

Wells Operatic Society Limited

Theatre Committee Meeting

Committee Minutes

7th October 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: Pauline Perrin, Present: Tom Creswick, 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 | Any |
| 2 | Minutes of the last meeting | Approval of minutes of previous meeting Approved | Any |
| 3 | Matters Arising from previous meeting not elsewhere on the agenda | 7.30pm A member attended with a show proposal for Spring 2027 (Spring Show 1) The staging, capacity to cast and vision for this show was discussed with this member and by the committee afterwards. There were a few points that needed clarifying but it was considered positive. TC to email with those points as we have time to discuss them before committing. 7.45pm Ken Edmonds Attending to discuss Icecream Ken met some people from Marshfield icecream. The biggest cost to us is getting a freezer. £799+VAT – however bought through them there are vouchers for stock so it brings it down to approximately £300 They cost £1.20 each, recommend sell at £3. They estimate 50% sales on a show night. We think this is optimistic but If we sold 80 per show, we would make a profit of £3000 over a year. | |

| | | | |
|--|--|---|--|
| | | <p>Will the Freezer store enough for a show week? A freezer needs to live in the foyer. KE told us they can do a delivery once a week. It will need a lot. It was asked how long do they do last? Two year life span after manufacture. They should turn over rapidly There are 12 flavours – suggest we stick to basic flavours initially. Ken is happy to coordinate Ice cream.</p> <p>Unanimously Approved.</p> <p>Matters Arising AC to liaise with insurers- The insurers have taken on dealing with our neighbour about the tree directly as in their opinion we are not liable. They will deal with the legal issues and we are not involved it. AC is waiting to hear if they recommend the tree should still be removed.</p> <p>TC Continue to look at different heating options Producer/Director packs - AC Ongoing VO- Skip filling group – Complete The remaining rubbish was cleared by volunteers. Thank you to those members that helped with all the rubbish clearance. MS to follow up re Back door - Ongoing MS to speak to Angelo re lightbulbs - ongoing AC- talk to Ken regarding wine /possible canned cocktails - ongoing VO – reply to Tiny Circus, Santamime, and Wells Jazz and Blues festival – Complete VO to upload approved policies to Website - Complete AH & CT Showcase fundraiser next July.- Ongoing discussions. MS to look at the running water issue with Angelo – Leak repaired. The water bill had been an error by the water board. AC Look into digital communication options in charity excellence. We will be moving away from mailchimp. AC has discussed with Nick who has been re-researching other options that do not have limitations on sending. Patrons form overhaul – CM/AC Ongoing</p> | |
|--|--|---|--|

| | | | |
|----------|---|--|-----|
| | | <p>Halloween event – CT/AH It is in the calendar. It will be a Rocky Horror event.</p> <p>Carols – CT/SM – Monday 22nd December.</p> <p>Carnival sign up sheet.</p> <p>CM/VO- New members follow up -Ongoing</p> <p>VO to send list and arrange a day when Charlotte can come down to collect membership fees</p> <p>BB/AH/VO to investigate replacement lettering</p> <p>Ongoing</p> <p>VO reported that the prices online were significantly higher than initially thought. RB offered to look into using the laser cutter for wooden letters. CT thought a work contact might be able to quote</p> <p>AH – send a general reminder to hirers about ensuring windows are closed when they leave</p> <p>AH- Check PAT testing with CT- Complete</p> <p>ALL – Review Adams list of plays – complete. Most agree on one of the suggestions</p> | |
| | ACTIONS: | <p>TC to email re Spring Show 2027</p> <p>ALL to look at new Lettering options.</p> | |
| 4 | Correspondence <i>(Standing Item)</i> | <p>Any Correspondence</p> <p>No correspondence to bring to committee</p> | All |
| | ACTIONS | | |
| 5 | Safeguarding <i>(Standing Item)</i> | <p>Any updates.</p> <p>TC – Confidential information shared with group. No action required</p> | |
| | ACTIONS | | |
| 6 | New items for discussion | <p>Confidentiality of minutes – ALL</p> <p>Agreed to have a streamlined public minutes preserving anonymous nature of shows until media announcement.</p> <p>Adam would like to attend in January and has requested a Monday meeting as rehearsals will be on Tuesdays – Set Date – ALL</p> <p>Monday 12th of January was decided for the January committee meeting.</p> <p>Update on rollers and rigging report – CT</p> | |

