

For discussion next meeting: note from Adam re safeguarding training - AL and LP think the best course of action is to get the training with the NSPCC. "Introduction to safeguarding and child protection training", which can be found [here](#), is the best course to do. They do a virtual face-to-face course at £225 per person. Everyone would need to do this course once. After that, it would only need to be refreshed every three years. The NSPCC also do an online course that is cheaper (£30) and that would be fine to do as a refresher course after the three years, but it would not work as a first-time course. Anyone new who joins the committee down the line would need to do the full £225 course. They also do a DSL training course, which at some point DSL would need to do. Doing just online training, even though it is cheaper, is not a solution moving forward.

Wells Operatic Society Limited
Committee meeting Minutes
7th November 2023 at 7.30pm

COMMITTEE

Ken Edmonds (chair), Bobby Bass, Graham Brown, Liz Carey, Tom Creswick, Caroline Hoare, Natalie Hope, Adam Lanfranchi, Dave Palmer, Pauline Perrin, Jo Scammell, Mike Scammell, Glynn Webster

Apologies – Tom, Pauline, Natalie, Glynn, Graham, Adam

Minutes of meeting held 3 October – agreed

Matters arising as of 07/11/23

Item	Actions/outcomes	Person responsible
Tree of Doom	Works have been agreed – just awaiting notice of suitable date from Jake. Public notice has been received from Somerset Council. Has to be displayed for 21 days.	KE
Theatre admin - post show checks	Instructions sheet for what to check and turn off at the end of show weeks to be compiled (air con, boiler room heater etc) - Ongoing.	GB/KE

Fire alarms	Advice re requirements: Taunton Fire Station reported that we should be compliant to BS5839 part 1 L4 Caroline to get quote for a fire risk assessment. Wells Fire Crew have also asked to visit to familiarise themselves with the building.	CH
Replacement Licensee	Ken has spoken to Emma to get details of the course she did. He is now planning to complete it (no other volunteers).	KE
Replacement stage lighting / new follow spots	Letter sent to Lewis last month. Lewis has responded that he is chasing the company that he ordered the lights from but will refund the difference to the invoice if they cannot be delivered.	KE
Updated Health and Safety policy	Policy – Ongoing Description of health and safety duties for FoH manager Show cast sign in sheets	KE
Drummer for panto	Child Protection officer not happy with the idea of a 16 year old being in the orchestra pit. Someone else has now been found	AL/LP
Show clear up	Break out clearance (stage/workshop post-show) is not included in the guidance notes folder currently. Has to be an agreement between the stage manager and producer. Liz to put together a draft from the info so far and email to JS and MS. Need to leave a clean stage and workshop for the next production.	LC
Wells Carnival	KE has contacted them. Have had a request for someone to use the car park on Carnival night (we would get half of the fee). It is a Wells based stallholder. Agreed we are happy for them to use it. KE to email back to note that Robert Petch had previously said	KE

	that we would get the full fees for the car park and see what the response is.	
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Correspondence as of 07/11/23

Item	Actions/outcomes	Person responsible
Car parking	JS commented that someone from the Sheep and Penguin was asking about renting some car parking spaces in our car park. She recommended that they write to us. Nothing received so far, but all agreed that this would not be possible.	
	Message received from Sarah Briton that Kate Hathaway has passed away (used to be involved with costumes at the theatre). Email to be sent out to the membership.	KE
Rough sleeper	Note received from Bev the cleaner that a rough sleeper was back in the porch and was quite aggressive to her. She is going to use the workshop entrance for now, though the person has not been seen again this week.	

Treasurer's Report as of 07/11/23

Item	Actions/outcomes	Person responsible
	Nothing to report.	

Membership and events as of 07/11/23

Item	Actions/outcomes	Person responsible
Membership numbers	A few more have paid their membership for panto.	
Events	Proposed future events: Notice has gone out to membership for volunteers	

	to run the bar and man the door on carnival night (17 th November) Will plan to do a carols evening again as well.	CH
Car parking permits	View is that new car parking permits are not required as the gates are proving a good deterrent at keeping non-members out.	

