

## THE WOODHOUSE PLAYERS

At a meeting of the **WOODHOUSE PLAYERS COMMITTEE** held on **TUESDAY 6<sup>th</sup> SEPTEMBER 2005** at 7.30pm

### MEMBERS PRESENT

Steve Balchin (Deputy Chair in the Chair)  
Kate Harper  
Thos Ribbits  
Sonja Wardle

### MEMBERS ABSENT

James Goodman  
Carla MacLean  
Tim Seward

#### 1. APOLOGIES

Apologies for absence were received from James Goodman, Carla MacLean and Tim Seward. In the absence of the Chair, Steve Balchin chaired the meeting.

#### 2. MINUTES

Committee Minutes: 19<sup>th</sup> July 2005: Approved  
Matters Arising: The matters from the last agreed for action from the last minutes were discussed and their current status is attached at appendix one.

#### 3. UPDATE ON FORTHCOMING PRODUCTIONS

- **Second from Last in the Sack Race by David Nobbs (29<sup>th</sup> September – 1<sup>st</sup> October 2005) (Director: Stephen Balchin)**

Steve reported that progress on this production was good and there was nothing that required reporting to the Committee.

- **Dr Jekyll and Mr Hyde: Make Mine a Double by Thos Ribbits and Tim Seward (26<sup>th</sup>–29<sup>th</sup> October 2005) (Producers/Directors: Tim Seward, Thos Ribbits, Carla MacLean)**

Steve undertook to find a quotation for public liability insurance and provide it to Tim as a matter of urgency.	<b>STEVE TO DO</b>
Steve to ascertain from Tim about the levels of cover needed for equipment hire damage insurance and get a quotation on that too.	<b>STEVE TO DO</b>
Jack Petchey Foundation Cheque Event: Confirmed as Thursday 6 <sup>th</sup> October 2005 at the Broadway, Barking. Thos to organise attendance by TheatreTrain and relevant principals, and also press coverage.	<b>THOS TO DO</b>

Thos to organise flyering programme in the weeks leading up to production and to seek volunteers	<b>THOS TO DO</b>
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- **Dick Whittington's Cat by Victoria Bettelheim (27<sup>th</sup> December 2005 - 7<sup>th</sup> January 2006) (Director/Producer: Robert Bettelheim)**

Rob had concerns as to whether due to Rosina Pulley's ill health she would be able to provide dancers for the production. Rob to investigate with Rosina herself and if not to approach Sarah Mulligan or other local dance schools identified from the local Yellow Pages or online. Recognised that the play could proceed without dancers but would prefer this not to be the case	<b>ROB TO DO</b>
The Committee was concerned that the script was not yet complete. Rob to be offered a read through if it would be of assistance and asked if he needed any other support	<b>THOS TO DO</b>

#### **4. FEEDBACK FROM PREVIOUS PRODUCTIONS**

The Committee noted the report on Metamorphosis (14-16<sup>th</sup> July 2005). The following actions were identified:

The Committee noted the concerns over the lack of a producer. There were similar problems expressed by those involved in the last Triple Bill. However, it was difficult to separate the roles of producer and director. Agreed that there were several different models: single producer/director; a producer and a director; a larger production team including director. Steve and Thos to identify benefits of each	<b>STEVE AND THOS TO DO</b>
Noted need to identify which model and who would take on the production functions at the play selection meeting as well as identify a director	<b>COMMITTEE TO NOTE</b>

#### **5. TREASURER'S REPORT**

In the absence of James Goodman, there was no report. However, it was noted that Metamorphosis has broken even.

#### **6. WALTHAM FOREST CIVIC SOCIETY COMMUNITY GROUP DAY - 25<sup>TH</sup> MARCH 2006**

The Committee supported the idea of providing a short stage piece at the Epicentre, Leytonstone on 25 <sup>th</sup> March 2006. Kate to identify what the Society wanted from the group, eg a one act play from the Triple Bill, sketches, etc.	<b>KATE TO DO</b>
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#### **7. IMPORTANT DATES**

Agreed date of next meeting as Thursday 3 <sup>rd</sup> November 2005 at 7.30pm	<b>ALL TO NOTE</b>
Noted change of Triple Bill Play Selection Meeting to Tuesday	<b>ALL TO NOTE</b>

