

Wells Operatic Society Limited  
 Committee meeting Minutes  
 4<sup>th</sup> September 2023 at 7.30pm

**COMMITTEE**

Ken Edmonds (chair), Bobby Bass, Graham Brown, Liz Carey, Tom Creswick, Caroline Hoare, Natalie Hope, Adam Lanfranchi, Dave Palmer, Pauline Perrin, Jo Scammell, Mike Scammell, Glynn Webster

**Apologies** – Bobby Bass, Natalie Hope, Tom Creswick, Dave Palmer, Glynn Webster

Minutes of meeting held 11th July agreed

Matters arising as of 04/09/23

Item	Actions/outcomes	Person responsible
Tree of Doom	<p>Quote has been received from Jake and circulated. Adam still wants to see whether the tree preservation order can be removed as the tree is causing problems for the bus company and the roots are starting to damage the car park entrance. PP noted that we do not wish to spend money just to find out that we cannot do anything about the TPO. AL will make initial enquiries.</p> <p>Agreed for now that we need to progress with the pruning which will be taking the canopy back by around 5 metres. KE will speak to Jake and get it booked in. Noted that around 40% of the cost is for the temporary traffic lights now required.</p>	<p><b>AL</b></p> <p><b>KE</b></p>
Avenue Q charity collection	Glynn and Elisha took the money over to Wells Food bank on behalf of the theatre, where it was gratefully received. There was an article about it in Wells Voice.	
Theatre admin - post show checks	<p>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.</p> <p>Whoever locks up should do the checks, and/or a committee member to double-check things are switched off on show clean up day.</p>	<b>GB/KE</b>
Annual Fire equipment inspection	Fire Extinguisher annual inspection has been completed and some of the extinguishers are being replaced on 12 <sup>th</sup> September.	<b>LC/JS</b>

Fire alarms	Fire Service were asked a few years and we were advised that we did not need a full fire alarm system based on the size of the building. We have emergency evacuation lights which Graham tests are working prior to the shows he is involved in. There is smoke detector in the workshop. CH will ask a colleague for advice.	<b>CH</b>
Box office for the Tempest	Training session completed on 2 <sup>nd</sup> September and cover has been organised as needed during show week.	<b>Julie Webster</b>
Replacement stage lighting	GB raised that he would like to purchase 4 new lanterns before the panto as we are no longer able to get the spare bulbs for our floods. These will cost around £1300. Agreed (see treasurers report below)	<b>GB</b>
Updated Health and Safety policy	Ongoing	<b>KE</b>

Correspondence as of 04/09/23

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Letter received from Chubb Bullied	Terry Delayney left £500 to the theatre in his will. Pauline has paid in the cheque.	<b>PP</b>
Possible obsolete email address	AL will check if there is an old "enquiries@wells littletheatre email" and will get it to redirect to the 'info' inbox instead if there is.	<b>AL</b>

Treasurer's Report as of 04/09/23

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
	Nick and Adam have overspent on their proposed budget for the monitoring and sound relay system. AL advised that the proposed camera in the budget proved not be suitable and the one required instead cost substantially more at £800. GB noted that the old relay system was put in	

	<p>decades ago mostly from donated items. Additional costs were agreed as the system did need an upgrade.</p> <p>PP advised that we are not struggling financially so there are funds available for Graham to purchase the stage lighting requested.</p> <p>However PP recommended that we should try to keep additional expenditure down next year as we have carried out a lot of maintenance and upgrade works this year.</p>	<p><b>PP</b></p> <p><b>GB/PP</b></p> <p><b>All to note</b></p>
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Membership and events as of 04/09/23

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Membership numbers	<p>Pauline noted that the number of members has dropped - this may be partly due to there being smaller cast numbers this year.</p> <p>There should be some new members once the pantomime is cast as there has been a lot of interest at the intro evening and workshop.</p>	
Events	<p>Summer social - we did not quite cover all of the hiring costs, however those who attended enjoyed it.</p> <p>Future events - suggested holding a fancy dress party/social for Halloween.</p> <p>Carnival is 17<sup>th</sup> November – will need to organise rotas for door and bar so can open up as a social evening.</p> <p>Will plan to do a carols evening again as well.</p>	<b>CH</b>

Publicity as of 04/09/23

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
The Tempest	There has been ongoing publicity on social media, and an article in the September edition of Wells Voice. Only around 30% of tickets currently sold. Further publicity photos to be taken later this week. Maybe for next year's September show try sending the leaflets out in August rather than July?	<b>AL/TC</b>
Panto	Tickets go on sale 23 <sup>rd</sup> September. NODA are booked in for the Tuesday performance. Discussed how to ensure all those who may be interested can be notified of when the in-person box office is open. Suggested holding a second in-person day in November. Also can put a large notice on the display board to say when it will be open. In future we may wish to plan the box office opening dates for the whole year so they can be included in the publicity leaflets. Agreed will also create some forms for people to fill in at the box office if they would rather receive publicity by post.	<b>TC</b>       <b>PP</b>

