

Wells Operatic Society Limited

Theatre Committee Meeting

Agenda

11th February 2025

Committee: Ken Edmonds, Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Hoare, Natalie Hope, Janice Holwill, Sandra Marshall, Charlotte Munckton, Alan Watts

	Item	Details	Who
1	Apologies	Apologies: Tom Creswick Present: Ken Edmonds, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Hoare, Natalie Hope, Janice Holwill, 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	VO – send Pauline minutes from last year for accountants. Complete. KE/VO – Write to NODA regarding Chaperone situation.- Complete Contact Tessa and Somerset to express our opinion VO/KE CH to look into Heater quote – ongoing Caroline needs an up to date floor plan to be able to get quotations. MS has a partial floor plan done. He will prioritise this as an action. SM to contact the Asbestos survey company she knows- Ongoing . Sandra will contact or pass to MS MS to get quotes for the asbestos roof – ongoing Mike has one, and Sandra will give him the address of the other. Draft up the first version of the member handbook -VO - Ongoing New form with consent incorporated – CM CM shared a draft form with us. She asked for feedback on it and whether we should include address, proposer seconder etc. It was decided to keep the proposer and seconder but address was not necessary. It was decided that we should look at doing online approval by Microsoft forms or docuSign. Return with payment	

		<p>details once approved. CM asked for clarification on membership prices</p> <p>General Membership - £40 per year</p> <p>Associate – participating in all performances but aged below 18 - £15</p> <p>Social Members (use facility, but not perform)</p> <p>Children - £5 per production</p> <p>Patrons - £50 per year</p>	
	ACTIONS:	<p>MS to complete floor plan and give to CH</p> <p>CH to get quotes</p> <p>SM/MS to get asbestos removal quotes.</p> <p>CM make online version of membership form or look into docusign</p>	
4	Correspondence <i>(Standing Item)</i>	<p>Any received correspondence to members that needs consideration</p> <p>TC let Annalisa know we approve them researching other ticket selling programmes – Ongoing</p> <p>AW said it did not allow paypal which he thinks is something to consider when looking at a replacement.</p> <p>TC to let Annalisa know to she can research possibilities for refreshing the foyer area - Ongoing</p> <p>Correspondence about Patron renewal – VO</p> <p>Those on subscription get reminders? It might an issue with the updates to the website.</p> <p>We cannot look at the system on the website – Noone can get on it.</p>	All
	ACTIONS	<p>CM/VO – Ask Nick and Adam to enable access to the website back end so we can check membership and upload minutes - complete.</p>	
5	Safeguarding <i>(Standing Item)</i>	<p>Any Safeguarding updates or issues</p> <p>VO asked if the CP Policy is due for review – she believes it is around now</p>	
	ACTIONS	<p>KE/VO check when CP policy due and highlight to DSL – Completed.</p> <p>CP Policy review next meeting.</p>	
6	New items for discussion	<p>VO – Write and invite mayor to AGM</p> <p>Mayor has responded and will be attending.</p> <p>CM, CH, NH, SM willing to learn Cash process from PP. Meeting to happen PP to email dates.</p>	

		This happened and a group of people were trained to support the cash handling process for Equally divided.	
	ACTIONS		
7	Treasurers report & Financials <i>(Standing item)</i>	<p>Treasurers report</p> <p>Pauline met with a volunteer who might be interested in the treasurer position. He is retired bookkeeper and is happy to do the onsite stuff. He knows the program we use as well – he is going to work alongside Pauline in a hand over.</p> <p>PP is still in discussion with the accountants at the moment in order to finalise them..</p> <p>EH is reviewing the constitution and will pass to Pauline to double check, and then will pass to someone at her work to be signed off</p>	PP
	ACTIONS	<p>PP Finalise accounts</p> <p>EH review constitution and pass to PP</p>	
8	Membership and events	<p>CM to circulate list of new members for approval – complete</p> <p>EH asked for more information regarding Patrons – what needs to be done and when?.</p> <p>The other members described how patrons should be invited to the Spring show for the Civic night on the Tuesday. This needed to be done before the tickets went on general sale. Patrons and Life members should be invited and asked if they were taking up their pair of tickets. Refreshments were also put in place for the patrons (eg complimentary Glass of wine or juice – separate on a table. Couple of tables in the bar specifically for patrons)</p> <p>VO sent across emails sent previously in the secretary account about it to EH and CM</p>	
	ACTIONS	<p>EH/CM to send out emails to patrons and life members asking if they want their tickets and arrange with the box office to reserve them.</p> <p>EH/CM to organise refreshments for Civic night.</p> <p>CM- A list of current members for AGM</p>	
9	Publicity <i>(Standing item)</i>	<p>TC sent in a report for publicity</p> <p>Tickets selling well for Equally Divided. He is encouraging people to share the facebook publicity that he will be pushing over the next few weeks.</p> <p>It is entered for Rose Bowl, Noda and Phoebe Rees competitions. Carousel tickets go on Sale 15th March approx. TC would like to review how well tickets sell with this reduced time without</p>	

