

Wells Operatic Society Limited
Theatre Committee Meeting

Committee Minutes

11th November 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: Emma Hardy Present: Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, 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 Minutes Approved	Any
3	Matters Arising from previous meeting not elsewhere on the agenda	TC to email member re show proposal - Complete ALL to look at new Lettering options – ongoing Please could Caroline resend the quote she found. CT to chase quote and arrange remedial work for rigging – Initial works booked in at the end of November. Electrician work to be organised. TC to email member proposing show for September 2027 with Meeting date and indicate which play we are interested in - Complete MS to organise security light. MS has looked into prices. – to be discussed as part of other lighting works Pending rigging costs – go ahead with external store lighting quote.	

		<p>VO- FOH seating in auditorium agenda item – TC to look into it. Talk to comedy club as they book early. Agenda item – to look at this next year. A variety of options could be considered.</p> <p>VO send Canva invite to Amy - complete</p>	
	ACTIONS:	<p>CT- resend Quote for front signage</p> <p>TC to look into FOH seating in auditorium</p> <p>VO: Agenda item for FOH seating next year</p>	
4	Correspondence <i>(Standing Item)</i>	<p>Any Correspondence</p> <p>Request from Stoberry PTA</p> <p>VO to reply</p> <p>TC – Correspondence with Graham who is not happy that he has little time to do the rigging due to the remedial rigging works. We have offered to help him to catch up the time</p> <p>TC – Lucy Plant asked if she can put a carnival trailer for 2 nights in the car park. Committee agreed. TC to let her know.</p>	All
	ACTIONS	VO: Reply to Stoberry PTA	
5	Safeguarding <i>(Standing Item)</i>	<p>Any updates;</p> <p>The BoP forms for panto have been processed and there have been no issue</p> <p>SM -Query regarding 17 year olds volunteering for FOH. SM to email Elisha to query.</p>	
	ACTIONS	SM to email Elisha regarding volunteering for 17 year olds	
6	New items for discussion	<p>Mailchimp – The version of mailchimp we have only allows a certain amount of contacts and mails per month. We keep exceeding the limit. Annalisa suggest we pay for a couple of months at £34 a month for additional amounts until we get a new system. Brevo is a possibility and Digital Excellence may have a solution. It has been fixed for now.</p> <p>Carnival – A suggestion has been made to charge non-members a nominal amount £1. Sandra will sign people in.</p> <p>We can only sell alcohol to members. Members will have to buy the drinks. Cash and card available for donations</p> <p>Do we charge for the toilet? Yes if there are sufficient members here to police it. £1 donation</p>	

		<p>Show Proposals – Invite Kevin in to talk about A Streetcar named Desire</p> <p>Approve in Principal – September 2027 play. We would still like the member to attend and talk about their vision</p> <p>Decision about Spring Show 2027. It has been confirmed there is an MD onboard.</p> <p>Unanimous approval for this show to be 2027 Spring slot.</p>	
	ACTIONS		
7	Treasurers report & Financials <i>(Standing item)</i>	<p>Treasurers report</p> <p>PP reported she has just paid £14, 800 for the fire alarm system. We have to be mindful of costs of future works as there is a significant depletion in reserves.</p> <p>We have been left a bequest in Margaret Rice's will. We do not know how much it will be or when it will happen but we have been notified by the solicitors that we will receive something. SM to respond on our behalf with our thanks</p> <p>AC and PP have been handing over Treasurer duties. We will need to plan more in advance to help reduce expenditure and focus on priorities</p> <p>The committee have been asked to put together our priorities and bring them together to determine this plan so expenditure can be allocated.</p> <p>.</p>	PP/AC
	ACTIONS	<p>ALL: List of Priorities for budget plan</p> <p>SM: To respond re bequest.</p>	
8	Membership and events	<p>Panto information has been sent to CM and cast will be asked to do their membership renewals.</p> <p>The Rocky Horror Halloween Evening was attended by a core group who had a good time.</p> <p>Carnival is on Friday.</p> <p>Tom will Mailchimp for volunteers</p> <p>It was requested that those who go to events are encouraged to participate in clearing up afterwards. Members need to all assist in clear up.</p> <p>Carols evening due on 22nd December</p>	
9	Publicity <i>(Standing item)</i>	<p>TC reported that Panto tickets now 92 % sold.</p> <p>Cast and crew profiles will be on social media and will encourage a push for the last few tickets to go.</p>	

