

**Wells Operatic Society Limited**  
**Virtual committee meeting minutes**  
**14th December 2020 at 7.30pm**

**COMMITTEE**

Richard Wright (chair), Pauline Perrin, Ken Edmonds, Mike Scammell, Niamh McGrogan, Adam Lanfranchi, Jo Scammell, Liz Carey, Sharon Edmonds, Emma Russell, Graham Brown

**The sad loss of committee member and long time theatre member Lynn Jones was recognised by the committee. She will be sorely missed.**

**Apologies –**

**1. Minutes of the last meeting -**

Agreed

**a. Matters Arising**

b.

c. COVID-19 - update on implications for theatre and issues relating to pandemic.

Expect that, vaccine aside, unlikely to be opening before September 2021. Theatre to remain dark until September 2021, unless situation changes significantly. Therefore, next show will be Quartet if September show is possible then panto. All in hand for a 2021 panto. Online/radio plays can continue.

Radio plays at Glastonbury FM. Good Gods recorded and being edited for air play. **AL** to send **JS** publicity documents for archiving. **AL** is refining and re-recording occasional parts; waiting for restrictions to allow for this. Expected release in 2021.

**2. Membership**

a. The next AGM

Agreed that an end of March AGM either socially distanced at the theatre or virtually.

Friday 26th March agreed.

**NM** to set up January committee meeting on alternative platform that allows for bigger numbers as a trial.

**NM** to invite mayor to meeting (Philip Welch).

**3. Publicity**

Good Gods publicity to be decided when there is a broadcast date confirmed. As each episode released there will be a new online poster for social media & website. There will be a MailChimp to the whole mailing list to notify as episodes released and other publications e.g. Wells Voice notified.  
Ongoing

**4. Theatre Renovations**

a. Rehearsal room (painting, lighting, flooring and windows)

Painting complete. Lights, skirting, floor & curtains still to be done.

Windows complete.

Rehearsal room lighting ongoing - still waiting for parts but should be done this week.

Floors, skirting and curtains still to be done. Curtains to be bought in January sales.

**SE** to arrange floor. Agreed not to do entrance hall.

Auditorium electrics completed except for dimmer switches. Waiting for bigger switch box.

Ongoing.

Auditorium painting to be completed. **RW** to arrange.

Wardrobe window repairs completed to guttering - which was leading to leak in bar - and invoiced.

Window frame in wardrobe rotting and will need to be looked at. Ongoing.

## **5. Any Other Business**

**LC** outside Autumn clear up needs to be organised. Agreed to wait until tree is bare and lockdown ends. Restrictions are ongoing and it's not too bad for now. Agree to review this when restrictions lift.

**PP** Vicky wants to set up a donate button on the website when panto goes up. Agreed that Nick can set this up.

**PP** membership fees. We have had delayed membership - agreed that January 2021 subs will not be taken for those members who paid in 2020. **PP** will send out mailchimp to members that subs will not be taken - they may get an email but the subs will be £0. Agreed that subs should restart for all members in September 2021 and run annually September-September.

**RW** to ask Sally Trayburn if she would be interested in assuming role of Patrons Secretary. If not, Zoe Heath could be approached and if both decline, contact the patrons and see if anyone would be interested in assuming the role.

## **6. Date of next meeting**

**Monday 11th January 2021**



**Wells Operatic Society Limited**  
**Virtual committee meeting minutes**  
**07th July 2020 at 7.30pm**

**COMMITTEE**

Richard Wright (chair), Pauline Perrin, Ken Edmonds, Mike Scammell, Niamh McGrogan, Adam Lanfranchi, Lyn Jones, Jo Scammell, Liz Carey, Sharon Edmonds, Emma Russell, Graham Brown

**Apologies –**

**7. Minutes of the last meeting -**

Agreed

**8. Matters Arising -**

**d. COVID-19 - update on implications for theatre and issues relating to pandemic**

Meeting will predominantly focus on this.

Discussed opening in 2020. Committee in agreement that distancing would be very difficult and not a viable option. Discussed going dark for 2020, restarting 2021 with the programme as was for 2020 and using the remainder of the year to decorate and address maintenance issues throughout building. Decided on latter option and theatre will be dark for the remainder of 2020.

Agreed assessment of work needing done over the next few months will take place on 14/07/20.

**e. AL to take new headshots after AGM - postponed until AGM can be rescheduled**

**f. Theatre Handbook – RW**

Ongoing. RW has updated handbook; Recognised that handbook needs updated annually - ER to assume responsibility for this. There are a number of items where the input of others is needed:

- application for membership proforma: PP to give RW new version;
- membership procedure: RW to share with PP to update;
- costume leaflet: completely out of date. RW to send to LC to update;
- diagram of passageway electric box: completely out of date. RW to send to GB to update;
- theatre plans: mostly accurate other than green door having been moved. RW to speak to Nick Barlow to determine if there are more up to date plans;
- updated list of committee members to go on the noticeboard in bar;

**g. The High Street Banner**

Ongoing until there is any news from Wells City Council about the new wires. Review in 2020.

**h. KE to contact Mark and arrange a maintenance walk round, including workshop insulation and check of support for pit beam.**

To follow up:

- Rehearsal room floor needs replacing relatively urgently. KE to ask Mark for quote;
- Rehearsal room kitchen to be ripped out. KE to ask Mark for quote;
- Rehearsal room kitchen needs clearout in advance of above work. LC to complete at suitable time;
- There are covers where the old roof lights were down through the building. The covers are no longer fit for purpose and need replaced. KE asked for a quote from Mark Wall;
- The asphalt needs resilvering but not urgent yet;
- Corridor is looking worn and tired;
- Main roof will need retiling at some point, but running repairs will still do for now;
- Flat roof section over louvre doors needs investigating to check if any repairs imminent. Mark will investigate at some point.
- Mark to send quote for insulation over workshop.
- Should take pictures of wall between theatre and St Cuthbert's as evidence of any future issues. AL to take pictures and share copy with NM;

Ongoing.

