

## Wells Operatic Society Limited

### Theatre Committee Meeting

#### Minutes

24<sup>th</sup> June 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	<b>Apologies</b>	Apologies: Alan Watts, Amy Hutton Sandra Marshall Present: Tom Creswick, Pauline Perrin, Vicky Orman, Mike Scammell, Jo Hartley-Scammell, Bobby Bass, Emma Hardy, Caroline Tatar, Natalie Hope, Annalisa Checchi, Charlotte Munckton	Any
2	<b>Minutes of the last meeting</b>	Approval of minutes of previous meeting Approved	Any
3	<b>Matters Arising from previous meeting not elsewhere on the agenda</b>	CM: Add Graham Brown to Life Members - completed AC: Circulate updated policies as and when reviewed.- ongoing AC described how she was allocated them to three areas and would be drafting basic first bits of information MS Purchase signs - complete  JHS: Sort out evacuation zones update. She has met with Sally again. They think that part of the process should be that production teams should go through the evacuation protocols on the first rehearsal. CM/AC -Revise membership forms - ONGOING CT to chase quotes. She has chased. Hoping to book soon. Has talked someone about heating quote and works. She has also been given a heads up for the option to apply for Arts council funding – seems to fit our needs. Seems to be angled at supporting premises. CT is registering and contacting about them. The committee suggested that the heating work should be started as a priority otherwise we could have another winter without heating. CT to chase again as they were meant to let her know this week.	

		<p>TC Let Sally know about refund. AC to process – Complete. The person involved was very grateful.</p> <p>TC to send Phils report to MS -complete MS will action key points. MS feels that it raises the point that in the Stage Manager pack, expectations should be set that the SM should look early on at key things in a production so issues can be identified early on. It would seem that people are assuming things are fine and this needs to be highlighted.</p> <p>AC to pass correspondence on -Complete</p> <p>SM Review get out list - ONGOING</p> <p>Committee to decide who is putting together SM/Producer/Director packs - AC has started this</p> <p>AC to email have Adam make hirings email - COMPLETE.</p> <p>AH to contact Sharon E to have a hand over - Complete</p> <p>AW to pass on his suggested process.- ONGOING</p> <p>ALL: Email Adam if there are issues with theatre emails</p> <p>PP requested that everyone needs to be on them and start using them as their default theatre contact. This will allow us to then set up our shared drive for access to theatre documentation.</p> <p>JHS to speak to Crandon springs about what they are interested in – Ongoing.</p>	
	<b>ACTIONS:</b>	<p>ALL: Make sure they can get onto and use theatre emails.</p> <p>JHS to speak to Crandon springs about what they are interested in</p> <p>AW to pass on his suggested process.-</p> <p>CM/AC -Revise membership forms –</p> <p>AC: Circulate updated policies as and when reviewed.-</p>	
4	<b>Correspondence (Standing Item)</b>	<p>VO- Replies from Somerset Council and Tessa Munt re Chaperones. They are looking into our issue raised about costs and portable DBS's</p> <p>TC: We have had an enquiry from a member of the public who "collects" theatres and would like a visit. JHS to contact and organise.</p>	All
	<b>ACTIONS</b>	JHS- Liaise with theatre "collector" visitor	

5	<b>Safeguarding</b> <i>(Standing Item)</i>	<p>VO – to email Alisa regarding changes to the policy before approval – COMPLETE</p> <p>VO has not yet received a revised copy from Alisa. She requested that TC ask for it if possible.</p>	
	<b>ACTIONS</b>	<p>TC to chase Alisa for revised copy of the CP policy</p>	
6	<b>New items for discussion</b>	<p>Proposal for play – Mark Aylward attending. They gave a synopsis of the play that set in ancient Rome. They proposed a flexible, simplistic and fast moving set with a focus on the actors. Cast would move set and costume, they have people who could create costumes and set. It has run more as a one act approximately 1hr 10min.</p> <p>All aspects were discussed and the presentation was well thought out.</p> <p>Following the presentation, the committee discussed the options and felt that it would be better to be approached as a hiring, but we would offer to support with a readthrough/rehearsed reading workshop. VO to email.</p> <p>Proposal for Show – details passed to and discussed TC</p> <p>Andrew Carpenter would like to propose to do Elf the musical next Christmas 2026. He has spoken to Tom about it and sent a proposal and Tom has agreed to produce. He went through the proposals and that they already had possible MD and Choreography agreed. Andrew had discussed how he wanted to stage the show and also that they wanted it to be a full Christmas experience, with a grotto. He would also like to find sponsors for the performances</p> <p>The suggestion of doing additional double matinee and evening performances was not supported.</p> <p>Cast – approximately 35-40</p> <p>Approved by a committee vote for December 2026</p> <p>Statutory document checklist- AC</p> <p>AC has been putting a list together, and now has a copy of the original Articles of Association. EH to send her the progress that was made on the review.</p> <p>She will review both.</p>	

