

Wells Operatic Society Limited
Minutes of the meeting on
Monday 22nd May 2017 at 7.30pm

COMMITTEE

Chris Briton (chair), Richard Wright, Pauline Perrin, Ken Edmonds, Alisa Creaser, Graham Brown, Lyn Jones, Sharon Edmonds, Mike Scammell, Dave Collyer, Niamh McGrogan, Rob Trayhurn, Gerald Eysers

Apologies – Chris Briton, Lyn Jones, Dave Collyer,

1. Minutes of the last meeting - agreed

2. Matters Arising

- a. The gas heater in Green Room. **DC** - The gas fire has been removed. The vent through the wall has temporarily been blocked up (with a towel) and must now be made good at some point. A DIY job. **DC – ongoing.**
- b. The obvious gas tap in the rehearsal room is stuck in the 'on' position. In an emergency the supply could not be shut off by this means. The lever has therefore been placed inside the cabinet and closing the gas supply must be use of the lever on the front of the gas meter. **DC**
- c. The gas engineer is not able to quote for the maintenance and repair of our heating system. He is based in Westbury which is too far for effective call outs. If the perception is that the system as a whole would benefit from improved service and maintenance then we must look elsewhere. **DC – ongoing.**
- d. Fire Safety update. **RW** has made progress with signs and recorded information. (See full details below). Agreed to diarise inspections for 1st June each year to look at Fire safety. Also electrician's inspection now agreed every 3 years, Gas inspection in Nov 2017 with Boiler and then every year. Old chair sales and the replacement with benches **NM**– Ongoing. Cleaning products - still looking for the cabinet **MS**. Escape passage has been tarmacked.
- e. New signs and billboards at the front of the theatre and on Chamberlain Street **RW**, possibly around the tree or as part of the entrance. **AC** to talk to Tris Hann to see if he will support a working group on this. **DC** to investigate the cost of getting power to that area, in conjunction with the new tree tarmac. **GB** to advice. Ongoing.

3. Correspondence

- a. The Mayor presented a cheque for £5,380 at the Civic Night of Our House. **RW** has written to thank the Mayor for her generous support.
- b. There have been some comments from Box Office staff regarding the early 'online' sale of tickets. Some members of the public, who had traditionally bought tickets 'as soon as the box office was open', were caught out because they do not have access to online information. This was discussed. It was agreed to produce paper advertising as soon as possible after the show's launch. Paper 'What's On' sheets could then be posted, show programmes and online advertising would continue. A single Box Office session at the beginning of the sale period might also help. **GE** to do 'What's On' sheet and talk to Norman.
- c. Norman Smith (Microbitz) has asked for a car parking space. There are none available at the moment. **GE** to reply
- d. Fletcher House have asked for support with a 'Mad Hatters Tea Party' on 16th June. It looks unlikely we would be able to support.

4. Treasurer's Report

- a. Carnival 'burger van' payment, **CB** contacted Nancy Dodd – **PP** to follow up – **ongoing**
- b. Our House final figures are still coming in, but it looks like we took over £9000 at the box office.

5. Membership

- a. New members - none
- b. Patrons leaflet. **LJ ongoing**
- c. Quiz Night in the summer. Date set 24th June **NM**

- d. **NM** will put together a social what's on and information pack.
- e. **NM** will also investigate the possible sale of theatre branded merchandise.
- f. Cinderella Awards – Congratulation to all involved, we achieved a range of nominations and Awards (Vicky – UV scene, Emma – Fairy, Alisa – principal boy) full results to post on the website and Facebook. **SE**
- g. It was agreed to identify a named **Front of House Manager** as part of a show team as shown in 8 below. For the Crucible **GB** will discuss this with Lois before asking a specific person. **RT** suggested that his wife Sally might be interested. **RW** is happy to meet and discuss with her.

6. Publicity

- KE** will explore the possibility of using a vented banner across the high street.
KE will update the list of shops that will take posters and fliers.