13 <sup>th</sup> October 2005 at 7.30pm in the Welsh Church Hall	
Agreed a intensive loft clearing day on Saturday 28 <sup>th</sup> January 2006 from 11.00 to 6.00. Volunteers to be found and placed in teams to tackle different jobs, with social event in pub or restaurant afterwards. Kate to send out an email seeking volunteers. Steve to liaise over skip hire with Welsh Church Elders	<b>KATE AND STEVE TO DO: ALL TO NOTE</b>
Agreed selection meeting for productions for Whitsun Studio Prod, Leytonstone Festival One-Off and July production to be held on 7 <sup>th</sup> February 2006	<b>ALL TO NOTE</b>
Agreed Annual General Meeting: Wednesday 10 <sup>th</sup> May 2006	<b>ALL TO NOTE</b>
Agreed selection meeting for Sept production, main October production and pantomime to be held on Tuesday 16 <sup>th</sup> May 2006	<b>ALL TO NOTE</b>

## 8. ANY OTHER BUSINESS

<p>Disabled Access: Louise, a wheelchair user, has expressed an interest in joining the group to act. She has visited the venue. Her main concerns are that the lack of disabled users lavatory and that the fire exits have steps. The Committee discussed the issues and noted the following:</p> <ul style="list-style-type: none"> <li>• The Group could not change the hall infrastructure but could the Welsh Church Elders to do so.</li> <li>• The local MacDonald's Restaurant might be asked to allow disabled users to use its disabled users lavatory.</li> <li>• The Group would welcome her joining us but only in the understanding of what can and cannot be done by the Group itself.</li> <li>• It was noted that Louise was planning to consider whether to seek to join the group and it was agreed the Committee would wait to see if she chose to progress her application before taking matters further.</li> </ul>	<b>ALL TO NOTE</b>
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There was no other business.

The meeting ended at 9.15 pm

Thos Ribbits  
Secretary, Woodhouse Players

## APPENDIX ONE: OUTSTANDING MATTERS

<p><b>WORKSHOP PROGRAMME:</b> The following workshops were identified as being those which should be planned for the year:</p> <ul style="list-style-type: none"> <li>• Movement/Dance</li> <li>• Make up (tied in with Jekyll)</li> <li>• Singing again</li> <li>• Possible repeat of Lighting Workshop</li> <li>• Publicity</li> </ul>	<p><b>CARLA TO DO</b></p>
<p><b>PUBLICITY MATTERS:</b> Publicity evening event to be arranged to encourage useful external people to come to be tied in with the Triple Bill 2006. Need to ensure follow up to help resulting ticket sales cover the cost of the event. Invitees to include the Welsh Church Elders, Hywel the Caretaker, other hall users and Shah from the Star of India as well as others</p>	<p><b>SONJA TO DO</b></p>
<p><b>PUBLIC EVENT LICENCE:</b> Kate to solicit by email for volunteers to research and begin work on getting the Welsh Church Hall registered to issue temporary event notices under the new Licensing Act.</p>	<p><b>KATE TO DO</b></p>
<p><b>PUBLIC EVENT LICENCE:</b> Thos to write to the London Borough of Waltham Forest for initial assistance</p>	<p><b>THOS TO DO</b></p>
<p><b>FRONT OF HOUSE ARRANGEMENTS:</b> Steve to identify improvements to front of house arrangements for moderate expenditure</p>	<p><b>STEVE TO DO</b></p>
<p><b>OTHER VENUES:</b> Kate to seek information on other local venues and people's experience of using them if relevant and then research details of external venues that are demonstrably better than the Welsh Church Hall and do a cost/benefit analysis on hiring them.</p>	<p><b>KATE TO DO</b></p>
<p><b>OUTREACH:</b> Steve to consider how to produce activities to schools/old folks' homes/other community venues, and other one off events such as appearing at the Leytonstone Festival, hosting a Murder Mystery Evening, Street Theatre/Site Specific Work.</p>	<p><b>STEVE TO DO</b></p>
<p><b>LIAISON WITH OTHER HALL USERS:</b> Steve to check out the following with Hywel/Tony of the Welsh Church Hall:</p> <ul style="list-style-type: none"> <li>• Any planned dates for painting the halls that they might have forgotten to mention to us.</li> <li>• When Sara Mulligan's classes commence in the new year so that we could avoid clashes with the pantomime.</li> </ul>	<p><b>STEVE TO DO</b></p>
<p><b>LIAISON WITH OTHER HALL USERS:</b> Tim to approach Sara Mulligan with the idea of offering to provide light and technical support on any show she might want to produce at the Welsh Church Hall for a minimal fee, although this should be done after Woodhouse future production dates had been notified to her.</p>	<p><b>TIM TO DO</b></p>
<p><b>CHEQUEBOOK SIGNATORIES:</b> It was agreed that the signatories for the chequebook should be James, Steve, Tim and Thos.</p>	<p><b>JAMES TO DO</b></p>
<p><b>INFRASTRUCTURE:</b> List of purchases to be developed as part of a long term infrastructural renewal to allow for capital grant applications. For development in 2005/6 following auditing of accounts to allow for grant applications.</p>	<p><b>JAMES TO DO</b></p>