- i. Waste management for hirings reviewed and agreed. **ER** to buy two bins for box office and repurpose existing two for corridor and mark up 2 bins in workshop for recycling & non-recycling. New signage still applicable to change. Ongoing.
- j. Angelo Awards **NM** Ongoing
  - Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.
  - NM** to inform members in January of awards evening and ask for suggested award categories and look into badge medals and certificates. Categories to be lighthearted and fun. Finish ceremony with Roy Bevan. Tickets to be £12 per head. Done.
  - Best backstage homemade cake*
  - Best wardrobe malfunction*
  - Chris Briton ad lib award for the most consistent ad libber*
  - Royal Destroyer of props and/or costumes*
  - All other suggestions to Niamh.
  - Suggestions sent through and agreed that suggestions time frame would stay open until April committee meeting. Agreed that shows to include would be those in calendar year 2019. Full list of categories and nominations to be included for next committee meeting.
  - Ongoing until event can be rescheduled.
- k. Radio plays at Glastonbury FM. **KE & AL** update. Read through next Monday - **KE** may not be able to attend as now stepping up for Quartet. Ongoing.
- l. **GB** to talk to Angelo about new TV for upstairs dressing room. Ongoing.
- m. **RW** retiring next year so stepping down as chairperson. **NM** to become licensee. Ongoing.
- n. **GB** offstage lighting may need replacing and needs investigated. **GB** to explore with Chris Spray replacing all lighting with LEDs. Ongoing.
- o. Need theatre administrator for a range of duties, some of which **RW** does and which Gerald used to do, and need someone to volunteer to oversee these e.g. dealing with electrician, fire safety, heating programming, liaising with cleaners & Angelo, reading gas & electricity meters, general care of theatre, fire safety reviews etc. Suggested seeking a Theatre Administrator, ideally someone retired so they are available throughout the day. Committee to try and think of someone who could be approached to volunteer. **RW & PP** to compile description of duties/tasks that can be shared out across committee after AGM and/or seek volunteer Theatre Manager. Ongoing.
- p. AGM organisation **NM**
  - PP** to get final list of members to NM before AGM
  - PP** to organise nibbles
  - SE** show report
  - NM** social report
  - PP** treasurer's report
  - NM** NODA awards - GB (AL) & Emma James (NM) - badges received
  - LJ** Patron's report
  - Ongoing until AGM can be rescheduled

## 9. Correspondence

**RW** Doreen would like to resign as child protection officer effective 20/03 (AGM). We need a replacement to organise chaperones etc. Need to put call out for CP officer. Agreed to ask Doreen for suggestions as to who would be a good replacement. Ongoing.

## 10. Treasurer's Report and Box Office

**PP** Water bill has doubled - needs investigation. Must have a leak - need to monitor the water meter. **PP** will contact water service to find out where meter is and how best to check if there is a leak. Ongoing.

## 11. Membership

- a. Patrons leaflet. **LJ**  
Ongoing

- b. Theatre News / What's On sheet and Wells Community Facebook page **SE** Ongoing

## 12. Publicity

All in hand.

Marie Curie volunteers will be giving out Big Fish flyers for every daffodil pin sold in Wells in March. Didn't happen due to COVID-19. Will aim for 2021.

## 13. Theatre Renovations

### a. PAT testing **GB**

CD hasn't arrived; **GB** to chase. Firm is no longer trading.

**SE** UK Safety Management suggested for PAT testing. Agreed would prefer to do it in-house.

**GB** to continue to investigate. Ongoing.

### b. New sign for billboards. Ongoing. **RW** to share details to date with **MS** for further investigation. Ongoing.

### c. Tree – yellow line edge. Sign received and has gone up. Rocks/boulders to be used instead of lines; **AL** to look into sourcing boulders/posts. **AL** quote agreed - five concrete posts and necessary equipment to install. Angelo helping. We may need to use bigger equipment which may affect cost but will know when get started as will have to wait for weather to settle. Ongoing.

### d. Heating System

No issues during Wind in the Willows. Ongoing until the weather gets very cold.

Issues with heating during Quartet. Ongoing monitoring to take place.

### e. Backstage video replay & monitors etc all need updated. Charlie & Angelo sorting. Ongoing.

### f. Neil Bishop has begun trench to carry electrical supply to wall for new signage. Will leave trucking for cables behind paint cupboard to be finished another time.

## 14. Productions/Hire

### a. **Hires on hold until 2021.** See Bar Calendar for details. The person responsible is in bold

i. Small Steps x 2 – **SE**

ii. Cosmo group – **SE**

iii. Sustainable Wells - **SB**

iv. Cosmology group - **SE**

### ● **March 25<sup>th</sup>-28<sup>th</sup> 2020 – Quartet** by Ronald Harwood

Director - **Jackie Watts**, Producer – **Ken Edmonds**, SM – **Charlie Watkins**, Lighting – **Graham Brown**, Sound – **Rick Fitzsimmons**, Costumes - ?, Prompt – **Freda Brown**, Props – **Pat Watkins**, Make up – ?, Budget – **agreed**, Publicity - **KE**, Photos and programme – **KE**, Ticket Price – **£12 & £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn (TBC)**. **Tickets go live on Wednesday February 26th.**