7. Theatre Renovations

- a. Maintenance plan-
 - i. Quotes requested for work on the flat roof above the dock doors, and the removal of the concrete raised floor in the stage right wings. **GE** has asked Croscombe Roofing. - **ongoing**
 - ii. Croscombe roofing will be asked to inspect and repair the central gully. And investigate the recent leaks. **GE - ongoing**
 - iii. Redecoration of the rehearsal room. – **KE, SE** and **NM** are checking prices of blinds and flooring. Plan to have a 15th July paint party.
 - iv. The replacement / repair of the auditorium seating. It was agreed that the committee could spend up to £20,000 on new seating. **KE** is meeting a potential rep. - **ongoing**
- b. Stage and Pit development **DC - ongoing**
- c. Bar lighting **MS- ongoing**
- d. PAT testing **MS- ongoing**
- e. Insurance and tree **DC – the** Pruning of the tree and the resurfacing of the tarmac is booked for the mid-September, 2 days. **GE** to be informed of specific dates.
- f. The escape passage has been tarmacked. Cost £1200aprox. , thanks to **DC**.
- g. Fire Risk Assessment – see matters arising and details below. **RW**
- h. N.R.Bishop will carry out a full electrical inspection of the theatre on Friday 7th July, Beginning at 9am.
- i. The black curtains in SR and SL wings are very tatty it was to get a quote. **GE** to ask Chris Spray
- j. Stage lights need a new 15A breaker to stop the system tripping out. **GB** to cost. Agreed to go ahead.

8. Productions/Trifold/Hire

- **May 15th-20th 2017 – *Our House***. Review Very positive feedback.
- **June 13th 2017 BOVTS** - Dylan Thomas' *Under Milk Wood*. **GB or RW** in charge Tickets **£10 & £8 GE TICKETS NOW ON SALE**
- **September 20-23rd 2017 - *The Crucible*** by Arthur Miller. Director - **Lois Harbinson**, Producer - **GB**. SM – **Charlie Watkins**, Set Design – **Armani** , Props – **Lesley Ricketts**, Lighting – **GB**, Sound – **Adrian Mitchell**, Costumes – **?**, Prompt – **FB**, Make up – **Julie and Helen Makin**, Budget – **tba**, Publicity -**?**, Ticket Price – **?**, Rehearsal schedule – **tba**. FoH manager - **tba**
- **December 9th-16th 2017 - *The Three Musketeers***. Director - **Ken Edmonds**, Writer and Producer – **Vicky Orman**, SM – **Sarah Galton**, Choreography – **Julie Webster**, MD - **Nick Barlow**, Sound - **Adrian Mitchell**, Lighting – **Graham Brown**, Properties - **?**, Prompt – **Freda Brown**, Costume - **?**, Make up – **Julie and Helen Makin**, Photographs – **Adam Lanfranchi**, Tickets – **tba**, Budget – **tba**, Rehearsal Schedule – **tba**, Publicity and Programme – **tba**, FoH manager - **tba**
- **March 2018?** – **NM** suggested Steel Magnolias either for this slot, or the following year (she would direct). Doreen Grant will be arranging some play readings to look at options.

- **May 15th (Tuesday) -19th 2018** (with a 3pm Matinee on Sat 19th i.e. 6 performances) – **Little Shop of Horrors**. Director – **Nick Barlow**, Choreography - ?, Rights received, MD – ?, Producer – ?, SM – ?, Props – ?, Lighting – **GB**, Sound – **AM**, Costumes – **Louise Baker**, Prompt – **Vicky Orman, Jo Scammell, Sandra Marshall**, Make up – ?, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule –**tba**. Vocal Coach - **Kate Lynch**, FoH manager - **tba**
- **September 19th -22nd 2018** William Shakespeare's **The Merry Wives of Windsor** Director – **RW**, Lighting - **GB**, Mediaeval Musician - **Jonathan Weeks**, Costumes – **Louise Baker**, Stage manager – **Charlie Watkins**, Properties – **Pat Watkins**, Choreography – **Tina Eyers**, Prompt – **Freda Brown**, FoH manager – **tba**, Budget – **tba**, Publicity - **KE**, Ticket Price – **tba**, Rehearsal schedule – **tba**.

9. Training

DG – chaperone training to be arranged as needed.

GE - to look into First Aid Training

FoH training and organisation. Agreed that this needs to be looked into.

10. Show Reviews

GE & KE – Guys and Dolls at Strode. A really well rehearsed and crisp production. Some excellent performances notably Nicely Nicely Johnson and Arvide Abernathy. Very enjoyable but a little cold / sterile, the atmosphere did not come across to the audience.

11. Any Other Business

Chris Spray has investigated the internal telephone system with a view to making some improvements, specifically communication between FoH, bar and SM.

