

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

27th May 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: N/A Present: 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	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	CPR Training 7.15pm -8.15pm promptly. We are very grateful to Lydia, local paramedic stationed at the health centre and her colleague Brian (Volunteer first responder) who came to train members of the committee and front of house team in how to recognise a cardiac event and how to deploy the defibrillator effectively. Everyone felt much more confident as a result. VO will send correspondence to Tessa Munt – Complete. No response received as yet. CT to chase quotes – CT has been following this up. One of her contacts is looking into funding for the works as they believe we might qualify for support as we are a registered charity. SM/MS asbestos removal quotes – Ongoing. Now the front door has been fixed, SM will prioritise this. CM/AC -Revise membership forms Working on it. CM and AC have looked at them together There is a question regarding the associate members. CM is proposing that there are just two forms, one that is child based form for up to 18 year old and one that is an adult form. It was suggested that they have discussion with Elisha about who can sign off what at what age.	

	<p>We need to have appropriate consents in incorporated in the forms. If 16-18 year olds need parental sign off for consents then that is the age range for the child form.</p> <p>JHS- First draft of evacuation policy.</p> <p>This has been circulated and was discussed with various points of feedback. The following items were raised;</p> <p>Issues around roll call. Emergency exit information on tickets was suggested which AC says is possible. Putting up zones of evacuation need to be displayed.</p> <p>Should we have the tabs back in as they are fire retardant. This was confirmed that as a default they should be up unless the show wishes to take them down.</p> <p>Caroline suggesting we might need something akin to fire marshall training.</p> <p>Hirers must have a copy of the Evacuation Plan. Evacuation drill once in each show rehearsal schedule. Signage can be put in place. Build into the rehearsal process.</p> <p>MS – Signs for Emergency Exits and bigger toilet signs have been requested. The Committee approved him sourcing these.</p> <p>Sally will train her team to implement the process. It might need that more front of house volunteers stay for more of the performance so there are sufficient people to coordinate zones.</p> <p>AC to lead on pulling together all of our statutory documents. To Laise with VO.</p> <p>VO has sent over the documents she has found in the secretary files but there are not many and most need review. There is a lot to update, and AC will start doing it electronically to send around.</p> <p>Hiring walkthrough – TC to arrange.</p> <p>TC is planning to arrange the deep clean for the summer.</p> <p>CM to make a sign for both accident books – Planned for this week.</p> <p>TC to Write to Graham Brown and offer life membership. He was very pleased to accept and very pleased to be thought of by the committee for all his years of service backstage and on the committee. He will need adding to the life members list.</p>	
--	--	--

		<p>TC to speak to Nick re CCTV – Nick is looking at this week</p> <p>PP to let us know what needs to go to the accounts/bank. ALL to respond.</p> <p>All responded and has been despatched to the bank.</p>	
	ACTIONS:	<p>CM: Add Graham Brown to Life Members</p> <p>AC: Circulate updated policies as and when reviewed.</p> <p>MS Purchase signs</p> <p>JHS: Sort out evacuation zones</p> <p>CM/AC -Revise membership forms</p> <p>CT to chase quotes</p>	
4	Correspondence (Standing Item)	<p>VO – To respond to SWEDA enquiry -Complete</p> <p>Correspondence – Mark Aylward play</p> <p>A proposal for a play has been received. VO to invite to next meeting for a presentation propose. Copy to read to be requested.</p> <p>Sound desk – agreed to move but after Matilda was the initial suggestion.</p> <p>Committee Voted to do it for New Year to make sure we have considered all options and how.</p> <p>Sally wrote to Tom requesting permission to give a refund for seating double up. Committee has given permission for a refund</p> <p>Phil – has written to Tom regarding backstage issues he noted in carousel. The full document to be sent to MS in his capacity as stage representative. Some of the items were discussed directly, and some will need more information</p> <p>TV camera back stage went off regularly – TC will speak to Nick regarding this as this has been getting steadily more unstable.</p> <p>Two circuit breaker went – all old style tungsten bulbs seem to be at fault so it is suggested all bulb be changed to new ones</p> <p>The front roller – the spindles jumped. It should be entered into the accident book as a near miss.</p> <p>This needs to be fixed as a matter of urgency.</p> <p>The middle roller also needs to be fixed/</p> <p>MS and PV to liaise.</p> <p>PV felt there should be a task list for SM list who is responsible for what – eg who is doing the turn on or off exit lights as there was some overlap of tasks and roles</p>	All

		<p>MS – suggest procedures to be put in place to what happen if there is a show fail. E.g who makes the decision to stop and pause etc.</p> <p>PV suggestion that if something cannot be used it is highlighted – this was a miscommunication as everything should have been PAT test so was okay to use but not all things had had the sticker put on them.</p> <p>A pack for stage managers to be put together. Communication to let people know if they need more time for a get out. SM to review the get out list.</p> <p>A pack for producers/director.</p> <p>Load bar levels to be marked on the bars.</p> <p>Deep clean recommended of back stage. TC to organise and suggested in the summer.</p> <p>Loose cables and redundant items – removed and tidies. TC to send Phils report to MS.</p> <p>SM to get Show log book</p> <p>AC need to pass on some correspondence to the Comedy Club</p>	
	ACTIONS	<p>VO – Reply to Mark Aylward</p> <p>TC Let Sally know about refund. AC to process</p> <p>TC to send Phils report to MS.</p> <p>MS/PV: Urgent action needed with regard to front/ Middle rollers</p> <p>AC to pass correspondence on</p> <p>TC Organise a deep clean</p> <p>Tungsten bulbs to be replace with LED – Ask Angelo</p> <p>SM Review get out list</p> <p>Committee to decide who is putting together</p> <p>SM/Producer/Director packs</p>	
5	Safeguarding <i>(Standing Item)</i>	<p>CP Policy review – Policy distributed and discussed. VO to ask for clarification and amendments with regard to chaperones at rehearsals as well as performances, crew and ID lanyards, and written arrangements for pick up.</p> <p>PP to send out safeguarding training link for new members. - COMPLETE</p>	
	ACTIONS	VO – to email Alisa regarding changes to the policy before approval.	
6	New items for discussion	Hirings process – AW	