### ● **May 4<sup>th</sup>-9<sup>th</sup> 2020 – Big Fish** by John August/Andrew Lippa

Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Julie & Elisha Webster**, SM – **Mike Scammel & Sarah Galton**, Set Designer – **Niamh McGrogan**, Lighting – **Graham Brown**, Sound – **Rick Fitzsimmons**, Visual media (projection) - **Ben Lynch**, Costumes – **Bobby Bass & Tess Banham**, Prompt – **Freda Brown**, Props – **Jo Scammell with help sourcing from Vicky Orman**, Make up – **Helen Makin**, Budget – **agreed**, Publicity - **KE**; **NM liaising with Marie Curie**, Ticket Price – **£13 & £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. **Tickets go live 16th March (online), box office open 21st March**

### ● **June 03rd - Far from the Maddening Crowd** - Bristol Old Vic Theatre

### ● **Sept 15th - 19th 2020 – And Then There Were None** by Agatha Christie

Director - **AL**, Dialect coach - **Lois Harbison**, Producer - **GB**, SM – **ER**, Set Designer – **AL, ER**, Lighting - **GB** and **?**, Sound - **Adrian Mitchell**, Costumes - **Louise Sansam**, Prompt - **Doreen Grant**, Props -

**Lesley & Jo**, Make up - **Helen Makin**, Budget - **agreed**, Publicity - **KE**, Photos - **Greg Trezise**, Programme - **AL**, Ticket price - **£12 & £10**, Rehearsal schedule - **agreed**, FoH manager - **Sally Trayhurn**, **Tickets go live on?**

- **Dec 12th - 19th 2020 – Cinderella** by Vicky Orman  
Director - **KE**, Producer - **Vicky Orman**, SM – **Charlie Watkins** Set Designer – **??**, Lighting - **Graham Brown**, Sound - **??**, Costumes - **??**, Prompt - **Freda Brown**, Props - **??**, Make up - **??**, Budget - **tba**, Publicity - **??**, Photos - **??**, Programme - **??**, Ticket price - **??**, Rehearsal schedule - **??**, FoH manager - **??**, **Tickets go live on?**
- **March 2021 – SE** has found ‘Blood on the Canvas’ a one act play (title to follow) with two female characters and can either look for another or find another director to share duties with?
- **May 4<sup>th</sup>-9th 2021 – 9 to 5 Music and Lyrics** by Dolly Parton  
Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Eden Simpson**, SM – **Sarah Galton**, Set Designer – **?**, Lighting – **Graham Brown**, Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **September 2021 - The Tempest** by William Shakespeare  
Director - **Jon Sansam**, Producer - **?**, SM – **?**, Set Designer – **?**, Lighting - **?**, Sound - **?**, Costumes - **?**, Prompt - **?**, Props - **?**, Make up - **?**, Budget - **tba**, Publicity - **?**, Photos - **?**, Programme - **?**, Ticket price - **?**, Rehearsal schedule - **?**, FoH manager - **?**, **Tickets go live on?**
- **May 2022 - AL** would like to put on **Sweeney Todd**. Would like to reserve until Christmas 2020. Will need to confirm closer to the time but will give plenty of notice if not able to do it. Agreed.  
Director – **Adam Lanfranchi**, Assistant director - **?**, Producer – **?**, MD – **Russell Collins**, Choreography – **Eden Simpson**, SM – **?**, Set Designer – **?**, Lighting – **?**, Sound – **?**, Costumes – **?**, Prompt – **?**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **?**. **Tickets go live on?**
- **September 2022 - Nick Barlow** would like to direct **Avenue Q**. Tentatively accepted.  
Director – **Nick Barlow**, Assistant director - **Tom Creswick**, Producer – **?**, MD – **?**, Choreography – **?**, SM – **?**, Set Designer – **?**, Lighting – **?**, Sound – **?**, Costumes – **?**, Prompt – **?**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **?**. **Tickets go live on?**  
Strode theatre may be doing Avenue Q November 2021. If this turns out to be the case, agreed it may be too close for us to do it the following September. Agreed to bear this in mind and decide once finalised.

## 15. Training

Ongoing

## 16. Show Reviews

## 17. Any Other Business

## 18. Date of next meeting

**Wells Operatic Society Limited**  
**Committee meeting minutes**  
**17th February 2020 at 7.30pm**

**COMMITTEE**

Richard Wright (chair), Pauline Perrin, Ken Edmonds, Mike Scammell, Niamh McGrogan, Adam Lanfranchi, Lyn Jones, Jo Scammell, Liz Carey, Sharon Edmonds, Emma Russell, Graham Brown

**Apologies –**

**19. Minutes of the last meeting -**

Agreed

- Quartet - what action to take in light of recent cast illness **RW, KE, Jacki Watts**

Jacki updated on Simon's condition. He has been given a diagnosis and is due an operation; he is still waiting for this and could be called any time in the next 2-3 weeks. He doesn't sound well and it has been decided that he isn't well enough to perform. Rescheduling to the end of March was an option had he had the operation over the weekend. Fortunately we have not begun to sell tickets. A May postponement doesn't work for the cast/crew, and Simon has been cast in a show in June/July and overlaps with Glastonbury. The only other option is to have someone else play the part and postpone to the end of March which would give a further 14 rehearsals which is the number of rehearsals to date. There has been one offer but has yet to be confirmed and Jacki doesn't know enough people to find a replacement. The alternative would be to postpone until next spring which would be such a shame for the other three cast members.

John Howden suggested for alternative casting; Lois suggested as potential contact for other actors.

NM concerns re timings between end March and Big Fish as gives reduced time for rehearsals on stage, on stage with set and ticket sales.

