

Wells Operatic Society Limited
Committee meeting Minutes
3rd October 2023 at 7.30pm

COMMITTEE

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

Apologies – Caroline Hoare, Liz Carey, Tom Creswick, Dave Palmer

Minutes of meeting held 4th September – (agreed)

Matters arising as of 03/10/23

Item	Actions/outcomes	Person responsible
Tree of Doom	Tree surgeon has been given the go ahead. Waiting to hear when this will take place. Won't be before the end of October due to the tree being less unpleasant to work on when it has fewer leaves.	KE
Theatre admin - post show checks	Instructions sheet for what to check and turn off at the end of show weeks to be compiled (air con, boiler room heater etc) - Ongoing.	GB/KE
Fire alarms	Advice re requirements – Ongoing	CH
Replacement Licensee	KE to email EL to find out more about the process. AL said once house sale goes through this will need to be changed.	KE
Replacement stage lighting / new follow spots	Letter sent to Lewis suggesting we will seek compensation through the small claims court if the follow spot issue is not resolved.	GB KE/GW
Stage Manager Desk	Can be run from either side. The only thing that needs moving will be the switch to communicate with the pit.	
Costume hirings	Liz has some suggested costings for hire charges: Theatre member borrowing a whole outfit £10. Other theatre groups £5 for a basic item, £10 for something fancier and £15 for a whole costume Primary schools (or individual students) I have let borrow a small number of items for free. This seems sensible and KE will pass this on to Sandra Marshall who is co-ordinating some of the hirings. Sandra has also requested a key which was agreed she should have one. JS to arrange with Angelo to get one cut.	KE
Updated Health and Safety policy	Draft circulated. KE to look at the Swan Theatre one in Yeovil as it may be a simpler version. Ongoing. Need to locate the accident book and keep it in the kitchen of the rehearsal room.	KE

	FoH manager needs a description of health and safety duties. Signing in and out for shows needs to be done. Best place for list is opposite the Green Room.	
Numbers on stage	Wider discussion was had about numbers. Need to set a limit on numbers on stage. Panto is a bit unwieldy currently. Need to set a limit due to health and safety concerns backstage as well as on stage. 40 people would be sensible.	
Safeguarding	Letter agreed and has been sent. No response.	AL/LP
Obsolete email address	Not sure where that has come from. No need to do anything.	AL

Correspondence as of 03/10/23

Item	Actions/outcomes	Person responsible
Fake ticket messages	These are fake messages on Facebook saying people have tickets for resale. Some appeared only minutes after the tickets went live for panto. Not much we can do to stop the messages. We can delete them when they appear. It was suggested we pin something to our Facebook page warning about these fake messages and for people to be careful.	AL
Wells Carnival	Nothing heard from them. KE to try and make contact. Otherwise, the gate will be locked again.	KE

Treasurer's Report as of 03/10/23

Item	Actions/outcomes	Person responsible
Donation	Sid Mitchelmore has once again given us £2,300 from stewarding at the Glastonbury Festival once again. PP Has written to thank him.	
The Tempest	The Tempest made a profit of £3,192.92 which was brilliant. It was one of the cheapest shows we have ever put on.	

Membership and events as of 03/10/23

Item	Actions/outcomes	Person responsible
Membership numbers	PP said these are falling. Possibly due to doing two small-cast musicals in a row – Avenue Q then Sister Act. Some people like to be involved in the bigger shows. We need members to be able to run the building/bar/front of house, etc. Something to bear in mind for the future shows we plan.	

Events	Proposed future events: Presuming any Halloween fancy dress party/social is not taking place. Have not heard from CH. Carnival is 17 th November – will need to organise rotas for door and bar so can open as a social evening. Will plan to do a carols evening again as well.	CH
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Publicity as of 03/10/23

Item	Actions/outcomes	Person responsible
Sister Act	The announcement about Sister Act going out on social media during the week of The Tempest was not helpful and Jon was upset by this. Need to think about the bigger picture for all our shows.	
Whole year leaflet	Will there be a whole year leaflet this year. KE to ask TC. Would be good if it could have tickets on sale dates for all the 2024 shows.	KE/TC
Ticket sales	A discussion was held about when tickets should go on sale. A month after casting seems about right, with tickets for the March play being going on sale in Jan. The key thing is to have publicity up and running before tickets go on sale particularly for panto and particularly for when the physical box office is opening.	

