

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

22nd July 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	Apologies: Bobby Bass, Alan Watts, Charlotte Munckton, Sandra Marshall Present: Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Emma Hardy, Caroline Tatar, Natalie Hope, Amy Hutton, Annalisa Checchi Sam Elsby attended by invitation Lucy Plant Attended by invitation	Any
2	Minutes of the last meeting	Approval of minutes of previous meeting Minutes Approved	Any
3	Matters Arising from previous meeting not elsewhere on the agenda	Sam Elsby attended to discuss Play for next year September 2026 Sam summarised that his initial pitch had been for several options -Woman in Mind, or a two hander, and his own play. He described that Woman in Mind was the one decided upon. He described the plot to the committee. Cast of 8 or cast of 9 depending on approach. 4 male, 4/5 female. The set is basic set in the garden with a suggestion of a house in the background. Lighting is important and will be necessary to create mood. Props are relatively minimal. Costume ; would like to dress the imaginary family in a certain period e.g 1950's or 1920's style. Sound is relatively basic with some SFX. He has not checked licences at this point. The committee informed him that this was done by the director/producer. The committee asked questions, regarding the tone, the set up and process. Sam confirmed that it is dark humour. He has investigated a team but has not pinned down people. Would appreciate support. Audition processes were discussed and the committee suggested that they	

		<p>would prefer a more familiar audition process of the options available.</p> <p>Needs support with names to do Would prefer a more traditional auditions</p> <p>Lucy Plant attended to discuss Theatre Manager role Proposal</p> <p>Lucy outlined the basic idea - having a Theatre Duty Manager would allow us to have more bookings as there would be someone to do the opening and closing, or on site support. Getting external hirers will bring money in for the committee and allows more event to take place. It makes sense to be coordinated by a person especially following previous experiences Lucy mentioned she is set up as self employed. She could do it as a self employed person. Coordination would help smooth the process and she could also make sure that the theatre is looked after for hirer and for the theatre. They could determine the level of involvement – for example hire her as a front of house manager as well. Coordinating the bar if needed. The committee discussed the preservation The invoicing process and services needs to be discussed if it went forward.</p> <p>AC said we needed to keep things clear around employment law and insurance, it needed to be made clear that Lucy is self-employed.</p> <p>We need to discuss things with the insurers around whether its covered. Things that are already established would not necessarily need her services. AC mentioned we need to have in mind that we have our articles of association in mind. TC suggested some “works based” hiring where we would pay would also be very useful. NH: Any contingency for if you are away or unwell. It could be covered if we know the times when she is not available. AC would like to ask our insurers where we stand and also to protect her tax status. AC to investigate.</p>	
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		<p>In general the committee felt this could be a very useful role, and something we could trial providing the insurance covers us and we have clarity on what model should be used to ensure we do not act as employers.</p> <p>AC: Circulate updated policies as and when reviewed - Ongoing CM/AC -Revise membership forms – Ongoing AC reported that they were awaiting an answer from CT to chase quotes. Enlightened coming in 22nd September and Elexec and Fire Alarm install are being organised now. We have requested that they keep the rehearsal room and Front of house clear for Panto rehearsal. They are also offer fire alarm maintenance twice a year which have to be done. £353 a year approximately and a call out. All information sent to Enviromech about a replacement boiler/air con – she is waiting for them to come back with the information She would like information regarding the Aircon, to see if it can be upgraded. CT asked about which boilers heated which area. To meet with MS. CT will see if we can consolidate the heating system to not be separate independent boilers and heaters AC Talked about funding applications – we need quotes and ball park figures for some of expression of interest. TC: We need to get some form of heating in for winter while we are working on a longer term plan and applying for funding support. Will look into it AC- funding is more likely if we apply for sustainability SM Review get out list - Ongoing SM/Producer/Director packs - AC EH to coordinate car park clear up Is aiming for a date in August . EH will look into a skip. It was agreed it could be large to take rubbish from the work shop or container. PP to send email about identity verification – Done. People are reminded to do it before the next meeting if they have not done so already</p>	
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		<p>AH/AC/CT to apply for Arts council grant</p> <p>CT to talk to company re rollers</p> <p>They will be tested in September. The ones we will use for Panto are on a different set.</p> <p>CT to book in fire alarm works - Complete</p> <p>MS to investigate Back door –</p> <p>The back door needs to be replaced.</p> <p>MS to follow up</p> <p>MS/SM to tell Mark we are accepting the quote</p> <p>Mark has started by clearing Ivy</p> <p>MS – Organise container clear out- possible skip hire</p> <p>Tungsten bulbs to be replace with LED – Ask Angelo</p> <p>MS to speak to Angelo</p> <p>Sound box ladder broken</p> <p>New bin needed for workshop.</p> <p>AC- talk to Ken regarding wine /possible canned cocktails - ongoing</p> <p>JHS- Liaise with theatre “collector” visitor</p> <p>Jo met him on Sunday and he was very impressed. JHS will send an article to the paper about the visit.</p>	
	ACTIONS:	<p>VO to email and thank him, pass on some names.</p> <p>JHS will send an article to the paper about the visit.</p> <p>MS to speak to Angelo re lightbulbs</p> <p>AC- talk to Ken regarding wine /possible canned cocktails – ongoing</p> <p>MS – Organise container clear out- possible skip hire</p> <p>MS to follow up re Back door, soundbox ladder</p> <p>CT to talk to company re rollers</p> <p>AH/AC/CT to apply for Arts council grant</p> <p>SM Review get out list - Ongoing</p> <p>SM/Producer/Director packs - AC</p> <p>EH to coordinate car park clear up</p> <p>TC: Look into winter heating options</p>	
4	Correspondence <i>(Standing Item)</i>	<p>VO- Response from play proposers Mark A Reply</p> <p>VO informed the committee that they had decided a hiring might be more appropriate and would forward on their inquiry to Amy.</p> <p>Sue King – would like to talk to us about Utility.</p> <p>The committee decided that this would not be something that would be of use to the theatre.</p>	All