Theatre maintenance & renovations as of 04/09/23

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Roof of outbuilding	One contractor has now stated the job is too big. The remaining quote was over £6,000 which including full replacement of the roof so that the building could be used for storage.  Have received a revised quote of around £3000 to remove the ivy and the roof only, and dispose of the materials appropriately. That would leave the walls which we could decide to knock down ourselves.  Decision made to leave further consideration of this until next year. We are not using the building currently so the existing roofing material is not being disturbed.	<b>MS/CH</b>
Weeding of car park	Completed during August All agree they have done a very good job.	<b>MS</b>

	Will ask them to come back again as and when needed, rather than plan it as a regular thing.	
Annual theatre safety/ maintenance walkabout	Due in September. Date being arranged for after The Tempest.	<b>LC</b>
Ladies toilets Signage Insulation above workshop Canopy by back door	Completed July 2023	<b>MS</b>
New follow spots	Ongoing GW is still trying to get hold of Lewis. Also have not heard back from him regarding sale of the old lighting board (he was going to sell it and pass on half of the proceeds). GB has also tried emailing him and has not had a response. AL will email TC to ask if he could call in on Lewis in person to try and get an update. He has been paid all but £500 of the quote however the follow spots would cost considerably more than this. PP will email round what he quoted and what we have paid. If we cannot get any response then we may have to take it to the small claims court.	<b>GW</b>  <b>AL</b>  <b>PP</b>
Painting facings on theatre steps	Angelo has completed the first coat of paint.	<b>Angelo / MS</b>

#### Hirings as of 04/09/23

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Cosmo group	Ongoing	<b>SE</b>
Wells Comedy Festival	They are planning to use the theatre again in 2024 - 23rd to 26th May. Hiring costs will be reviewed nearer the time.	<b>PP</b>
Ukrainian dancer	Is now formally booking the rehearsal room and is running two small classes a week.	<b>PP</b>
Monthly choir	Sarah Briton - rehearsal room Sunday afternoons once a month 3 to 5pm when the room is available.	<b>KE</b>

Productions as at 04/09/23

<b>The Tempest</b> by William Shakespeare		<b>13th - 16th September 2023</b>	
<i>Director</i>	Jonathan Sansam	<i>Consultant director</i>	Lois Harbinson
<i>SM</i>	Charlie	<i>Lighting</i>	Graham Brown
<i>Sound</i>	Adrian Mitchell	<i>Producer</i>	Adam Lanfranchi
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Jo and Vicky
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	Sophie Kerton Vicky Orman
<i>Budget</i>	Agreed	<i>Publicity</i>	Tom Creswick Adam Lanfranchi
<i>Photos</i>	Greg	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12	<i>Rehearsal schedule</i>	Done
<i>FoH</i>	Sally Trayhurn has co-ordinated but is not there in show week. GB will unlock the theatre, KE will check that there is someone each evening to lock up.	<i>Tickets go live</i>	10th June

<b>Puss In Boots</b>		<b>9th - 16th December 2023</b>	
<i>Director</i>	Glynn Webster	<i>Producer</i>	Vicky Orman
<i>SM</i>	Mike Scammell + Doreen (with assistance from Sarah Galton)	<i>Lighting</i>	Graham Brown / Ollie Tatar
<i>Sound</i>	Jenny Bolton	<i>Choreographer</i>	Elisha Webster
<i>Costumes</i>	Vicky Orman	<i>Props</i>	Julie, Vicky and Jo
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	TBC

<i>Budget</i>	agreed	<i>Publicity</i>	Tom Creswick
<i>Photos</i>	TBC	<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£15 adults £12 (aged 18 and under)	<i>Rehearsal schedule</i>	agreed
<i>FoH</i>	GW has asked Sally Trayhurn	<i>Tickets go live</i>	23rd September

<b>The Glass Menagerie</b> by Tennessee Williams		6th - 9th March 2024	
<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>	Sophie Kerton
<i>Budget</i>	agreed	<i>Publicity</i>	Tom Creswick
<i>Photos</i>		<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£15 adults £12 children (aged 18 and under)	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	GW has asked Sally Trayhurn	<i>Tickets go live</i>	23 <sup>rd</sup> September

<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>Musical Director</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 by KE and agreed	<i>Publicity</i>	Tom Creswick
<i>Photos</i>		<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£16	<i>Rehearsal schedule</i>	Intro evening 3 <sup>rd</sup> Jan Workshop 5 <sup>th</sup> Jan Auditions 7 <sup>th</sup> Jan
<i>FoH</i>		<i>Tickets go live</i>	TBC