Decision made to go ahead w/b 23 March with **KE** stepping in to play the part. **PP** to check licencing permissions for date change. **NM** & Jacki to liaise re rehearsal schedules. Agreed that expense of publicising change would come from theatre rather than show budget. **KE** to liaise with Norman and tickets to go on sale Wednesday 26th February.

**20. Matters Arising -**

q. **AL** to take new headshots after AGM

r. Theatre Handbook – **RW**

Ongoing. **RW** has updated handbook; Recognised that handbook needs updated annually - **ER** to assume responsibility for this. There are a number of items where the input of others is needed:

- application for membership proforma: **PP** to give **RW** new version;
- membership procedure: **RW** to share with **PP** to update;
- costume leaflet: completely out of date. **RW** to send to **LC** to update;
- diagram of passageway electric box: completely out of date. **RW** to send to **GB** to update;
- theatre plans: mostly accurate other than green door having been moved. **RW** to speak to Nick Barlow to determine if there are more up to date plans;
- updated list of committee members to go on the noticeboard in bar;

s. The High Street Banner

Ongoing until there is any news from Wells City Council about the new wires. Review in 2020.

t. **KE** to contact Mark and arrange a maintenance walk round, including workshop insulation and check of support for pit beam.

To follow up:

- Rehearsal room floor needs replacing relatively urgently. **KE** to ask Mark for quote;



- Rehearsal room kitchen to be ripped out. **KE** to ask Mark for quote;
- Rehearsal room kitchen needs clearout in advance of above work. **LC** to complete at suitable time;
- There are covers where the old roof lights were down through the building. The covers are no longer fit for purpose and need replaced. **KE** asked for a quote from Mark Wall;
- The asphalt needs resilvering but not urgent yet;
- Corridor is looking worn and tired;
- Main roof will need retiling at some point, but running repairs will still do for now;
- Flat roof section over louvre doors needs investigating to check if any repairs imminent. Mark will investigate at some point.
- Mark to send quote for insulation over workshop.
- Should take pictures of wall between theatre and St Cuthbert's as evidence of any future issues. **AL** to take pictures and share copy with **NM**;

Ongoing.

- u. Agreed that Nick Barlow should be invoicing theatre for IT services. **AL** to liaise with Nick. Nick does not want to do this and would rather volunteer his services.
- v. Email from Chris Spray regarding Theatre Waste Management **RW** Agreed that waste management notices to be put up around theatre for **KE/SE** to print and laminate. Done.  
Waste management for hirings reviewed and agreed that **ER** will purchase new bins and label for recycling: one each of paper and general waste bins in box office; one each of cans, plastic and paper/cardboard bins in rehearsal room. **PP** Veolia have said we can put out a mixed recycling bag out on a different day each week and then only have to set out two bins (recycling and non-recycling) around the theatre. This will cost £2.50 per week. Agreed this is reasonable. **ER** to buy two bins for box office and repurpose existing two for corridor and mark up 2 bins in workshop for recycling & non-recycling. New signage still applicable to change.
- w. Angelo Awards **NM** Ongoing  
Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.  
**NM** to inform members in January of awards evening and ask for suggested award categories and look into badge medals and certificates. Categories to be lighthearted and fun. Finish ceremony with Roy Bevan. Tickets to be £12 per head. Done.  
*Best backstage homemade cake*  
*Best wardrobe malfunction*  
*Chris Briton ad lib award for the most consistent ad libber*  
*Royal Destroyer of props and/or costumes*  
All other suggestions to Niamh.  
Suggestions sent through and agreed that suggestions time frame would stay open until April committee meeting. Agreed that shows to include would be those in calendar year 2019. Full list of categories and nominations to be included for next committee meeting.
- x. Radio plays at Glastonbury FM. **KE & AL** update. Read through next Monday - **KE** may not be able to attend as now stepping up for Quartet. Ongoing.
- y. **GB** to talk to Angelo about new TV for upstairs dressing room. Ongoing.
- z. **RW** retiring next year so stepping down as chairperson. Committee should be identifying replacement. Connected to this is that **RW** is the only licensee. Recommended we should have another. Agreed to identify two people to become licensees - **NM** in the first instance. **RW** to find out information and send to Niamh. Ongoing.
- aa. **GB** offstage lighting may need replacing and needs investigated. **GB** to explore with Chris Spray replacing all lighting with LEDs. Ongoing.
- bb. Need theatre administrator for a range of duties, some of which **RW** does and which Gerald used to do, and need someone to volunteer to oversee these e.g. dealing with electrician, fire safety, heating programming, liaising with cleaners & Angelo, reading gas & electricity meters, general care of theatre, fire safety reviews etc. Suggested seeking a Theatre Administrator, ideally someone retired so they are available throughout the day. Committee to try and think of someone who could be approached to volunteer. **RW & PP** to compile description of duties/tasks that can be shared out across committee after AGM and/or seek volunteer Theatre Manager. Ongoing.

- cc. AGM organisation **NM**
- PP** to get final list of members to NM before AGM
- PP** to organise nibbles
- SE** show report
- NM** social report
- PP** treasurer's report
- NM** NODA awards - GB (AL) & Emma James (NM)
- LJ** Patron's report

## 21. Correspondence

- SE** A Rory Meek wants to be involved in the theatre. Sarah Galton to email him.
- RW** Doreen would like to resign as child protection officer effective 20/03 (AGM). We need a replacement to organise chaperones etc. Need to put call out for CP officer. Agreed to ask Doreen for suggestions as to who would be a good replacement.
- RW** Ann Beechy has been doing the archives and would like to also step down. JS thinks this could be added to props responsibilities. JS will assume responsibility of this.