		overlap. The committee feels it is likely that they will sell very well and we might need to apply for an extra night based on feedback we have received of people wanting to come.	
	ACTIONS	ALL: Review ticket sales impact post Carousel	
10	Update on fundraising	<p>Any fundraising news or updates</p> <p>EH – Fundraising Quiz/Bingo EH suggested that we need to do some fund raising for some of the many projects we need to implement. She suggested a quiz or Bingo. Bingo's are unfortunately not allowed. A discussion was had and it was suggested that we could have one not long after Carousel , on a Saturday evening for preference. In the past, there has been an arranged fish and chip supper. EH to look at dates.</p> <p>VO – suggested in the fundraising theme that we could start a possible online Theatre Vinted/ebay store. We have donations we can't use, or once we have used things we could sell them. BB and NH had experience using it. It was noted we needed to look into the limit on selling for charities or non profit.</p> <p>Agreed in principle</p>	
	ACTIONS		
11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	<p>SM to meet Mark with a view to making the front door secure. SM met with him – he thinks the mechanism could be changed. She has asked him to quote for doing the work and is happy to organise this. She has not received anything back.. She is going to remind him.</p> <p>CH to get whole system quotation – ongoing. Again tied to the floor plans –her contractors want that information before they quote.</p> <p>The Tree – KE and PP have had two further meetings with our neighbour. We are putting in an application for taking down the tree and will send the arborists report. We are unsure how successful it will be. Our neighbour want us to do soil sampling establish if we are on clay but this is very expensive to do. We will consider doing</p>	

		the testing if the tree can be removed as then it would be sensible to determine if removal of the tree would cause issues when the roots die. We still need to sort out the patio in the mean time. The professionals have advised at the moment it seems okay and we should put down reinforced concrete.	
	ACTIONS	PP/KE apply for tree removal	
12	Hirings (<i>Standing Item</i>)	<p>Portway Performing Arts every Saturday from 10 am to 12pm in the rehearsal room. They need a reminder to not leave the door open while they are in the rehearsal room. KE to remind.</p> <p>Monthly meditation – first Thursday of the month</p> <p>Ukrainian dancer – adhoc visits</p> <p>Samba band – have met for the first time recently. Unfortunately we had a neighbour complaint so they will be unable to return.</p> <p>Cosmo group Sam Elsby – Wells Theatre Festival, Rehearsed Reading of his play.</p> <p>Colin Mills – would like to bring a band here. Wanted us to provide a lot of technical support so unfortunately it seems like we will not be able to support them with this hiring.</p>	KE
	ACTIONS	<p>KE – to email the Samba band advising them that unfortunately they cannot use the space.</p> <p>KE- to let Colin know that we cannot support the technical set up for his band.</p>	

Productions			
Equally Divided by Ronald Harwood		Introduction 8 th , 17th October, Auditions 2nd November.	
<i>Director</i>	Jacki Watts	<i>Producer</i>	Tom Creswick
<i>Set design</i>	Mark Wall	<i>Sound</i>	Adrian Mitchell
<i>SM</i> <i>ASM</i>	Mike Scammell Erin Webster	<i>Lighting</i>	Graeme Brown
<i>Costumes</i>	Cast Sourced	<i>Props</i>	Sue King, Alan Watts
<i>Prompt</i>	Freda Brown	<i>Make-up</i>	Cast

<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	Tom Creswick
<i>Ticket prices</i>	£16	Rehearsal schedule	Done
<i>FoH</i>	Sally Trayhurn	Tickets go live on	
Productions			
Carousel		Intro night Thursday 2nd Jan (all agreed with Jacki) Workshop Fri 3rd, auditions Sunday 5th. Show week is Tuesday 6 th May - Saturday 10th but if tickets sell well we'll open Monday 5th up as an official performance with the rights holders.	
<i>Director</i>	Tom Creswick	Producer	
<i>MD</i>	Richard Kerton-Welch	Choreographer	Elisha Webster
<i>Set design</i>		Sound	Nick Barlow
<i>SM</i>	Phil Vivash	Lighting	James Lineham
<i>Costumes</i>	Lou Sansam	Props	Sue King & Emma Hardy
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>	Greg Treisze	Programme	Tom Creswick
<i>Ticket prices</i>	£18	Rehearsal schedule	Done
<i>FoH</i>		Tickets go live on	March 15 th
Little Women			
<i>Director</i>	Bobbi Bass	Producer	Natalie Hope/Bobbi Bass
<i>Set design</i>		Sound	
<i>SM</i>	?? Mike Scammell and Angelo Giannetti building	Lighting	
<i>Costumes</i>	Julie Hope	Props	Doreen Grant
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	
<i>Photos</i>		Programme	
<i>Ticket prices</i>	£16	Rehearsal schedule	
<i>FoH</i>		Tickets go live on	
Sleeping Beauty			
<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>	Julie Hope	Props	
<i>Prompt</i>		Make-up	
<i>Budget</i>		Publicity	Tom Creswick
<i>Photos</i>		Programme	
<i>Ticket prices</i>	£16	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	
	Alan Ayckbourn play Director Sam Elsby	

17	Show reviews	SM – And Juliet Crispin School of Rock NH & BB – Daisy pulls it off There were some very talented young performers – very enjoyable	PP - Saw the David Tennant Macbeth, Minimalist set – it was brilliant. Excellent use of headphones
18	Any other business	JHS – She has moved the big display board in case people were wondering AW – maybe an open day on how we make the magic happen might be a good idea	
	ACTIONS		
19	Date of next meeting	AGM March April Tuesday 29th	