		<p>39 Steps Intro nights next week so there will be Adam creating publicity and sending to Tom to post</p> <p>Cast sponsorship going well. AC has been working out a Yapsody system for sponsorship . She is looking at a way of taking it more automatically. Or a possible paypal solution. Caroline was asked by her firm if we did show sponsorship. TC will take that feedback.</p>	
	ACTIONS		
10	Updates on fundraising	<p>None to report.</p> <p>AC – still waiting on Scottish Power foundation. Carnival came late to us offering us to collect a bucket. Or you can volunteer to count for £3 an hour.</p> <p>Could we do a donation point at the community Network day</p> <p>TC to find out what will be available to us on that day.</p>	
	ACTIONS		
11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	<p>Windows – MS</p> <p>MS wanted to raise that if want to redo windows we will definitely need planning consent. They will probably require us to have windows in keeping with the building and area.</p> <p>Back Door – MS</p> <p>MS reported that it is not a standard sized door which will increase the cost. Estimate approximately £300. Is it worth asking a carpenter? TC to ask a friend of his.</p> <p>Light in Container – MS reports that he has information on setting up lights in the outer building and thinks we should do this to the container</p> <p>Security Light – MS We should have security lights at the back of the carpark – agreed.</p> <p>Sound desk – MS</p> <p>MS wanted us to revisit the sound desk. Though it is agreed by the committee that the sounddesk needs to be moved, we agreed to look at other solutions rather than losing the back row, and to do that if there was no other solution.</p> <p>To be discussed in January/</p> <p>Light in mens toilets – have been fixed.</p>	

		<p>CT -Fire Alarm is now installed. It went smoothing Rigging due to be fixed 26th 27th November. The only issue is the roller. They are going to look at it when they come here. They are going to look at custom fixing.</p> <p>Heater is being installed 18th November. Thank you to Caroline for getting this all sorted.</p>	
	ACTIONS	<p>VO to talk to Nick about Sharepoint TC: Ask his carpenter friend the cost for a bespoke door. VO: Agenda Item January, Soundesk placement.</p>	
12	Hirings (<i>Standing Item</i>)	<p>All: Is there a hirings pack – for when a hiring is confirmed. Perhaps a dropbox link to go out with confirmation. AH to put together.</p> <p>Hiring this Saturday. Someone needed to open up this Saturday 2.15pm in rehearsal room. Suggested we give them the external chamberlain street door, and lock the interior bar and double doors. AH to email regarding it.</p> <p>Monthly meditation – first Thursday of the month</p> <p>Anna – The Ukranian dancer – adhoc visits</p> <p>Glastonbury and Street Potty Mouths Panto January 22nd & 23rd 2026 will be hiring here. Now sold out.</p> <p>PQA – Booking for next year 12th, 13th, 14th June 2026.</p>	
	ACTIONS	PP to find a key for Chamberlain street.	

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>	Freda Brown	Make-up	Cast
<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		March Play 2026	
<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		Spring Show 2026	
<i>Director</i>	Tom Creswick	Producer	
<i>MD</i>	Nick Barlow	Choreographer	Elisha Webster
<i>Set design</i>	Phil Vivash	Sound	Tristram
<i>SM</i>	??	Lighting	James Lineham
<i>Costumes</i>	Emma Hardy	Props	Sue King/ Emma Hardy
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	
<i>Photos</i>	Greg Trezise	Programme	
<i>Ticket prices</i>		Rehearsal schedule	
<i>FoH</i>		Tickets go live on	

13	Planned future productions	
	Woman in Mind - Alan Ayckbourn play	Director Sam Elsby Producer – Adam Lanfranchi Publicity – Tom Creswick Show dates:- 23 - 26 September 2026

		<p>Intro evenings: -Wednesday 27th & Friday 29th May 2026 (after Guys & Dolls and the Comedy Festival)</p> <p>Auditions:- Sunday 31st May 2026</p> <p>Rehearsals will be on Mondays and Wednesdays starting Monday 1st June 2026.</p>
	Elf the Musical December 2026	<p>Director Andrew Carpenter Producer Tom Creswick Richard Kerton -Musical Director Choreographer – Elisha Creswick</p> <p>Rights purchased</p>

14	Show reviews	
15	Any other business	<p>SM – Fire doors need to be kept shut. A reminder to people using the theatre to do this.</p> <p>MS – Are we going to leave it until the spring? Lighting? We will put on the priority list</p> <p>SM – Can we put a laminated sign about the Britannia inn on the gate. – Agreed</p> <p>AC: Slight update about the tree. We have produced a 25 year report of our discussion for the solicitors to demonstrate it has been a regular concern for the committee.</p>
	ACTIONS	
16	Date of next meeting	<p>Monday 12th January 2026 7.30pm</p>