		<p>Alan highlighted that there needed to be a defined process to prevent double booking issues. He will write it out a process.</p> <p>Amy is going to hopefully take on hirings and will need to speak to sharon about it.</p> <p>Tom has suggested that we should remove the form and replace with three email addresses. info@, hirings@, boxoffice@</p> <p>We have to be reasonable and set expectations.</p>	
	ACTIONS	AC to email have Adam make hirings email. AH to contact Sharon E to have a hand over. AW to pass on his suggested process.	
7	Treasurers report & Financials <i>(Standing item)</i>	<p>Treasurers report</p> <p>Has not yet had the major costume bill for Carousel so is unable to give a report as yet.</p> <p>Some people have had issues accessing the theatre emails.</p> <p>Please email Adam if you experiencing difficulties.</p> <p>Tony has withdrawn from supporting the Treasurer. Annalisa has volunteered to be trained up instead.</p>	PP
	ACTIONS	ALL: Email Adam if there are issues with theatre emails	
8	Membership and events	CM/AC – Patrons form overhaul.- Ongoing	
	ACTIONS	CM/AC – Patrons form overhaul	
9	Publicity <i>(Standing item)</i>	<p>Little Women tickets date has now been advertised.</p> <p>AC asked if she can put something about group bookings - people should to email the boxoffice@wellslittletheatre.com email. This was agreed.</p> <p>Disabled person spaces – enquiries about them.</p> <p>JHS to speak to the person enquiring at Clarence House see what level of disabled places would be involved.</p>	
	ACTIONS	JHS to speak to Clarence house about what they are interested in.	
10	Update on fundraising	<p>TC: Information about Seat sponsorship to go in programmes - Done</p> <p>AC - To check legal issue of Theatre Vintered. - ongoing</p> <p>CT -Suggested Taskmaster style fundraising event. She has heard this has been successful else where.</p>	
	ACTIONS		

11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	CT Organise PAT testing Quotes have been sent £3500 approx for statutory testing. Committee agreed. CT to send to JHS email so times can be organised. CT- Heating works to be booked in. Fire alarm payment plan cost on its way.	
	ACTIONS		CT: Book in works.
12	Hirings <i>(Standing Item)</i>	Portway Performing Arts every Saturday from 10 am to 12pm in the rehearsal room. Monthly meditation – first Thursday of the month Ukrainian dancer – adhoc visits Sam Elsby – Wells Theatre Festival, Rehearsed Reading of his play. Wells Theatre Festival is interested in some hiring times. PP/KE are negotiating. Glastonbury and Street Potty Mouths Panto January 22 nd & 23 rd 2026 will be hiring here.	
	ACTIONS		TC to check what has been hired by Sam E

Productions			
Little Women			
<i>Director</i>	Bobbi Bass	Producer	Natalie Hope/Bobbi Bass
<i>Set design</i>	Bobbi Bass	Sound	
<i>SM</i>	Emma Hardy Mike Scammell and Angelo Giannetti building	Lighting	Graham Brown
<i>Costumes</i>	Julie Hope	Props	Doreen Grant
<i>Prompt</i>	Freda Brown	Make-up	Cast
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>	Greg Trezise	Programme	Elisha
<i>Ticket prices</i>	£16	Rehearsal schedule	

<i>FoH</i>		Tickets go live on	
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>		Sound	
<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>		Programme	Tom Creswick
<i>Ticket prices</i>	£16	Rehearsal schedule	
<i>FoH</i>		Tickets go live on	
39 Steps			
<i>Director</i>	Charlie Blanning	Producer	Adam Lanfranchi
<i>MD</i>		Choreographer	
<i>Set design</i>		Sound	
<i>SM</i>		Lighting	
<i>Costumes</i>		Props	
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	
<i>Photos</i>		Programme	
<i>Ticket prices</i>		Rehearsal schedule	
<i>FoH</i>		Tickets go live on	

13	Planned future productions	
	The 39 Steps Director Charlie Blanning	March 2026 Licence is paid for.
	Guys and Dolls	13 th -18 th May 2026. Nick Barlow MD Lou Costumes Considering Matinee – voted to approve by committee to see how well it sells or runs.
	Alan Ayckbourn play Director Sam Elsby	ONGOING
	Proposal for December 2026	Next meeting invite to propose.

17	Show reviews	Time restraints meant this was	
-----------	---------------------	--------------------------------	--

		passed over to next time	
18	Any other business	SM – Head shots	
	ACTIONS	Invite those proposing a show for December 2026 to the meeting. TC to invite.	
19	Date of next meeting	24th June 2025 7.30pm	AW apologies