## 22. Treasurer's Report and Box Office

- PP** Everything is at the accountants. **PP** will see them soon and draw up a draft list of accounts. As far as can be seen, all is fine.
- PP** Water bill has doubled - needs investigation. Must have a leak - need to monitor the water meter. **PP** will contact water service to find out where meter is and how best to check if there is a leak.
- RW** quote for works as passed by planning officers - £606 + VAT (£726) for supply across car park from workshop and put in double socket by sign. Suggestion that it go along the wall from main intake in rehearsal discussed. Agreed to go for trench from workshop at cost quoted.

## 23. Membership

- a. New members
  - Four from Big Fish.
  - Patrons renewed
- b. Patrons leaflet. **LJ**
  - Ongoing
- c. Theatre News / What's On sheet and Wells Community Facebook page **SE**

## 24. Publicity

- All in hand.
- Marie Curie volunteers will be giving out Big Fish flyers for every daffodil pin sold in Wells in March.

## 25. Theatre Renovations

- a. PAT testing **GB**
  - CD hasn't arrived; **GB** to chase. Firm is no longer trading.
  - SE** UK Safety Management suggested for PAT testing. Agreed would prefer to do it in-house.
  - GB** to continue to investigate.
- b. New sign for billboards. Ongoing. **RW** to share details to date with **MS** for further investigation.
- c. Tree – yellow line edge. Sign received and has gone up. Rocks/boulders to be used instead of lines; **AL** to look into sourcing boulders/posts. **AL** quote agreed - five concrete posts and necessary equipment to install. Angelo helping. We may need to use bigger equipment which may affect cost but will know when get started as will have to wait for weather to settle. Ongoing.
- d. Heating System
  - No issues during Wind in the Willows. Ongoing until the weather gets very cold.
  - Issues with heating during Quartet. Ongoing monitoring to take place.

- e. Backstage video replay & monitors etc all need updated. Charlie & Angelo sorting. Ongoing.

## 26. Productions/Hire

- a. **Hires in Feb & Mar 2020.** See Bar Calendar for details. The person responsible is in bold
- Small Steps x 2 – **SE**
  - Cosmo group – **SE**
  - Sustainable Wells - **SB**
  - Cosmology group - **SE**
- b. April Kaplin has requested a Thursday morning hire of rehearsal room. Theatre free and no clashes. Agreed. **SE** to organise key.
- **March 25<sup>th</sup>-28<sup>th</sup> 2020 – Quartet** by Ronald Harwood  
Director - **Jackie Watts**, Producer – **Ken Edmonds**, SM – **Charlie Watkins**, Lighting – **Graham Brown**, Sound – **Rick Fitzsimmons**, Costumes - ?, Prompt – **Freda Brown**, Props – **Pat Watkins**, Make up – ?, Budget – **agreed**, Publicity - **KE**, Photos and programme – **KE**, Ticket Price – **£12 & £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn (TBC)**. **Tickets go live on Wednesday February 26th.**
  - **May 4<sup>th</sup>-9<sup>th</sup> 2020 – Big Fish** by John August/Andrew Lippa  
Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Julie & Elisha Webster**, SM – **Mike Scammel & Sarah Galton**, Set Designer – **Niamh McGrogan**, Lighting – **Graham Brown**, Sound – **Rick Fitzsimmons**, Visual media (projection) - **Ben Lynch**, Costumes – **Bobby Bass & Tess Banham**, Prompt – **Freda Brown**, Props – **Jo Scammell with help sourcing from Vicky Orman**, Make up – **Helen Makin**, Budget – **agreed**, Publicity - **KE**; **NM liaising with Marie Curie**, Ticket Price – **£13 & £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. **Tickets go live 16th March (online), box office open 21st March**
  - **June 03rd - Far from the Maddening Crowd** - Bristol Old Vic Theatre
  - **Sept 15th - 19th 2020 – And Then There Were None** by Agatha Christie  
Director - **AL**, Dialect coach - **Lois Harbison**, Producer - **GB**, SM – **ER**, Set Designer – **AL, ER**, Lighting - **GB** and **?**, Sound - **Adrian Mitchell**, Costumes - **Louise Sansam**, Prompt - **Doreen Grant**, Props - **Lesley & Jo**, Make up - **Helen Makin**, Budget - **agreed**, Publicity - **KE**, Photos - **Greg Trezise**, Programme - **AL**, Ticket price - **£12 & £10**, Rehearsal schedule - **agreed**, FoH manager - **Sally Trayhurn**, **Tickets go live on?**
  - **Dec 12th - 19th 2020 – Cinderella** by Vicky Orman  
Director - **KE**, Producer - **Vicky Orman**, SM – **Charlie Watkins** Set Designer – **??**, Lighting - **Graham Brown**, Sound - **??**, Costumes - **??**, Prompt - **Freda Brown**, Props - **??**, Make up - **??**, Budget - **tba**, Publicity - **??**, Photos - **??**, Programme - **??**, Ticket price - **??**, Rehearsal schedule - **??**, FoH manager - **??**, **Tickets go live on?**
  - **March 2021 – SE** has found ‘Blood on the Canvas’ a one act play (title to follow) with two female characters and can either look for another or find another director to share duties with?
  - **May 4<sup>th</sup>-9<sup>th</sup> 2021 – 9 to 5 Music and Lyrics** by Dolly Parton  
Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Eden Simpson**, SM – **Sarah Galton**, Set Designer – **?**, Lighting – **Graham Brown**, Sound – **?**, Costumes – **Louise Sansam**, Prompt – **Freda Brown**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
  - **September 2021 - The Tempest** by William Shakespeare