12. Fire Risk Assessment. Included here is RW's summary – used as checklist.

Summary of points arising out of consideration of the Fire Risk Assessment of Mark Evans

1. His assessment is valid for 12 months. The building is classified as a medium hazard.
2. There should be a review of the assessment annually. **Agreed to be 1st June.**
3. Simultaneous evacuation of the building is the principal strategy.
4. There should a valid current electrician's certificate in place. **Inspection arranged for 7th July then every 3 years.**
5. Portable appliances should have annual checks. **MS - ongoing**
6. Need signs in changing rooms, green room, and costume area warning of the need to check appliances before use. **Done**
7. The air-conditioning service/maintenance needs regular check. **RW**
8. There should be no smoking signs in changing rooms, green room workshop and costume store. **Agreed to put signs at all the entrances to the building 'this is a no smoking site'. RW**
9. Gas appliances should be checked annually. **Arranged for 1st Nov**
10. We should re-cover the damaged corridor chairs. A discussion followed and it was agreed to sell all the old bar chairs on e-bay and research cost/type of permanent benches to go along each side of the corridor **NM and RW ongoing**
11. Move over to LED lights in the auditorium.
12. Storage of cleaning products should not be in the cleaner's cupboard because there is no ceiling there. They should be kept in a metal cabinet somewhere else. We decided this should be a single drawer filing cabinet in the bar store area. **MS to arrange**
13. Rubbish bags are a hazard when left o/s the Chamberlain Street door. A lockable refuse bin should be elsewhere at least 6m from the main building. This was discussed at length. Because the building isn't continuously occupied, locking a bin would be self-defeating – Veolia would not be able to take the refuse away. Putting a bin in the front of the building was just as inviting to an arsonist, perhaps even more so to passing members of the public. The bags are only left for a few hours overnight once a week, in the porch off the pavement. **It was decided there should be no change to our arrangements.**
14. Smoke alarms should be tested weekly.

15. Fire extinguishers need to be positioned as shown on pages 38 and 39 of the report. To be checked. **RW Annual Inspection by Bristol Fire on July 7th to look at extinguishers.**
16. The acceptably safe evacuation time appears to be 2 minutes for our building. The fire drill took longer than this. We will discuss improved procedures at a later meeting.
17. Maximum safe capacity numbers are- bar 100; rehearsal room 60; backstage 60; first floor 60
It was agreed that only exceptionally would those numbers be exceeded slightly, and that by and large we comply. The exceptional times would occur for a very short period of time and very infrequently.
18. The outside escape route at the back of the building is hazardous and needs re-surfacing. **Done**
19. There needs to be a disabled evacuation strategy notice, with later FoH training for evacuating wheelchairs. **RW**
20. There should be 'keep shut' signs on internal doors and cleaners cupboard. **Done**
21. There should be a Fire Assembly Point notice. It was decided that the churchyard was not suitable. The new muster point will be identified as at the front gate. **Done**
22. There should be fire action notices at each storey and final exit point. **RW** to check what is actually meant by this. **Done**
23. A copy of the fire evacuation procedures should be displayed at reception, the bar, and each changing room. **Done**
24. Emergency escape lighting should be checked annually.
25. Secondary escape lighting is inadequate and the current fire warning system is inadequate. **RW** to go back to Mark Evans for clarification and proposals. **RW**
26. There should be a fire safety policy document. It was agreed that this should NOT be complicated or lengthy. It should invite readership rather than deter it. **RW**
27. Fire safety drills should be carried out before every performance. **It was agreed that this was not practical given the current FoH requirements. But the main FoH officer for the evening should run through with each FoH staff and (if necessary) bar staff what their stewarding duties would be in the event of a fire. AC put this into practice for Our House.** Bar supervisor is responsible for dialling 999. **RW** would draft up a preliminary checklist. It was agreed that Front of House management and procedures need reviewing.
28. Training in all aspects of fire safety is needed (to include the use of extinguishers).
29. The box office receptionist should call the fire service. This was not discussed, (RW note – surely inappropriate as he/she not here for bulk of time after performance starts. Suggest FOH manager).
30. The convection heaters should be removed/disposed of and oil filled/water filled sealed heaters purchased to replace. **RW**

Everyone agreed that it was very important we get this right for our theatre. A big thank you to RW for the time he has already put into this work. Improvements will be ongoing, tasks to be reported at the next meeting.

13. Date of next meeting – Mon 19th June then 24th July