| | | | |
|----------|---|---|-------|
| | | <p>Pat testing and rigging report – the rigging is unsatisfactory and some is not allowed to be used until fixed. CT has discussed with the company and it has come about from evolving piecemeal over time resulting in combinations of approaches that are not ideal. There were a lot of things that should be done asap and things should not be used. Midstage roller should not be used, our curtain tracks midstage should be redone. The rope and curtain track needs realigning. The weighting of the lighting bars needs to be resolved. CT said they can sort out all issues. We have asked for them quote and fix before panto.</p> <p>If it is not possible to do everything, priority items to be done before Panto and maybe postpone others to later.</p> <p>Unanimous agreement that this is our priority.</p> <p>PAT testing – some item failures. Graham wanted to keep some lights that had failed. TC has told him they need to be fixed professionally. Suggest that we get an electrician to deal with it so we can have a warranty for the work. TC – he has a proposal from James L about lighting improvements which might be useful.</p> <p>Deadline for people to be on Theatre email – TC</p> <p>November deadline.</p> <p>Committee Whatsapp group suggested and agreed. AC to set up</p> | |
| | ACTIONS | <p>CT to chase quote and arrange remedial work for rigging.</p> <p>Electrician work to be organised.</p> <p>TC to email Adam with Meeting date and indicate which play we are interested in.</p> | |
| 7 | Treasurers report & Financials <i>(Standing item)</i> | <p>Treasurers report</p> <p>AC reported that Little Women made £9200 profit which is an excellent result. Lots of fantastic feedback for the play and performances</p> <p>The heating is fixed – the engineer is going to have a look at the bar heater next week.</p> <p>The fixed heating was done at a significantly lower cost to proposed complete replacement.</p> | PP/AC |
| | ACTIONS | Follow up on electrician bar heater quote – CT | |
| 8 | Membership and events | <p>Next event details -AH</p> <p>Halloween Film night</p> | |

| | | | |
|-----------|--|---|--|
| | | Carnival Carols – Monday 22 nd December Maybe another karaoke in February | |
| 9 | Publicity <i>(Standing item)</i> | TC reported Panto is 71% sold already. Wells community day – we have booked a stall to represent the theatre on 17 th January. There is also an opportunity to perform on this day. The society has done very well with several Rose Bowl Nominations for Carousel, Equally divided. . We are delighted even to receive nominations from this prestigious competition. Phoebe Rees competition in the next few months | |
| | ACTIONS | | |
| 10 | Updates on fundraising | None to report. | |
| | ACTIONS | | |
| 11 | Health & Safety (maintenance and renovations) <i>Standing Item</i> | Works to the outbuilding – MS Mike has a quote to repairing the wall buttress, the wiring and electrics/ lights for the outside building, and finger plates. Total comes to £2000 Approve in principle – but wait to see cost of rigging before going forward with it. Security on side entrance by fire door -AC AC thinks we have people have been climbing over the wall from the church into that space. Security light was suggested, or a plastic canopy. CCTV does work now. | |
| | ACTIONS | MS to organise security light Pending rigging costs – go ahead with external store lighting quote. | |
| 12 | Hirings <i>(Standing Item)</i> | Portway Performing Arts every Saturday from 10 am to 12pm in the rehearsal room. This will be ending November unfortunately. We will have a gap on Saturday mornings. 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. | |

| | | | |
|--|----------------|---|--|
| | | <p>PQA – Booking half term October</p> <p>PQA – Booking for next year 12th, 13th, 14th June 2026.</p> <p>Problems with it some people having the hirings email go to spam. Amy will use her theatre email in conjunction</p> | |
| | ACTIONS | | |

| | | | |
|----------------------|---------------------------------|---|-----------------|
| 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/Mics | Ollie Tatar |
| <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> | Greg Trezise Adam Lanfranchi | Programme | Tom Creswick |
| <i>Ticket prices</i> | £18 & £15 | 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 | |

| | | |
|-----------|-----------------------------------|--|
| 13 | Planned future productions | |
|-----------|-----------------------------------|--|

| | | |
|--|-------------------------------------|--|
| | Guys and Dolls | Tom Creswick Director Nick Barlow MD Lou Sansam Costumes James Lineham - Lighting 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 Producer – Adam Lanfranchi Publicity – Tom Creswick Show dates:- 23 - 26 September 2026 Intro evenings: -Wednesday 27 th & Friday 29 th May 2026 (after Guys & Dolls and the Comedy Festival) Auditions:- Sunday 31 st May 2026 Rehearsals will be on Mondays and Wednesdays starting Monday 1 st June 2026. |
| | Elf the Musical December 2026 | Director Andrew Carpenter Producer Tom Creswick Rights purchased |

| | | |
|----|---------------------------|--|
| 17 | Show reviews | Show reviews – Those who went to see Little Women wanted it noted that it was an excellent show, and that the girls in particular were brilliant. Well done to all |
| 18 | Any other business | Alan asked if we could use a bigger assembly point for the evacuation. Following discussions it was felt the graveyard could be used and that fire brigade personnel would direct people to safety BB - What is our policy on front of house sitting in the auditorium free? It was felt that it was dependent on availability, but in general there should be someone from FOH or the director using the Director chair to manage issues with the audience. A better chair was suggested. Next meeting – discuss. Put in a better seat. JHS – Fire alarm. There will be a control module in the front to say where fire is Costume cupboard on another agenda. Establish a system. Key system. AH – Asked for an invite to canva. VO to send |
| | | |

| | | | |
|-----------|-----------------------------|--|---------------|
| | ACTIONS | VO- FOH seating in auditorium agenda item VO send canva invite to Amy | |
| 19 | Date of next meeting | Tuesday 11th November | 7.30pm |