

# Wells Operatic Society Limited

## Theatre Committee Meeting

### MINUTES

12<sup>th</sup> February 2024

**Committee members:** Ken Edmonds (chair), Liz Carey (secretary), Bobby Bass, Graham Brown, Tom Creswick, Caroline Hoare, Natalie Hope, Dave Palmer, Pauline Perrin, Jo Scammell, Mike Scammell

**Apologies:** Natalie Hope

Minutes of meeting held 9 <sup>th</sup> January	agreed
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### Future show proposals

Jonathan Sansam 'Jeckyl and Hyde'	Jonathan unable to attend tonight. Tom confirmed that it is a good show, though quite heavy, and we should be able to cast it from the membership. Need a provisional production team, budget and full proposals by April committee meeting in order to agree it for May 2025. Tom will contact Jon. (Fallback for that slot could be a review/gala show if there were volunteers to produce it)	TC
Charlie Blanning 'The 39 Steps'	Agreed for March 2026	
Sam Elsby – 3 plays	Will invite him to come and get involved in the theatre. Will also see if he wants to run a play reading session/workshop of the play he has written.	KE
Tom Creswick 'Guys and Dolls'	Potentially for May 2026 (will confirm nearer the time).	
Bobby Bass 'Little Women'	Agreed for Sept 2025	
	Ken noted he is in discussion with Vicky about her writing a new pantomime for Dec 2025, which he would direct.	

### Matters Arising from meeting held 9<sup>th</sup> January 2024

Item	Actions/Outcomes	Person responsible
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New DSL	<p>Alisa confirmed she has the advanced child protection training. Her appointment as our new DSL confirmed.</p> <p>Julie Webster also has that level of qualification and has volunteered to be deputy DSL.</p> <p>DBS checks discussed. Agreed would be value in the whole committee being DBS checked as have general oversight for what is going on in the theatre (as all the committee are trustees).</p> <p>Key members of production team on shows involving under 18's should also be DBS checked (Director, Choreographer, MD, Stage Manager).</p> <p>Alisa will speak to Safeguarding reps in other societies to see what they do around DBS checks and will also speak to Somerset Council for advice.</p> <p>Now the new DSL is in place it is confirmed that we can have under 18's back on the premises BUT they need supervision from a parent/guardian whilst they are on the premises. Membership to be notified.</p> <p>Agreed will also put it in writing/include in our policy that under 18's attending any backstage support sessions at the theatre (eg set painting, sorting things in costume store) need to have a parent with them who will be responsible for them whilst they are on the theatre premises. Alternatively, the parent can arrange for one of the official licensed chaperones to attend the event to supervise the child. This also applies to theatre social events such as carnival night and carols evening.</p> <p>It was confirmed that a parent in a production cannot be classed as supervising their children in the auditorium or elsewhere in the theatre premises during rehearsals (ie if they are bringing them to rehearsals they will need to arrange for a registered chaperone to attend as well).</p>	<p>All</p> <p>KE</p> <p>Alisa</p> <p>KE</p>
Tree of doom	Works completed	
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 (first draft completed)	GB/KE
Backstage clear up checklist	Checklist/guidance to be compiled - ongoing	LC
Fire Risk Assessment	Assessment has been completed and report provided, including an action plan. Key action points	

	<p>discussed.</p> <ul style="list-style-type: none"> <li>- Jo and Mike have put together the information folder for contractors coming on to site.</li> <li>- Need to renew the gas safety certificate and have a physical copy in the folder. Mike is looking into this.</li> <li>- We have a Fire Safety policy, but it is quite wordy. Ken is currently in the process of updating it.</li> <li>- 3 out of the 6 first aid kits sorted last year have gone missing (incl upstairs, green room).</li> <li>- Need to do an annual fire drill and weekly test of the fire alarm and smoke detectors, plus keep a test log book.</li> <li>- Need a copy of the fire evacuation policy on the main noticeboard and clear details of evacuation point location on any fire action signs.</li> <li>- Up to date site drawing required. Mike is working on this to ensure we have one which is to scale.</li> <li>- Need printed copies of all certificates for the folder (Liz print off copy of the Fire Extinguisher check certificate).</li> <li>- All paint and any flammable substances should be kept locked in the metal cabinet in the workshop when not being used.</li> <li>- Emergency lighting should be serviced annually.</li> <li>- Angelo has been asked to install a fire stop ceiling above the cleaner's cupboard.</li> <li>- PAT testing is due annually. Enlightened Lighting provided us a quote for PAT and electrical testing (includes checking of all the lighting rigging).</li> </ul> <p>Agreed to go ahead. Ideally to be completed mid-May after Sister Act is completed. CH to get back to them.</p>	<p>JS/MS</p> <p>MS</p> <p>KE</p> <p>Planning required</p> <p>CH</p> <p>MS</p> <p>LC</p> <p>All to note</p> <p>MS</p> <p>CH</p>
Updated Health and Safety policy	Ongoing	KE
Website admin access	Liz has contacted Nick Barlow	LC
Sharepoint access	Caroline has contacted Adam	CH

