

Wells Operatic Society Limited
Committee meeting agenda
10th January 2022 at 7.30pm

COMMITTEE

Sharon Edmonds, Mike Scammell, Liz Carey, Tom Creswick, Adam Lanfranchi, Jo Scammell, Graham Brown, Niamh McGrogan, Emma Lanfranchi, Pauline Perrin, Glynn Webster, Ken Edmonds (chair)

Apologies – Bobby Bass, Nat Hope, Tom Creswick

Minutes of the last meeting - agreed

Matters arising as of 10/01

Item	Raised by	Actions/outcomes	Person responsible
Workshop door	GB	Needs touching up. GB will talk to Angelo.	GB Ongoing
Memoriam for Sharon Upham		Peter Upham would like to host an event in memory of Sharon, date TBC	KE Ongoing
The tree of doom		We have to wait on the council - KE to share this with neighbouring residents. KE has heard from relevant parties and let neighbour know we are waiting for necessary documents.	KE PP Ongoing
First aid training		NH looked into this. Will price bringing external first-aiders in for performances. KE to talk to Richard about the handbook & risk assessment. EL to take a look at what we have. NH will look into what NODA has. SE will explore options for 'First aid at work' training as a one-day group session. SE's colleague at work happy to run the session for donation. Will look at and agree date in new year. SE to arrange for weekend training as soon as possible.	NH KE EL SE Ongoing
Dressing room monitors		To be fitted. Just need brackets & fittings.	GB Ongoing
Recycling		We can have bins outside if we want-glass, general and tri-recycling. Will cost £750/year. At the moment we pay £180 for pickups plus price of bags (approx.£100/year). Come 3 weekly but can ask for extra pickups if we want to. Likely to be bigger versions of regular household wheelie bins. Need to now agree who is responsible for organising etc	PP

Correspondence as of 10/01

Item	Actions/outcomes	Person responsible
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Email from Wells Voice. Asked if we would like to contribute to Queen's jubilee Sunday 5th June in performance zone.	Send out on a MailChimp to society to see if anyone wants to do something	AL
More emails about the tree from neighbour	Will be trimmed in due course	KE
Thank you card from Panto audience goes full of praise for the show and appreciative of being back at theatre		NM

Treasurer's Report & Box Office as of 10/01

Item	Actions/outcomes	Person responsible
Accountants want to change us to a new insurance company. We have NODA insurance which we are keeping, but this refers to the other which we have for building and additional needs. NODA insure movables i.e. props, costumes, computers etc up to £47K All other building, fixtures & fittings etc on other policy and is approx. £1.2M.	Need to check: Agreed to find out how much of an increase the premium would be to increase NODA to £75 coverage. Agreed for broker to try and find cheaper coverage for other insurance.	PP Ongoing
End of year - everything getting ready for the accountants. Getting new electricity supply as out of contract. Suggest Friday 25th March.	Agreed AGM date. Expect will be face-to-face.	
Made £18,000 in panto tickets. Surplus of £15,800. Charlie and Vicky did amazing jobs in keeping costs down and being well below budget.		

Membership as of 10/01

Item	Actions/outcomes	Person responsible
Membership renewals and parking permits	Permits to be given out Friday 14th and memberships can be renewed	PP

Publicity as of 10/01

Item	Actions/outcomes	Person responsible
Changes to website	<i>Manuals</i> are now <i>Useful documents</i> <i>Templates</i> added and some documents uploaded for everyone to access e.g. interval drink slips, show leaflet, info for programmes etc	AL
	Please review what is on website under <i>Useful documents</i> and let AL know what is no longer relevant	Everyone

Theatre renovations as of 10/01

Item	Actions/outcomes	Person responsible
PAT testing	Need to source training	GB Ongoing
New sign for billboard by front wall	Has arrived and is in theatre, wahey! SE to ask builder to put in and pin down to a timescale.	KE SE Ongoing
Tree – yellow line edge. Sign received and has gone up. Rocks/boulders to be used instead of lines. AL quote agreed - five concrete posts and necessary equipment to install	SE to speak to builder about bringing gate posts forward so can add closable gate and sign and add posts around tree to address tree and parking issue in one. Quote sent round and agreed. Emailed again	SE Ongoing
Parking in car park		
Have LED floods for stage	Will be installed soon	GB Ongoing

Hire as of 10/01

Item	Actions/outcomes	Person responsible
Small Steps x 2	Ongoing	SE
Cosmo group	On hold (CV-19)	SE
Sustainable Wells	On hold (CV-19)	Sarah Briton
Theatre Festival	Neil Johnson who organises the Theatre festival in Wells, and he's enquiring about the possibility of hiring the rehearsal room 9am - 5pm from Mon 5th - Friday 9th July for a youth theatre week of workshops. Rehearsal room not available Mon & Tue and auditorium set up for Quartet so offered Wed-Fri. Is taking Wed-Fri for £200.	SE Ongoing
Flower club	May want to come back to normal booking arrangements under reduced circumstances.	SE Ongoing
Comedia	Hiring rehearsal space on 2nd-6th February. Need to be let in each day 10am-6pm.	SE Wed-Fri LC Sat EL Sun
Penny Lambert has requested dates: Sat Feb 12th 7:30am-2pm Sat Mar 26th 8am-6pm	Unable to accommodate	SE
Lucy Payne booked rehearsal room 21st & 22nd February	Agreed	SE

Lucy Payne requested auditorium hiring for show in September	Unable to accommodate	SE
Comedy Festival 27th May	Bar needs to be stripped and prepped	KE NM
Wells theatre festival 7th-10th July requested availability	Availability given. Waiting for response.	SE