Director - **Jon Sansam**, Producer - ?, SM - ?, Set Designer - ?, Lighting - ?, Sound - ?, Costumes - ?, Prompt - ?, Props - ?, Make up - ?, Budget - **tba**, Publicity - ?, Photos - ?, Programme - ?, Ticket price - ?, Rehearsal schedule - ?, FoH manager - ?, **Tickets go live on?**

- **May 2022** - AL would like to put on **Sweeney Todd**. Would like to reserve until Christmas 2020. Will need to confirm closer to the time but will give plenty of notice if not able to do it. Agreed.  
Director – **Adam Lanfranchi**, Assistant director - ?, Producer – ?, MD – **Russell Collins**, Choreography – **Eden Simpson**, SM – ?, Set Designer – ?, Lighting – ?, Sound – ?, Costumes – ?, Prompt – ?, Props – ?, Make up – ?, Budget – **tba**, Publicity - ?, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – ?. **Tickets go live on?**
- **September 2022** - Nick Barlow would like to direct **Avenue Q**. Tentatively accepted.  
Director – **Nick Barlow**, Assistant director - **Tom Creswick**, Producer – ?, MD – ?, Choreography – ?, SM – ?, Set Designer – ?, Lighting – ?, Sound – ?, Costumes – ?, Prompt – ?, Props – ?, Make up – ?, Budget – **tba**, Publicity - ?, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – ?. **Tickets go live on?**  
Strode theatre may be doing Avenue Q November 2021. If this turns out to be the case, agreed it may be too close for us to do it the following September. Agreed to bear this in mind and decide once finalised.

## 27. Training

Ongoing

## 28. Show Reviews

**LJ** La Boheme & Traviata. Absolutely spectacular. Absolutely beautiful. Had arcades coming on sideways then turned at right angles and saw down shopping arcade. Very clever.

**MS/JS** Pirates of the Panto at Wookey. Very good and very funny.

**NM/LC/SE** Hairspray at the Blue School. Superb. Incredible talent at the school.

**RW** Snow White at Tobacco Factory. Supposed to be a kids show but absolutely brilliant. Five handers where everyone can sing, dance, play multiple instruments etc. Stagecraft was excellent. Had 5 dwarves but running gag of counting 2 twice.

## 29. Any Other Business

**NM** wardrobe needs sorting. Could do shout out so not just 1/2 people doing it.

## 30. Date of next meeting

AGM Friday March 20th

Monday 20th April

**Wells Operatic Society Limited**  
**Committee meeting minutes**  
**07th January 2020 at 7.30pm**

**COMMITTEE**

Richard Wright (chair), Pauline Perrin, Ken Edmonds, Mike Scammell, Niamh McGrogan, Adam Lanfranchi, Lyn Jones, Jo Scammell, Liz Carey, Sharon Edmonds, Emma Russell, Graham Brown

**Apologies** – Lyn Jones

**31. Minutes of the last meeting** - agreed

**32. Matters Arising**

dd. **PP, MS, KE, LJ, JS, ER** to send head shots to Adam for website. **AL** to take new headshots after AGM  
ee. Theatre Handbook – **RW**

Ongoing. **RW** requested to take the handbook for an extended period of time to develop it. Agreed.

**RW** has updated handbook; Recognised that handbook needs updated annually - **ER** to assume responsibility for this. There are a number of items where the input of others is needed:

- application for membership proforma: **PP** to give **RW** new version;
- membership procedure: **RW** to share with **PP** to update;
- photographic props list is on data CD: agreed to remove;
- audition guidelines: will change to recommend impartial member of audition panel for all shows;
- stage manager guidelines included and agreed to keep;
- smoking literature: agreed to be removed;
- costume leaflet: completely out of date. **RW** to send to **LC** to update;
- diagram of passageway electric box: completely out of date. **RW** to send to **GB** to update;
- NODA rules & bylaws: agreed to remove and replace with note that members of society are also members of NODA and are expected to adhere to their rules & bylaws;
- example of hiring contract: **SE** to send updated version to **RW** to put into handbook;
- closing the building schedule: agreed to keep;
- theatre plans: mostly accurate other than green door having been moved. **RW** to speak to Nick Barlow to determine if there are more up to date plans;
- fire routine guide: agreed to remove and add in new fire policy;
- Somerset drama policy: agreed to remove;
- list of bar supervisors: out of date. **RW** to update from list behind bar;
- old insurance policy and food hygiene certificate: out of date. Agreed that is sufficient that insurance is displayed;
- updated list of committee members to go on the noticeboard in bar;
- child protection policy: agreed to be added.

ff. The High Street Banner

Ongoing until there is any news from Wells City Council about the new wires. Review in 2020.

gg. **KE** to contact Mark and arrange a maintenance walk round, including workshop insulation and check of support for pit beam.

To follow up:

- Rehearsal room floor needs replacing relatively urgently. **KE** to ask Mark for quote;
- Rehearsal room kitchen to be ripped out. **KE** to ask Mark for quote;

- Rehearsal room kitchen needs clearout in advance of above work. **LC** to complete at suitable time;
- There are covers where the old roof lights were down through the building. The covers are no longer fit for purpose and need replaced. **KE** asked for a quote from Mark Wall;
- The asphalt needs resilvering but not urgent yet;
- Corridor is looking worn and tired;
- Should take pictures of wall between theatre and St Cuthbert's as evidence of any future issues. **AL** to take pictures and share copy with **NM**;
- Main roof will need retiling at some point, but running repairs will still do for now;
- Flat roof section over louvre doors needs investigating to check if any repairs imminent. Mark will investigate at some point.
- Mark to send quote for insulation over workshop.

