

Minutes of Directors Meeting

Ref No:
Date of Meeting: 4th & 5th January 2021
Time of Meeting: 18:00
Place of Meeting: Zoom videoconference
Purpose of Meeting: Special Board Meeting of Combe Mill Society

Distribution:

Directors: Derek Goddard, Margaret Gruber, Philip Hawtin, Tony Simmons, Julie Stuart-Thompson, Peter Trowles.

Noticeboard, Website Members' page

Present

Directors: Philip Hawtin, Derek Goddard, Margaret Gruber, Tony Simmons, Peter Trowles, Julie Stuart-Thompson (5th Jan. only)

Members:

1 Apologies

Ref	Comment	Action
1.1	Julie Stuart-Thompson (4 th Jan only).	

2 Minutes of previous board meetings

Ref	Comment	Action

3 Emergency working arrangements

Ref	Comment	Action
3.1	<p>The Director Responsible for Safety reported that, following the Government's announcement on 23rd December 2020 that Oxfordshire would be placed in Tier 4 coronavirus restrictions from Boxing Day, he had taken the decision that day (23rd), in consultation with the maintenance team, to suspend all work activities at the Mill. Only safety and security inspections are being carried out. He is empowered to take such emergency decisions for a limited period and was now seeking the endorsement of the board.</p> <p>At this point, the meeting was adjourned until Tuesday 5th January at 18:00 so that the board could take into account a further Government announcement expected at 20:00 on the 4th January.</p> <p>At the reconvened meeting the board endorsed the emergency decision to suspend working at the mill, taken by the DRS on 23rd December.</p>	

4 Future working arrangements

Ref	Comment	Action
4.1	The board noted the Government's announcement of a further national lockdown from 5 th January. The secretary reported that, in his view, the restrictions as they apply to the mill, are the same as those imposed in the November 2020 lockdown. It was also noted that coronavirus infection rates	

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4.2	in Oxfordshire are significantly higher now, than in November. The chairman reported feedback from the maintenance team ranging from a desire to stay at home if possible, to a view that little had changed from the previous lockdown and Tier 4 restrictions.	
4.3	The overall view of the board was that work which is necessary to allow the mill to reopen when allowed, should be permitted. It was therefore resolved to rescind the emergency suspension of work and to appoint a sub-committee of directors to approve all proposed work projects at the mill using the same criteria as applied during the November 2020 lockdown (see board minutes of 6 th Nov. 2020). Projects to be approved by the sub-committee would still need to have the approval of the board on other grounds such as cost.	

5 Projects sub-committee

Ref	Comment	Action
5.1	The board appointed Philip Hawtin and Peter Trowles to the projects sub-committee with the powers to authorise work on projects during lockdown that are otherwise acceptable to the board and to seek advice from other persons as they see fit.	

6 Type of projects to approve

Ref	Comment	Action
6.1	See 4.3. It was noted that work to prepare the boiler for its annual inspection and test fell within the scope of the projects that could be approved.	

7 Other business

Ref	Comment	Action
7.1	DG expressed the view that the mill should now plan for a specific steaming event, perhaps in June 2021. This should be organised internally and not involve invitations to outside organisations. If opening were to be allowed before the planned date, the mill could open on Wednesdays, non-steaming, as had happened in October 2020.	
7.2	It was noted that another round of business support grants were to be made available, but applications were not yet open. TS was asked to monitor this and make an application if the mill is eligible.	TS

8 Date of next meeting

Ref	Comment	Action
8.1	Monday 18 th January 2021 at 18:00.	

Approval

These minutes were approved by the Chairman for display on the Society's website.

Peter Trowles
Minutes Sec