Productions as of 10/01

Blood on the Canvas by Richard James and Rude Awakenings by Nicholas Ridley		Mar 09th-12th 2022	
<i>Director</i>	Sharon Edmonds Doreen Grant	<i>Producer</i>	Sharon Edmonds Doreen Grant
<i>MD</i>	--	<i>Choreography</i>	--
<i>SM</i>	Bobby Bass	<i>Lighting</i>	Nat Hope
<i>Sound</i>	--	<i>Projection</i>	--
<i>Costumes</i>	--	<i>Props</i>	--
<i>Prompt</i>	Sharon Edmonds Doreen Grant	<i>Makeup</i>	--
<i>Budget</i>		<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>		<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£8 £12	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

Big Fish by John August & Andrew Lippa		May 02nd - 07th 2022	
<i>Director</i>	Niamh McGrogan	<i>Producer</i>	Doreen Grant
<i>MD</i>	Richard Kerton-Welch	<i>Choreography</i>	Elisha Webster
<i>SM</i>	Mike Scammell & Sarah Galton	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Rick Fitzsimmons	<i>Projection</i>	Ollie Tatar
<i>Costumes</i>	Bobby Bass	<i>Props</i>	Jo Scammel, Sue King with Vicky Orman
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	Sophie Kerton
<i>Budget</i>	Agreed	<i>Publicity</i>	Adam Lanfranchi

<i>Photos</i>		<i>Programme</i>	Niamh McGrogan
<i>Ticket prices</i>	£12 £15	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

And Then There Were None by Agatha Christie		September 13th - 17th 2022	
<i>Director</i>	Adam Lanfranchi	<i>Producer</i>	Graham Brown
<i>SM</i>	Kate Lynch	<i>Voice coach</i>	Lois Harbinson
<i>Sound</i>	Adrian Mitchell	<i>Lighting</i>	Graham Brown
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Jo Scammell, Vicky Orman Sue King
<i>Prompt</i>	Doreen Grant	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Agreed	<i>Publicity</i>	Adam Lanfranchi
<i>Photos</i>	Greg Tresize	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£13	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	Sally Trayhurn	<i>Tickets go live</i>	

The Wizard of Oz by L.Frank Baum		December 2022	
<i>Director</i>	Bobby Bass	<i>Producer</i>	Niamh McGrogan
<i>MD</i>	Sheila Ross	<i>Choreography</i>	Zoe Davis (with Chloe Mason)
<i>SM</i>		<i>Lighting</i>	Graham Brown
<i>Sound</i>		<i>Projection</i>	
<i>Costumes</i>	Nat Hope	<i>Props</i>	Lesley & Jo Scammell
<i>Prompt</i>	Frieda Brown	<i>Makeup</i>	
<i>Budget</i>		<i>Publicity</i>	
<i>Photos</i>		<i>Programme</i>	Ken Edmonds
<i>Ticket prices</i>		<i>Rehearsal schedule</i>	
<i>FoH</i>		<i>Tickets go live</i>	

Proposed productions as of 10/01

Production and Proposer	Proposed dates
The Tempest by William Shakespeare Jonathan Sansam	September 2023
Avenue Q by Jeff Whitty or Spamalot by Eric Idle Nick Barlow Nick has requested this come forward to May 2023 if possible. Agree to apply for licence and if is available then will be unlikely to have been requested by any other local group. If we can get the licence, agreed to move to May 2023.	May 2023
GW would like to direct panto 2023. Nick MD, Vicky to write and produce. KE will support GW.	December 2023

Training as of 10/01

Item	Actions/outcomes	Person responsible
Personal licence holder needed	NM has sourced a course. Will complete and do exam asap.	NM Ongoing

Show reviews as of 10/01

Show	Review	Reviewed by
The Hollow by Agatha Christie Brewhouse Theatre	Good show, well performed. Enjoyable performance, very impressive set & tech.	NM
Tom's Midnight Garden Ilminster Theatre	Really good show. MS's niece was lead and was brilliant.	JS & MS
Vicar of Dibley Strode	Really good. A lot of fun.	AL
Only Fools & Horses West End	Really enjoyable. Learned a lot about characterisation. Fantastic show, would see again.	GW
The Magic Show That Goes Wrong. Theatre Royal, Bath	Great show, so clever. Very funny.	GW SE & KE
Cinderella Wells Little Theatre	Best panto yet. Fantastic script. Brilliant show.	GW EL JS & MS SE

Any other business as of 10/01

Item	Actions/outcomes	Person responsible
Theatre administrator	SE first number to call for hirers, Emma to be second PP to look after cleaners KE to look after heating SE look after bins EL look after fire extinguishers and read meters KE to cover general care of theatre Waste management TBC	
NODA have changed their rules for badges	Be aware of this when coming up to the AGM	
We should rethink how to sell tickets, rewording them to adult and children as opposed to adult and concession. Much of our audience is concession due to being in the older age group, and costs are rising.	Agreed	
Consider sound levels and being able to hear singers in musical shows		
Please don't use blue tack on walls in theatre as it takes off paint	Agreed	
Panto may have been recorded and this can't happen	Need to be clear that we do not have licence to record our shows, and it shouldn't happen Any panto recording to be deleted	
Kylie Siggs volunteered to become our new child welfare officer to take over from Doreen. Doreen has said she is happy to go through everything necessary with Kylie.	Agreed. KE will write to Kylie and Doreen to say yes please.	KE

Date of next meeting

Monday 28th February