working at Connect Centre	Sharon no longer able to let people into the building or put bins out. Angelo has taken over doing the bins for now. Glynn also offered to sort them if he is here for rehearsals. Will need to consider what to do if there are regular hirings.	
	Query made about selling ice creams.	
	Front door does not seem to be opening with the current code. Will ask Angelo to check it. Pauline to email him. Adam noted that the lower catch may be sticking.	
	Liz to send AGM invite to the Mayor	

Date of next meetings: Monday 13th February AGM Friday 31st March Monday 17th April