

Wells Operatic Society Limited

Theatre Committee Meeting

Minutes

29th April 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 (*Please note Ken Edmonds and Janice Holwill are no longer on the committee. Caroline Hoare has now married and is Caroline Tatar. Annalisa Checchi and Amy Hutton have joined the committee*)

	Item	Details	Who
1	Apologies	Apologies: None 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	Any
3	Matters Arising from previous meeting not elsewhere on the agenda	Contact Tessa and Somerset to express our opinion VO/KE – Sent to Somerset, no response. VO will send correspondence to Tessa Munt MS to complete floor plan and give to CH - Complete CH to get quotes – She has asked and will now chase them SM/MS to get asbestos removal quotes. – SM has been concentrating on the door, and will now look into this. CT make online version of membership form or look into docusign – Has been consulting with Annalisa with regard to GDPR and there are some alterations that need to be done to be more compliant.	
	ACTIONS:	VO will send correspondence to Tessa Munt CT to chase quotes SME/MS asbestos removal quotes CM/AC -Revise membership forms	
4	Correspondence (<i>Standing Item</i>)	Sweda request for charity boxes – politely declined as	All

	ACTIONS	VO – To respond to SWEDA enquiry	
5	Safeguarding <i>(Standing Item)</i>	<p>CP Policy review next meeting</p> <p>Annalisa and Amy need to have the safeguarding training and theatre DBS done.</p> <p>PP to send out safeguarding training link for new members.</p> <p>Elisha is happy to continue with safeguarding role of Child Protection Officer</p> <p>TC strongly recommends having Childrens coordinator as part of the show process as this has worked very well for Carousel.</p>	
	ACTIONS	VO- Chase Alisa/Julie regarding update of CP policy	
6	New items for discussion	<p>Martyn's law and the implications for us at the theatre – JHS</p> <p>Jo and Annalisa have produced information about Martyn's law around implications for the theatre if we go over the 200 person threshold Annalisa believes at this point it is not a matter for concern. In essence, however the steps necessary to mitigate the impact of this law would be sensible.</p> <p>We think that we should have a formalised protocol/policy in place for emergency evacuation. Sally needs to be consulted in the development of this as Front of House team is critical in an evacuation.</p> <p>JHS to do a first draft.</p> <p>CPR training – JHS has a friend who can do CPR training as she is a paramedic. Committee agreed this would be a good idea and will have a short training session before next committee meeting if Jo can organise it.</p> <p>Clarify our DSL availability - JHS</p> <p>It was confirmed that Alisa has been in and Julie for Carousel.</p> <p>GDPR and Policies – AC</p> <p>Annalisa highlighted that there needs to be a few changes with regard to GDPR to privacy policies, terms and conditions, membership forms, permissions and consents, especially on the website.</p> <p>She suggested using Charity Excellence, a resource website that does an audit framework which is very useful to work out where you are in</p>	

		<p>terms of compliance, accessing funding, and so on. AC to lead on pulling together all of our statutory documents. To Laise with VO.</p> <p>General back stage clear up for hirings – TC We have some big hirings coming up and it feels like we could try and do deeper clean. Making sure it is child safe as some of them are child orientate hirings. Suggesting a volunteer day, to do a deep clean and making it safe. Hiring walkthrough – TC to arrange.</p> <p>Theatre emails – PP Pauline suggested all committee members should use their theatre emails. She will email out the passwords for everyone to get onto it who is not currently using it.</p> <p>First Aid kit – NH & BB. They have brought on supplies so they can be replenished when used. Review- accident book process. A member had an accident with a piece of scenery recently and it was discovered there were two accident books. It was agreed that it is appropriate to have one at the front of House and one back stage. Put on the front of the accident book what to do. Completed ones go in the green box, and we review at committee. Then we photograph it and store digitally. CM to make a sign for both.</p>	
	ACTIONS	<p>JHS- First draft of evacuation policy JHS- Organise Defib training. AC to lead on pulling together all of our statutory documents. To Laise with VO. Hiring walkthrough – TC to arrange. CM to make a sign for both accident books</p>	
7	Treasurers report & Financials <i>(Standing item)</i>	<p>Treasurers report Tony, PP's volunteer Treasurer was unable to attend tonight. PP has been considering having Assistant treasurer roles so there are more people doing the Treasurer role. AC happy to volunteer to do Assistant Treasurer. Tony wants to work at the theatre not at home EH review constitution and pass to PP</p>	PP