#### Confirmed productions

<b>Production</b>	<b>Proposed dates</b>
Witness for the Prosecution by Agatha Christie Director Adam Lanfranchi	16th - 21st September 2024
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

Training as of 04/09/23

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
First Aid Training	Spaces on external courses to be checked. Ongoing.	NH

Show reviews as of 04/09/23

<b>Show</b>	<b>Review</b>	<b>Reviewed by</b>
<b>42<sup>nd</sup> Street</b> Bristol Hippodrome	A highly enjoyable production – lots of costume changes and fantastic tap numbers. Well put together visually and a strong cast.	LC
<b>Six</b> Bristol Hippodrome	Went with a friend and they really enjoyed it. They attended the captioned performance so all the lyrics were up on screens (which CH said made it easier to follow for everyone). Really mixed age range in the audience, gave a great atmosphere.  KE also took Minnie to see it. Noted it is a shorter show, so no interval. They found it hilarious and enjoyed it a lot. Has a live band on stage, also all female.	CH  KE
<b>Sound of Music</b> Chichester	Very different style production. Only projection used in it was of the mountains. Was very well done.	GB

Any other business as of 04/09/23

<b>Item</b>	<b>Actions/outcomes</b>	<b>Person responsible</b>
Safeguarding	Document to be added to the noticeboard giving details of the Designated Safeguarding Leads (DSL's) and how to contact them.  Issue discussed (documented in separate confidential notes). AL and LP to draft letter.	AL  AL/LP

<p>Change of position of Stage Manager desk</p>	<p>MS was upset that he was not consulted before the stage manager stand was moved to the other side of the stage. AL is finding it frustrating as Charlie originally said that he was happy for it to be done but has now also stated he is not. GB as backstage rep on the committee was also not consulted, although he acknowledged that he does not have an issue with it now being Stage Right.</p> <p>MS is Stage Managing the panto and would like it put back to Stage Left for that production, which Nick has indicated could be done just by changing a few of the wires. He also noted that the light switches have been moved and some existing back stage crew are struggling with it. Charlie has suggested that the backstage worker light switch is moved to over the stairs.</p> <p>AL explained that the change is part of the relay system that he and Nick Barlow have been installing. AL stated he spoke to the Stage Managers for next year that he was aware of, and they were not bothered by the move.</p> <p>Monitor, wiring and switching discussed.</p> <p>For now KE will speak to Nick to check how to move a monitor back to SL and have a set up that Mike can use for panto.</p> <p>It was noted that if we can have both options available it can be checked with the SM before each show for which side they would like it set up. This would be the ideal situation.</p> <p>GB asked if there any comms that can link in with the new system, to improve the current radios. AL to check.</p> <p>Reminder that significant changes / adjustments should come to committee for discussion prior to implementation.</p>	<p><b>KE</b></p> <p><b>AL</b></p> <p><b>All to note</b></p>
<p>Electrical works</p>	<p>Neil Bishop still has an outstanding job on the electrics. Agreed will also ask him to quote as to tidy up the electrics by the side of the stage and add some additional sockets so that we can avoid using extension leads.</p>	<p><b>AL/GB</b></p>

Sound system	Note – we do need to find one or two others who are happy to learn how to set up and run the new sound system.	
Future productions	Ken will shortly be circulating the invite to membership to consider if there are any shows they wish to put on from 2025 onwards. Submissions to be in by the end of the year, for discussion at January meeting.	<b>KE</b>
NODA awards	Liz to distribute the badges directly.	<b>LC</b>
Crew credits	MS noted that at a production he watched his niece in recently the crew came down for bows as well. Agreed this would be a good tradition to start if the Directors are happy for it.	
Replacement Licensee	Emma Lanfranchi will not be living in Wells for the next year – need someone else in the membership to hold a personal bar license as they can easily slot into the role as theatre licensee. Request for a volunteer to be emailed out.	<b>KE</b>
Padlock	Need a padlock with a 4 digit code for the gate on the side porch. GB to order Code to be displayed on the wall inside the side door for emergency access.	<b>GB</b>
Hire of costumes	Sandra has been trialing hiring out a few costumes to people who enquire. She is happy to continue doing this. Agreed happy for her to continue (on a small scale).  To consider for next meeting – do we need to be giving a ‘suggested donation amount’ depending on what and how many items are being borrowed? (and the circumstances – eg is it for a school / charity etc).	<b>All</b>

Date of next meeting: Tuesday 3<sup>rd</sup> October at 7:30pm

Apologies from Caroline, Liz (KE has offered to do the minutes)