Publicity as of 07/11/23

Item	Actions/outcomes	Person responsible
Panto	<p>Sales for panto have slowed but they always do at this stage. First matinee has sold out, just a few single tickets remaining for Sun, Fri and Sat.</p> <p>Tuesday, Wednesday and Thursday, only 60 to 65% sold, so keep pushing.</p> <p>Head shots are being taken on Friday and further Facebook pushing will be done after this.</p> <p>Spam ticket ads have died down. Tom thinks this is because he's stopped using the word 'tickets' in posts.</p>	

Theatre maintenance & renovations as of 07/11/23

Item	Actions/outcomes	Person responsible
Roof of outbuilding	Leave further discussion until Spring next year	MS/CH
Annual theatre safety and maintenance walkabout	<p>Has been completed by MS, KE and LC. List of ongoing maintenance items to be passed to Angelo.</p> <p>Will also need to contact Mark Wall at some point as noticed some tiles have come loose on one section of the roof.</p> <p>Need to do a general clear up around the</p>	MS

	<p>theatre premises. Propose hiring in skip, potentially in February half term. To be organised after Christmas.</p> <p>Also as we will be going round all areas we can catalogue all the general electrical items held so we can get a quote for PAT testing.</p>	all
Padlock for side gate	MS to get combi number padlock this week	MS
Quote for new electrics by stage and internal comms set up	Agreed. Bishops due to be completing the works in November.	GB
Possible window leak	Report there may be leak in the rehearsal room. Checked tonight and nothing, though has been heavy rain, so think it may have been a spilt drink, but will monitor when we were in.	all

Hirings as of 07/11/23

Item	Actions/outcomes	Person responsible
Cosmo group	Ongoing	SE
Wells Comedy Festival	They are planning to use the theatre again in 2024 - 23rd to 26th May. Hiring costs will be reviewed nearer the time.	PP
Ukrainian dancer	Is running two small classes a week.	PP
Monthly choir	Sarah Briton - rehearsal room Sunday afternoons once a month 3 to 5pm when the room is available.	KE
Monthly meditation	Next session Thursday, 30 th November 1.30pm to 2.30pm	JS
Ballet group show	Have requested hiring the theatre for a show on 13 th January. KE and SE have shown the lady around. GB has said he would be happy to run the	

	<p>lighting. The lady has taken a photo of the sound desk to see if one of her contacts is able to use it. As it is a matinee would not be able to open the bar but they would be able to serve teas and coffees.</p> <p>KE to check with Pauline whether our insurance would cover our equipment for external hirings or if they would need their own separate insurance.</p> <p>If that is in place we would be happy for it to go ahead.</p> <p>KE and LC are available on that Saturday and can split the opening/closing etc.</p>	<p>KE</p> <p>KE/LC</p>
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Productions as at 07/11/23

Puss In Boots		9th - 16th December 2023	
<i>Director</i>	Glynn Webster	<i>Producer</i>	Vicky Orman
<i>SM</i>	Mike Scammell + Doreen (with assistance from Sarah Galton)	<i>Lighting</i>	Graham Brown / Ollie Tatar
<i>Sound</i>	Jenny Bolton	<i>Choreographer</i>	Elisha Webster
<i>Costumes</i>	Vicky Orman	<i>Props</i>	Julie, Vicky and Jo
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	TBC
<i>Budget</i>	agreed	<i>Publicity</i>	Tom Creswick
<i>Photos</i>	TBC	<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£15 adults £12 (aged 18 and under)	<i>Rehearsal schedule</i>	agreed

<i>FoH</i>	GW has asked Sally Trayhurn	<i>Tickets go live</i>	23rd September
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The Glass Menagerie by Tennessee Williams		6th - 9th March 2024	
<i>Director</i>	Kevin Hardacre	<i>Producer</i>	Adam Lanfranchi
<i>Set design</i>	Emma Lanfranchi	<i>Sound</i>	Adrian Mitchell
<i>SM</i>	Emma James	<i>Lighting</i>	Graham Brown
<i>Costumes</i>	Liz Carey	<i>Props</i>	Doreen Grant Carol Phillimore
<i>Prompt</i>	Freda Brown	<i>Makeup</i>	
<i>Budget</i>	Agreed	<i>Publicity</i>	Tom Creswick Adam Lanfranchi
<i>Photos</i>	Greg Trezise	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£12	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	AL will ask Sally Trayhurn	<i>Tickets go live</i>	TBD