	ACTIONS		
5	Safeguarding <i>(Standing Item)</i>	<p>VO – Child protection policy for approval (Circulated)</p> <p>The Child Protection Policy was approved. VO to update on website.</p> <p>Reminder to new members to complete NSPCC training</p>	
	ACTIONS	<p>VO- upload CP policy</p> <p>AH & AC – Complete NSPCC training.</p>	
6	New items for discussion	<p>CT - Looking at doing a 30th August Karaoke Night - Members only</p> <p>AH & CT Discussing a Showcase fundraiser next July. AH and CT feel there might be potential gap in the diary when it could be used.</p> <p>Good idea and will discuss further at a later meeting.</p>	
	ACTIONS		
7	Treasurers report & Financials <i>(Standing item)</i>	<p>Treasurers report</p> <p>PP – Revised Budgets. She would like to see a mock up of what Alan W suggested before we decide to increase or alter our budget set up</p> <p>AC- Insurance renewals – We are happy with the insurance info provide. AC to go ahead.</p> <p>Agreed to move the revised Budgets, and MS and AW would like to meet and look at it more detail before September meeting</p> <p>We can get rid of the Tims – MS to try and sell – Complete</p>	PP
	ACTIONS	<p>AW to do more detail on his budget proposal.</p> <p>MS & AW to discuss and look over</p>	
8	Membership and events	<p>CM/AC – Patrons form overhaul</p> <p>Ongoing</p> <p>CT – 30th August Karokoe night</p> <p>October: Possible Halloween event – still in discussion</p> <p>November – Carnival</p> <p>We have agreed to hire a space for a food van but we are not sure if they definitely paid from last year. PP to check if the food van paid from last year.</p> <p>December – Carols</p>	
		PP to check if food van paid from last years carnival	

9	Publicity <i>(Standing item)</i>	Little Women – 30% tickets sold at the moment. Leaflets are going out in Wells voice in next issue Panto information is schedule to go out	
	ACTIONS		
10	Updates on fundraising	Grants are being applied for with regard to upkeep.	
	ACTIONS		
11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	Tree Update: PP We have been given approval to take it down. AC is looking insurance implications and what we need to do to prepare for it. AC is liaising and asking the insurers what is the preferred course of action. It needs to be trimmed in the mean time and this is booked for August.	
	ACTIONS	AC to liaise with insurers	
12	Hirings <i>(Standing Item)</i>	Portway Performing Arts every Saturday from 10 am to 12pm in the rehearsal room. Monthly meditation – first Thursday of the month Ukrainian dancer – adhoc visits Glastonbury and Street Potty Mouths Panto January 22 nd & 23 rd 2026 will be hiring here. Now sold out. Floral Arts – October 7 th 4-10pm PQA – Booking for next year.	
	ACTIONS		

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	

<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	
<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>		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	

	Guys and Dolls	Tom Creswick Director Nick Barlow MD Lou Costumes 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
	Elf the Musical December 2026	Director Andrew Carpenter Producer Tom Creswick Rights purchased

17	Show reviews		
18	Any other business	BB – Windows were left open in the rehearsal room. People need reminding to shut them. People to keep an eye on those.	
		PP: Saw 5 Lesbians eating a Quiche at Street. It was hilarious and brilliant. TC/CT/AH – Come from away at Frome was amazing Chicago – TC – Lovely show for the dance school. Rehearse readings that Doreen put together worked really well and we had a lot of feedback from people about them. Well done to all involved and it is something that could definitely be done again.	
	ACTIONS		
19	Date of next meeting	Tuesday 2 nd Sept	7.30pm