		<p>Car Park clear up – TC EH volunteered to coordinate. TC asked that the wheelchair exit be part of it.</p> <p>Bookings issues – BB There were issues with the hirings recently who brought set in early blocking rehearsals. It was agreed that expectations needed to be set and it made clear that if people needed to move set in early this needed to be part of the hiring.t. TC mentioned that he had been approached by Lucy Plant with regard to the issues of letting people in about maybe being a Freelance Theatre manager where she invoices fees to the hirer for letting in and supporting. The committee were interested, and decided to ask her to come and go over the proposal</p>	
	<b>ACTIONS</b>	VO- Invite Lucy Plant to next meeting discuss the Theatre Manager proposal EH to coordinate car park clear up	
7	<b>Treasurers report &amp; Financials</b> <i>(Standing item)</i>	<p>Treasurers report Carousel made a profit of approx. £8000 She would like to revisit budget expectations There is a new government requirement that trustees need to verify identities in a specific formal way Pauline will send out email to us all. British Gas are coming again July 14<sup>th</sup> to look at a smart meter. We have been told this is not possible before but they are insisting. PP has organised to meet them.</p>	PP
	<b>ACTIONS</b>	PP to send email about identity verification	
8	<b>Membership and events</b>	CM/AC – Patrons form overhaul.- Ongoing	
	<b>ACTIONS</b>	CM/AC – Patrons form overhaul	
9	<b>Publicity</b> <i>(Standing item)</i>	<p>TC encouraged everyone to support the rehearsed readings He will be sending out Panto information after the rehearsed readings Guys and Dolls date is the week initially planned before because of a clash with the comedy festival.</p>	
	<b>ACTIONS</b>		
10	<b>Updates on fundraising</b>	CT is looking into Grants for necessary works	
	<b>ACTIONS</b>	CT to apply for Arts council grant	

11	<b>Health &amp; Safety (maintenance and renovations)</b> <i>Standing Item</i>	MS/PV: Urgent action needed with regard to front/ Middle rollers  TC Organise a deep clean Tungsten bulbs to be replace with LED – Ask Angelo ONGOING There are now leaks that need a plumber CT: Book in works. Mark Wall is has quoted us two versions of the works on the external shed. He can do this work in August. Approved with rubber roof – getting rid of the asbestos as well through the council.  Replace the workshop door – it is starting to fall apart. MS to look into it. NH might have contacts too. MS - Need to clear out in August the container and workshop. CT – given permission to book fire alarm works in.	
	<b>ACTIONS</b>	CT to talk to company re rollers CT to book in fire alarm works MS to investigate Back door MS/SM to tell Mark we are accepting the quote MS – Organise container clear out- possible skip hire Tungsten bulbs to be replace with LED – Ask Angelo ONGOING	
12	<b>Hirings</b> <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  Glastonbury and Street Potty Mouths Panto January 22 <sup>nd</sup> & 23 <sup>rd</sup> 2026 will be hiring here. Now sold out.  Maltilda – Sold out for PQA and really good.	
	<b>ACTIONS</b>		

<b>Productions</b>	
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Little Women		Tickets Live 12 <sup>th</sup> July 2025	
<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>	Sally Trayhurn	Tickets go live on	
Sleeping Beauty		13 <sup>th</sup> – 20 <sup>th</sup> 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>	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	

FoH		Tickets go live on	
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<b>13</b>	<b>Planned future productions</b>	
	Guys and Dolls	<p>Nick Barlow MD  Lou Costumes  Considering Matinee – voted to approve by committee to see how well it sells or runs.  Possible Dress to Impress night</p>
	Suggested Woman in Mind - Alan Ayckbourn play Director Sam Elsby	<p>ONGOING  Email him to ask him to come and talk about a play to see what is . Get him in.</p>
	Elf the Musical Director Andrew Carpenter	Producer Tom Creswick

<b>17</b>	<b>Show reviews</b>	Warhorse – TC Best bit of theatre he has ever seen.	
<b>18</b>	<b>Any other business</b>	Selling Ice cream suggested again. Lucy had used something for Matilda that seemed to work well, and should mean there would not be surplus.  TC researched and found £161 portable freezer. Committee agreed it could be possible.  AC – suggested look at what we sell in the bar. The wine could do with changing. AC to talk to Ken about what is being done.	
<b>ACTIONS</b>		New bin needed for workshop. AC- talk to Ken regarding wine /possible canned cocktails	
<b>19</b>	<b>Date of next meeting</b>	<b>22<sup>nd</sup> July 7.30pm</b>	<b>BB apologies.</b>