		<p>PP would like to propose that that Graham become a life member due to his decades of contributions to the society, in committee and all areas of backstage. All unanimously agreed. TC Will write to Graham and inform him.</p> <p>Equally Divided made £7000 profit which was very good. Congratulations to the Equally Divided team.</p> <p>It was confirmed that the collection bucket from carnival to go to general donations</p> <p>PP – we think that the CCTV is having issues</p> <p>TC to speak to Nick</p> <p>New members will need to go to the accountants to show their ID</p> <p>PP has said that the bank needs some details from us. She will requested them of the group via email, and let us know what she needs</p>	
	ACTIONS	<p>TC to Write to Graham Brown and offer life membership</p> <p>TC to speak to Nick re CCTV</p> <p>PP to let us know what needs to go to the accounts/bank. ALL to respond.</p>	
8	Membership and events	<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>It was an interesting experience and they have tried to organise things so they are easier in future.</p> <p>EH/CM to organise refreshments for Civic night</p> <p>What time do they arrive? 7pm approximately for the buffet. TC to let EH know. She has ordered from Daniels Café as they were very good last year.</p> <p>EH confirmed with PP that Daniels could raise an invoice. EH to ask KE about wine.</p> <p>Patrons form -PP found patrons forms but they are very old. We need to start from scratch. CM will work on this with AC as part of the membership form review.</p>	
	ACTIONS	CM/AC – Patrons form overhaul.	
9	Publicity <i>(Standing item)</i>	<p>ALL: Review ticket sales impact post Carousel</p> <p>Tickets sales are doing well. There is only 35 tickets left as of today. The committee believes sales were not impacted by the new arrangement.</p> <p>Little Women – this will now take the fore and more emails scheduled to go out from now on.</p>	

		<p>Several will go out regarding the Introductions and auditions (TC)</p> <p>There will be a loop on TV where we can put some of this information during Carousel, and hopefully make more use of this in the future.</p>	
	ACTIONS		
10	Update on fundraising	<p>Any fundraising news or updates –</p> <p>SM -Can we put some info in the programme about seat sponsorship. TC to pass this on to Elisha.</p> <p>CT- Theatre review fundraisers – she has been talking to some other groups about variety shows and how they have done their fundraising.</p> <p>VO- Vinted shop.</p> <p>VO wanted some advice regarding setting up a charity account for vinted. She has done some research.AC is familiar with Vinted and offered to talk to Vinted about legal issues so we can go ahead and set it up.</p>	
	ACTIONS	<p>TC: Information about Seat sponsorship to go in programmes</p> <p>AC - To check legal issue of Theatre Vinted.</p>	
11	Health & Safety (maintenance and renovations) <i>Standing Item</i>	<p>PP/KE apply for tree removal</p> <p>We have applied as the theatre, and there is a waiting period for consultations. If we have permission to take it down we would need to commission a soil sample which has cost implications</p> <p>SM to meet Mark with a view to making the front door secure. SM has been talking to Mark about it. The parts have been ordered and arrived, and it will be installed in the next two weeks.</p> <p>CH to get whole system quotation</p> <p>CT has requested a quote, is now going to be done.</p> <p>Renew fire risk assessment. We do not have to go external. Our past fire risk assessment most likely is still appropriate. We should review them. PAT testing again – this needs to be done. CT to organise.</p> <p>By the next meeting, we need to have set something in motion particularly for heating.</p>	

	ACTIONS	CT Organise PAT testing CT- Heating works to be booked in	
12	Hirings (<i>Standing Item</i>)	<p>Portway Performing Arts every Saturday from 10 am to 12pm in the rehearsal room. TC to email to clarify terms.</p> <p>Monthly meditation – first Thursday of the month</p> <p>Ukrainian dancer – adhoc visits</p> <p>Sam Elsby – Wells Theatre Festival, Rehearsed Reading of his play.</p> <p>Wells Theatre Festival is interested in some hiring times. PP / KE are negotiating.</p> <p>Comedy Festival hiring</p> <p>Glastonbury and Street Potty Mouths Panto January 22nd & 23rd 2026 will be hiring here.</p>	
	ACTIONS	TC to email Portway Performing Arts to clarify timings of their hiring.	

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	<i>Producer</i>	
<i>MD</i>	Richard Kerton-Welch	<i>Choreographer</i>	Elisha Webster
<i>Set design</i>		<i>Sound</i>	Nick Barlow
<i>SM</i>	Phil Vivash	<i>Lighting</i>	James Lineham
<i>Costumes</i>	Lou Sansam	<i>Props</i>	Sue King & Emma Hardy
<i>Prompt</i>		<i>Make-up</i>	
<i>Budget</i>		<i>Publicity</i>	Tom Creswick
<i>Photos</i>	Greg Treisze	<i>Programme</i>	Tom Creswick
<i>Ticket prices</i>	£18	<i>Rehearsal schedule</i>	Done
<i>FoH</i>		<i>Tickets go live on</i>	March 15 th

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			
<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	

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.
	Alan Ayckbourn play Director Sam Elsby	

17	Show reviews	Avast Behind – Croscombe. JHS and MS had a	Starlight Express – TC
-----------	---------------------	--	---------------------------

		<p>hilarious evening. Very village panto!</p> <p>Shrek at Weston TC thought it was a brilliant production, for an amateur production. Shrek at Street – SM said it was good, and performed well but felt the script itself was a little indulgent</p>	<p>Visually stunning, effects were fantastic – the actual story is not strong, but difficult to beat for pure spectacle. The Great Gatsby – TC. This was amazing, and outstanding and of the things he has been to see recently, he would encourage people to see this,</p>
18	Any other business	AC – has had emails into the box office. We do not want the mirror as it cannot be collected	
	ACTIONS	AC to reply and politely decline the mirror.	
19	Date of next meeting	Tuesday 27th May 7.15 (if CPR)	