**New items for discussion**

Item	Actions/Outcomes	Person responsible
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AGM Preparation	Tom will do show reviews	TC
Confirm who is re-standing for committee	<p>List completed.</p> <p>Graham, Dave and Liz advised that they will not be re-standing for committee. Need a new nominee to take on secretary role.</p> <p>Pauline reported that she is planning for 2024/25 to be her last year as Treasurer and needs someone to take over the membership admin this year so she only has to deal with the payments. It would also be helpful if a future treasurer could be identified so that Pauline can do a handover during the coming financial year.</p> <p>Ken noted that it is now part of our constitution that the chairperson can only be in that post for 4 years, so 2024/25 will be his final year as chairperson and he will also be standing down from committee at the end of that period.</p>	

### Correspondence

Item	Actions/Outcomes	Person responsible
Social Media	<p>Kevin has asked if publicity can be dialled down for Sister Act until after Glass Menagerie. Tom said he has been following the guidance that it is 2 social media posts per week for the next show and 1 post per week for the secondary show. This is what has been happening, but a large number of cast members for Sister Act have been sharing their posts, so it is showing in a lot of feeds. Will try and encourage people to share all posts.</p> <p>Issue also raised of publicity for the September play appearing before the March play has even taken place. This year Adam is still doing the publicity for both plays, which had been planned before he stood down from committee. Agreed that once the September play is completed, all publicity needs to be handled by Tom as our publicity officer so there can be consistency in the style and frequency of posts.</p>	TC
Comment from Sally Trayhurn	Those who have recently completed the first aid course would like to take over checking the first aid boxes. Agreed happy for Sally and Bobby to take this on.	

	Need to add something to the noticeboard listing where the first aid boxes are located and where the closest defib is located (which is at the bus station).	BB
Artwork copyright issue	Tom has received a very angry letter from a lady stating that she was the creator of the Puss in Boots logo used for the panto publicity and it was under copyright. Tom checked with Vicky who said that she had found the image online rather than created it herself. Tom sent an apology and the lady replied saying that she did not wish to pursue it further but wanted to highlight the importance of checking for copyright before using images.	

### Treasurers report

Item	Actions/Outcomes	Person responsible
Accounts	Pauline confirmed that everything required has been submitted to our accountants.	
Donation	Owbeon theatre group are closing. They have offered to donate their £400 residual funds to the theatre on the proviso that they are used for theatre refurbishments.	

### Membership and Events

Item	Actions/Outcomes	Person responsible
Open Day	Discuss at next meeting	
Fundraising Gala	For future discussion	

### Publicity

Item	Actions/Outcomes	Person responsible
The Glass Menagerie	Tickets 43% sold	
Sister Act	Tickets 72% sold	

### Theatre maintenance and renovations

<b>Item</b>	<b>Actions/Outcomes</b>	<b>Person responsible</b>
General clear-up of theatre premises	Good progress made. Thanks to those who attended on 10 <sup>th</sup> Feb to assist.	
Roof of outbuilding	To be discussed further April/May 2024	

### **Training**

<b>Item</b>	<b>Actions/Outcomes</b>	<b>Person responsible</b>
First Aid	Nat, Bobby and Sally Trayhurn have now completed the basic first aid at work course.	
Safeguarding	Committee members intending to stay on for 2024/25 should complete the online training.	All
Legal requirements for Trustees	Pauline attending training – any relevant feedback to be provided at next meeting.	PP

### **Hirings**

<b>Item</b>	<b>Actions/Outcomes</b>	<b>Person responsible</b>
Cosmo group	Ongoing	<b>SE</b>
Wells Comedy Festival	Have booked the theatre again 23rd to 26th May. - Hiring costs need to be confirmed with them.	<b>PP</b>
Ukrainian dancer	Is running two small classes a week. She comes in occasionally on her own as well (usually in the week).	<b>PP</b>
Monthly choir	Sarah Briton – hiring of rehearsal room Sunday afternoons once a month 3 to 5pm when the room is available.	<b>KE</b>
Monthly meditation	First Thursday of the month	<b>JS</b>
Wells Theatre Festival	They have asked if they could hire some of the theatre from 20 <sup>th</sup> to 23 <sup>rd</sup> June. May not be able to accommodate this year.	

### **Productions in progress**

<b>The Glass Menagerie</b> by Tennessee Williams	<b>6th - 9th March 2024</b>
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<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>	Sally Trayhurn	<i>Tickets go live</i>	6 <sup>th</sup> January

<b>Sister Act</b> by Cheri Steinkellner and Bill Steinkellner		<b>6th - 11th May 2024</b>	
<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 and agreed	<i>Publicity</i>	Tom Creswick
<i>Photos</i>		<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£16	<i>Rehearsal schedule</i>	confirmed
<i>FoH</i>		<i>Tickets go live</i>	3 <sup>rd</sup> February

<b>Witness for the Prosecution</b> by Agatha Christie		<b>16th - 21st September 2024</b>	
<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>		<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

<b>Production</b>	<b>Proposed dates</b>
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
Jeckyl and Hyde TBC Director Jonathan Sansam	May 2025
Little Women by Director Bobby Bass	Sept 2025
Panto TBC Director Ken Edmonds (TBC)	Dec 2025
The 39 Steps Director Charlie Blanning	March 2026

### Show Reviews

<b>Item</b>	<b>Actions/Outcomes</b>	<b>Person responsible</b>
	None – ran out of time	



**Any Other Business**

<b>Item</b>	<b>Actions/Outcomes</b>	<b>Person responsible</b>
	None	

**Date of next meeting:**

AGM Friday 22<sup>nd</sup> March 7:30pm for 8 o'clock

Next committee meeting: Tuesday 9<sup>th</sup> April 7:30pm