Ongoing.

hh. **PP** play readings: Lois waiting for suitable time to set up then will email round and set first date.  
Ongoing.

ii. **MS & JHS** to look into getting cream chair covers dyed. Not possible.

One chair needs repair and can't find anyone to recolour. Agreed are too cumbersome to store and are not needed in theatre. Agreed to dispose - **MS/JS** to ask Angelo if he wants them and, if not, take to skip.

jj. Agreed that Nick Barlow should be invoicing theatre for IT services. **AL** to liaise with Nick.

### 33. Correspondence

BOVTS 03rd June *Far from the Maddening Crowd*. Done. **RW** to send publicity materials to **KE** for upcoming programmes.

Email from Chris Spray regarding Theatre Waste Management **RW** Agreed that waste management notices to be put up around theatre for **KE/SE** to print and laminate. Waste management for hirings reviewed and agreed that **ER** will purchase new bins and label for recycling: one each of paper and general waste bins in box office; one each of cans, plastic and paper/cardboard bins in rehearsal room.

### 34. Treasurer's Report and Box Office

Agreed to pay Angelos' travel expenses; **PP** to give cheque.

Wind in the Willows - £6,000 surplus (on par with panto). Programme and sweet sales higher than typical for seasonal show.

Box office:

May need more staff to manage shows. Need to consider how to support him as and when needed. Box office staff need training.

Wheelchair seats: no system in place to identify when wheelchair seats are being used and who will remove the seats. Agree that stage managers are to check the day before if wheelchair seats have been sold and remove seats as needed. Producers to ensure SMs are aware of this. **RW** to add to handbook. **AL** to liaise with Nick to see if system can generate automatic email when wheelchair seats sold or if the plan can show a different colour or label to indicate that seats have been sold for wheelchair space.

### 35. Membership

a. New members

Janet Chaplin (Quartet) agreed.

Sam Elsby attended Quartet read through and wants to be a member. **PP** to liaise with Jacki to see if part of backstage crew for Quartet and, if not, to recommend he join when part of a show.

b. Patrons leaflet. **LJ**

Ongoing

c. Theatre News / What's On sheet and Wells Community Facebook page **SE**

d. Angelo Awards **NM** Ongoing

Greg (Somerset Man photographer) happy to photograph ceremony in return for ticket.

**GB & ER** to look into costing of 3D printing of awards. Too expensive.

**NM** to cost buffet meal at Wells Golf Club. Done. Buffet 2 agreed.

**NM** to inform members in January of awards evening and ask for suggested award categories and look into badge medals and certificates. Categories to be lighthearted and fun. Finish ceremony with Roy Bevan. Tickets to be £12 per head.

*Best backstage homemade cake*

*Best wardrobe malfunction*

*Chris Briton ad lib award for the most consistent ad libber*

*Royal Destroyer of props and/or costumes*

All other suggestions to Niamh.

### 36. Publicity

All in hand.

### 37. Theatre Renovations

a. PAT testing **GB**

CD hasn't arrived; **GB** to chase. Ongoing.

b. New sign for billboards. Simon Hegarty of Encore Electrics in Somerton. Is continuing with design and asked for permission before spending money on materials

Quote received. Agreed that is prohibitively expensive. **RW** to ask Neil Bishop to quote for electricity supply from workshop to wall sign as point of comparison.

Agreed to start with wall sign and then review porch sign. Two quotes have been requested and are to follow. Ongoing.

c. Tree – yellow line edge. Sign received and has gone up. Rocks/boulders to be used instead of lines; **AL** to look into sourcing boulders/posts. **AL** quote agreed - five concrete posts and necessary equipment to install. Ongoing. **AL** will spray markers where new posts will go and check before digging.

Ongoing.

d. Heating System

No issues during Wind in the Willows. Ongoing until the weather gets very cold.

e. Painting the outside of the building.

Finished and agreed looks well. Workshop door will need touched up; **ER** to arrange.

f. Charlie Watkins has asked if it might be possible to have some form of insulation above the ceiling in the workshop as it gets very cold in winter. There is space and currently no insulation as discovered by **AL**, **ER** and Nick Barlow when laying cables for the CCTV. **KE** to ask Mark Wall if he would be willing to do this and for a quote.

Ongoing.

g. Backstage video replay & monitors etc all need updated. **GB** to speak with Charlie. Ongoing.

### 38. Productions/Hire

a. **Hires in Jan & Feb 2020.** See Bar Calendar for details. The person responsible is in bold

i. Small Steps x 2 – **SE**

ii. Cosmo group – **SE**

iii. Floral Arts - **GB**

iv. Sustainable Wells - **SB**

v. Cosmology group - **SE**

b. Gerald Evers requested a re-booking on behalf of Peter Taylor for charity event 1st-3rd October. He had previously booked this for last year at a reduced price but was unwell and unable to do it. Hiring, honouring prior agreement, agreed. Rehearsal room to be left free on Thursday that week for panto.