Theatre maintenance & renovations as of 03/10/23

Item	Actions/outcomes	Person responsible
Annual theatre safety/maintenance walkabout	Will take place in October.	LC
Padlock for side gate		GB
Quote for new electrics by stage and internal comms set up	£1456.87 for new workers in the wings, switching for workers by props area, 13-amp sockets, new feed to the lighting box and a switch in the lighting box to switch everything off. Agreed.	GB/AL

Hirings as of 03/10/23

Item	Actions/outcomes	Person responsible
Cosmo group	Ongoing	SE
Wells Comedy Festival	They are planning to use the theatre again in 2024 - 23 rd to 26 th May. Hiring costs will be reviewed nearer the time.	PP

Ukrainian dancer	Is now formally booking the rehearsal room and is running two small classes a week.	PP
Monthly choir	Sarah Briton - rehearsal room Sunday afternoons once a month 3 to 5pm when the room is available. Next one October 15th	KE
Monthly meditation	Next session Thursday, October 12 th 1.30pm to 2.30pm	JS

Productions as at 03/10/23

Puss In Boots		9th - 16th December 2023	
<i>Director</i>	Glynn Webster	<i>Producer</i>	Vicky Orman
<i>SM</i>	Mike Scammell + Doreen (with assistance from Sarah Galton)	<i>Lighting</i>	Graham Brown / Ollie Tatar
<i>Sound</i>	Jenny Bolton	<i>Choreographer</i>	Elisha Webster
<i>Costumes</i>	Vicky Orman	<i>Props</i>	Julie, Vicky and Jo
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	TBC
<i>Budget</i>	agreed	<i>Publicity</i>	Tom Creswick
<i>Photos</i>	TBC	<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£15 adults £12 (aged 18 and under)	<i>Rehearsal schedule</i>	agreed
<i>FoH</i>	GW has asked Sally Trayhurn	<i>Tickets go live</i>	23rd September

The Glass Menagerie by Tennessee Williams		6th - 9th March 2024	
<i>Director</i>	Kevin Hardacre	<i>Producer</i>	Adam Lanfranchi
<i>Set design</i>	Emma Lanfranchi	<i>Sound</i>	Adrian Mitchell
<i>SM</i>	Emma James	<i>Lighting</i>	Graham Brown
<i>Costumes</i>	Liz Carey	<i>Props</i>	Doreen Grant Carol Phillimore
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>	Agreed	<i>Publicity</i>	Tom Creswick Adam Lanfranchi
<i>Photos</i>	Greg Trezise	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	AL will ask Sally Trayhurn	<i>Tickets go live</i>	TBD

Sister Act by Cheri Steinkellner and Bill Steinkellner		6th - 11th May 2024	
<i>Director</i>	Tom Creswick	<i>Producer</i>	N/A
<i>MD</i>	Nick Barlow	<i>Choreographer</i>	Elisha Webster
<i>Set Design</i>	Emma Lanfranchi	<i>Sound</i>	Adrian Mitchell
<i>SM</i>	Ollie Tatar & Phil Vivash	<i>Lighting</i>	James Linham
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Jo Scammell, Vicky Orman & Julie Webster
<i>Prompt</i>	TBC	<i>Makeup</i>	
<i>Budget</i>	Reviewed by KE and agreed	<i>Publicity</i>	Tom Creswick
<i>Photos</i>		<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£16	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>		<i>Tickets go live</i>	TBC

Witness for the Prosecution by Agatha Christie		16th - 21st September 2024	
<i>Director</i>	Adam Lanfranchi	<i>Producers</i>	Adam Lanfranchi Doreen Grant
<i>Set design</i>	Emma Lanfranchi	<i>Sound</i>	Adrian Mitchell
<i>SM</i>	Kate Lynch	<i>Lighting</i>	James Linham
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Liz Carey, Sue King, Joanna Scammell
<i>Prompt</i>	Doreen Grant	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Work in progress	<i>Publicity</i>	Tom Creswick Adam Lanfranchi
<i>Photos</i>	Greg Trezise	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£16	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	AL will ask Sally Trayhurn	<i>Tickets go live</i>	TBD

Confirmed productions

Production	Proposed dates
Nativity! The Musical by Debbie Isitt and Nicky Ager Director Sharon Edmonds	14th - 21st December 2024 License has been purchased
Equally Divided by Ronald Harwood Director Jackie Watts	March 2025

Training as of 03/10/23

Item	Actions/outcomes	Person responsible
First Aid Training	Spaces on external courses to be checked for Sally Trayhurn. - Ongoing.	NH
Safeguarding training	AL and Lucy Plant to investigate safeguarding training for the whole committee, probably with the NSPCC.	AL/LP

Show reviews as of 03/10/23

Show	Review	Reviewed by
Neighbourhood Watch Alan Ayckbourn	A dark sitcom, not an out and out comedy. Sound was dodgy as there were only mics at the front of stage not at the back. Very good effects however	NH
Strictly ballroom	Very good. Some of the Aussie accent were unintelligible in places. The Spanish dancer was amazing.	NH

Any other business as of 03/10/23

Item	Actions/outcomes	Person responsible
Drummer	GW asked if it was OK to have a drummer in the pit who was 15 from a chaperoning point of view. Original drummer cannot do it, offered a student of his who is 15. AL and Lucy Plant to make investigations	AL/LP
Show clear up	Each show needs to clear up properly including the workshop. MS spent a lot of time clearing the workshop of the previous two shows stuff before panto work could start.	MS
Show clear up part 2	Painting on the walls of the stage should be discouraged and needs to be returned to black/white as part of show get out.	KE

Date of next meeting: Tuesday, November 7th, at 7:30pm