<b>TECHNICAL REVIEW AND ELECTRICAL EVALUATION OF WELSH CHURCH HALL:</b> Done but Welsh Church Elders to be formally advised of details of work undertaken.	<b>ROB TO DO</b>
<b>PERMANENT ACCESS TO THE LOFT FROM THE GALLERY:</b> Tim to discuss with James if there is sufficient money to progress this plan.	<b>TIM TO DO</b>
<b>CUSHIONS:</b> Steve to order additional 40 coverless cushions	<b>STEVE TO DO</b>
<b>FUNDRAISING:</b> Strategy to be developed	<b>TIM TO DO</b>
<b>WASTE DISPOSAL:</b> The key to the Paladin Bin to be acquired.	<b>STEVE TO DO</b>
<b>AUDITORIUM SEATS:</b> Pete Raggett had agreed to arrange transport for this once purchase of seats finalised. Thos continuing to identify sales of plastic seating on Ebay but none so far in a suitable location .	<b>THOS AND PETE TO DO</b>

## APPENDIX TWO

### PRODUCTION DATES FROM 2006

Month	Event	Dates for 2005/6
DECEMBER/ JANUARY	PANTOMIME	Tue 27/12 tech Wed 28/12 dress Thu 29/12 @ 7.30 Fri 30/12 @ 7.30 Sat 31/12 @ 2pm and 6pm Fri 6/1 @ 7.30pm Sat 7/1 @ 2pm and 7.30pm
FEBRUARY		
MARCH		
APRIL	<ul style="list-style-type: none"> <li>DOUBLE/TRIPLE BILL - Weekend after Easter, middle of School Easter Holiday</li> </ul>	Triple Bill: Thursday to Saturday 6-8 April 2005 at 8pm
MAY	<ul style="list-style-type: none"> <li>CABARET or MINOR ONE-OFF - Early May, probably not in Welsh Church Hall</li> <li>AGM - early May</li> <li>STUDIO PRODUCTION 1 - May/June Whitsun Half Term</li> </ul>	Cabaret: Saturday 6 <sup>th</sup> May 2005 (to be confirmed)  AGM – to be confirmed  Whitsun Studio Production: Thursday to Saturday 1-3 June 2005 at 8pm
JUNE		
JULY	<ul style="list-style-type: none"> <li>MINOR ONE-OFF (e.g. reading, radio play) - - mid-July, to coincide with</li> </ul>	Leytonstone Festival One-Off: Saturday Event to be confirmed once dates of Leytonstone Festival identified.

	<p>Leytonstone Festival</p> <ul style="list-style-type: none"> <li>• FULL PRODUCTION 2 - First week of Summer Holidays, late July</li> </ul>	<p>July Production: Thursday to Saturday 27-29 July 2005</p>
AUGUST		
SEPTEMBER	<ul style="list-style-type: none"> <li>• STUDIO PRODUCTION 2 - mid to late September – perhaps aimed at a school based audience</li> </ul>	<p>September Studio Production: Thursday to Saturday 29 September - 1 October at 8pm with 3pm matinee on 1st October. Tech/Dress on 25, 26 Sep (Sara Mulligan to be notified).</p>
OCTOBER	<ul style="list-style-type: none"> <li>• LARGE SCALE PRODUCTION - Autumn half term, Oct/Nov</li> </ul>	<p>October "Big" Production: Wednesday to Saturday 25 - 28 October 2005 (to be confirmed)</p>
NOVEMBER	<ul style="list-style-type: none"> <li>• MINOR ONE-OFF (e.g. reading/radio play) (Mid November)</li> </ul>	<p>To be confirmed</p>
DECEMBER	<ul style="list-style-type: none"> <li>• PANTO</li> </ul>	