c. Wassail Theatre rehearsing 20th Jan - 31st Jan

- **March 11<sup>th</sup>-14<sup>th</sup> 2020 – Quartet** by Ronald Harwood  
 Director - **Jackie Watts**, Producer – **Ken Edmonds**, SM – **Charlie Watkins**, Lighting – **Graham Brown**, Sound – **Rick Fitzsimmons**, Costumes - ?, Prompt – **Freda Brown**, Props – **Pat Watkins**, Make up – ?, Budget – **agreed**, Publicity - **KE**, Photos and programme – **KE**, Ticket Price – **£12 & £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn (TBC)**. **Tickets go live on Friday February 15th.**
- **May 4<sup>th</sup>-9<sup>th</sup> 2020 – Big Fish** by John August/Andrew Lippa  
 Director – **Niamh McGrogan**, Producer – **Doreen Grant**, MD – **Sheila Ross**, Choreography – **Julie & Elisha Webster**, SM – **Mike Scammel & Sarah Galton**, Set Designer – **Niamh McGrogan**, Lighting – **Graham Brown**, Sound – ?, Costumes – **Louise Sansam & Tess Banham**, Prompt – **Freda Brown**, Props – **Jo Scammell with help sourcing from Vicky Orman**, Make up – **Helen Makin**, Budget – **agreed**, Publicity - **KE**; **NM liaising with Marie Curie**, Ticket Price – **£13 & £10**, Rehearsal schedule – **agreed**, FoH manager – **Sally Trayhurn**. **Tickets go live on?**
- **June 03rd - Far from the Maddening Crowd** - Bristol Old Vic Theatre
- **Sept 15th - 19th 2020 – And Then There Were None** by Agatha Christie  
 Director - **AL**, Dialect coach - **Lois Harbison**, Producer - **GB**, SM – **ER**, Set Designer – **AL, ER**, Lighting - **GB** and ?, Sound - **Adrian Mitchell**, Costumes - **Louise Sansam**, Prompt - **Doreen Grant**, Props - **Lesley & Jo**, Make up - **Helen Makin**, Budget - **agreed**, Publicity - **KE**, Photos - **Greg Trezise**, Programme - **AL**, Ticket price - **£12 & £10**, Rehearsal schedule - **agreed**, FoH manager - **Sally Trayhurn**, **Tickets go live on?**
- **Dec 12th - 19th 2020 – Cinderella** by Vicky Orman  
 Director - **KE**, Producer - **Vicky Orman**, SM – **Charlie Watkins** Set Designer – **??**, Lighting - **Graham Brown**, Sound - **??**, Costumes - **??**, Prompt - **Freda Brown**, Props - **??**, Make up - **??**, Budget - **tba**, Publicity - **??**, Photos - **??**, Programme - **??**, Ticket price - **??**, Rehearsal schedule - **??**, FoH manager - **??**, **Tickets go live on?**
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 Director - **Jon Sansam**, Producer - **?**, SM – **?**, Set Designer – **?**, Lighting - **?**, Sound - **?**, Costumes - **?**, Prompt - **?**, Props - **?**, Make up - **?**, Budget - **tba**, Publicity - **?**, Photos - **?**, Programme - **?**, Ticket price - **?**, Rehearsal schedule - **?**, FoH manager - **?**, **Tickets go live on?**
- **May 2022** - **AL** would like to put on **Sweeney Todd**. Would like to reserve until Christmas 2020. Will need to confirm closer to the time but will give plenty of notice if not able to do it. Agreed.  
 Director – **Adam Lanfranchi**, Assistant director - **?**, Producer – **?**, MD – **?**, Choreography – **Eden Simpson**, SM – **?**, Set Designer – **?**, Lighting – **?**, Sound – **?**, Costumes – **?**, Prompt – **?**, Props – **?**, Make up – **?**, Budget – **tba**, Publicity - **?**, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – **?**. **Tickets go live on?**
- **September 2022** - Nick Barlow would like to direct **Avenue Q**. Tentatively accepted.



Director – **Nick Barlow**, Assistant director - **Tom Creswick**, Producer – ?, MD – ?, Choreography – ?, SM – ?, Set Designer – ?, Lighting – ?, Sound – ?, Costumes – ?, Prompt – ?, Props – ?, Make up – ?, Budget – **tba**, Publicity - ?, Ticket Price – **tba**, Rehearsal schedule – **tba**, FoH manager – ?. **Tickets go live on?**

### **39. Training**

Ongoing

### **40. Show Reviews**

**JS/MS/SE/KE** Messiah. Brilliant; really good and veyr powerful. Brilliant.

**JS/MS** Lion King at Bristol Hippodrome. Brilliant. Mike now wants a giraffe.

**PP** Present Laughter on the screen. Very well done.

**SE/KE** Peter Pan goes wrong. Brilliant, hilarious and genius. To fly someone so badly yet safely takes a high level of skill! Amazing.

**AI** Wind in the Willows really good. Took a risk in panto season but it paid off (with thanks to Kate and her team). Indicates that we can successfully do non-panto shows at this time.

### **41. Any Other Business**

Radio plays at Glastonbury FM. **KE & AL** update. Ongoing.

Thank you to Chris Spray for donating a TV backstage; it looks brilliant. **RW** to email. Done.

**GB** to talk to Angelo about new TV for upstairs dressing room. Ongoing.

**RW** retiring next year so stepping down as chairperson. Committee should be identifying replacement. Connected to this is that **RW** is the only licensee. Recommended we should have another. Agreed to identify two people to become licensees - **NM** in the first instance. **RW** to find out information and send to Niamh. Ongoing.

**NM** youth theatre group. Ongoing

**GB** offstage lighting may need replacing and needs investigated. **GB** to explore with Chris Spray replacing all lighting with LEDs.

Need theatre administrator for a range of duties, some of which **RW** does and which Gerald used to do, and need someone to volunteer to oversee these e.g. dealing with electrician, fire safety, heating programming, liaising with cleaners & Angelo, reading gas & electricity meters, general care of theatre, fire safety reviews etc. Suggested seeking a Theatre Administrator, ideally someone retired so they are available throughout the day. Committee to try and think of someone who could be approached to volunteer. **RW & PP** to compile description of duties/tasks that can be shared out across committee after AGM and/or seek volunteer Theatre Manager.

### **42. Date of next meeting**

Monday February 17th

AGM Friday March 20th