Sister Act by Cheri Steinkellner and Bill Steinkellner		6th - 11th May 2024	
<i>Director</i>	Tom Creswick	<i>Producer</i>	N/A
<i>MD</i>	Nick Barlow	<i>Choreographer</i>	Elisha Webster
<i>Set Design</i>	Emma Lanfranchi	<i>Sound</i>	Adrian Mitchell
<i>SM</i>	Ollie Tatar & Phil Vivash	<i>Lighting</i>	James Linham
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Jo Scammell, Vicky Orman & Julie Webster
<i>Prompt</i>	TBC	<i>Makeup</i>	
<i>Budget</i>	To be reviewed with KE	<i>Publicity</i>	Tom Creswick
<i>Photos</i>		<i>Programme</i>	Elisha Webster
<i>Ticket prices</i>	£16	<i>Rehearsal schedule</i>	Intro evening Weds 3 rd Jan Workshops 4 th and 5 th Jan Auditions Sat 7 th Jan
<i>FoH</i>		<i>Tickets go live</i>	TBC

Witness for the Prosecution by Agatha Christie		16th - 21st September 2024	
<i>Director</i>	Adam Lanfranchi	<i>Producers</i>	Adam Lanfranchi Doreen Grant
<i>Set design</i>	Emma Lanfranchi	<i>Sound</i>	Adrian Mitchell
<i>SM</i>	Kate Lynch	<i>Lighting</i>	James Linham
<i>Costumes</i>	Louise Sansam	<i>Props</i>	Liz Carey, Sue King, Joanna Scammell
<i>Prompt</i>	Doreen Grant	<i>Makeup</i>	Helen Makin
<i>Budget</i>	Work in progress	<i>Publicity</i>	Tom Creswick Adam Lanfranchi
<i>Photos</i>	Greg Trezise	<i>Programme</i>	Adam Lanfranchi
<i>Ticket prices</i>	£16	<i>Rehearsal schedule</i>	Agreed
<i>FoH</i>	AL will ask Sally Trayhurn	<i>Tickets go live</i>	TBD

Confirmed productions

Production	Proposed dates
Nativity! The Musical by Debbie Isitt and Nicky Ager Director Sharon Edmonds	14th - 21st December 2024 License has been purchased
Equally Divided by Ronald Harwood Director Jackie Watts	March 2025

Training as of 07/11/23

Item	Actions/outcomes	Person responsible
First Aid Training	Sally Trayhurn and Nat are booked in for training in Dec / January. Bobbi also happy to complete the training (£85 per person).	NH
Safeguarding training	AL and Lucy Plant to look into safeguarding training for the whole committee, probably with the NSPCC. Online training much more cost effective. (Check it is accredited)	AL/LP

Show reviews as of 07/11/23

Show	Review	Reviewed by
Calendar Girls Shipham Players	Found it very funny. Did it very well given it is a small stage, and clever	BB
Giselle, ballet At Bristol Hippodrome	Quite strange. Found it difficult to follow what was going on.	BB
Choirboy at Bristol Old Vic	African American writer. Absolutely brilliant. Group of African American schoolboys. A lot of acapella gospel and choral music. The set was good.	JS
Sister Act Thornbury Musical Theatre Soc	She and Ollie were trying to figure out why they made some of the decisions they did with the staging (there were difficulties fitting things on stage at times). Quite a set heavy production, did not always fit so well, and sometimes too literal in trying to create a set for a very short scene. Large cast. They used mics and they did not always get the sound levels right (so missed bits of lines). Useful to see to get an idea of the show.	CH
Abba Tribute Wells cathedral	Great fun. Had everyone up singing and dancing.	JS

Any other business as of 07/11/23

Item	Actions/outcomes	Person responsible
Car park clear up prior to panto	Propose we do it ourselves on the Saturday morning the week before panto. 2 nd Dec. Ken will send an email out to the membership requesting help.	KE
Future productions	Ken to resend email inviting members to pitch future show ideas. Has received 2 proposals so far.	KE
Award plate for Sally	JS will take it to get engraved	JS

Theatre Handbook folder	Lots of out of date information in it. Need to review the whole thing. MS will start looking through it. Ones we have updated can be printed off from the website.	MS
Sweet stall	Some people have been asking about selling ice creams again. Issues are the space required, need for freezers and maintaining stock levels. It would also need someone prepared to take on organising it. BB will look into some options.	BB

Date of next meeting: Tues 9th January at 7:30pm