

Minutes of Directors Meeting

Ref No:
Date of Meeting: 8th March 2021
Time of Meeting: 18:00
Place of Meeting: Zoom videoconference
Purpose of Meeting: Scheduled 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, Julie Stuart-Thompson, Peter Trowles.

Members: Bob Wheeler

1 Apologies

Ref	Comment	Action
1.1	None	

2 Minutes of previous board meetings

Ref	Comment	Action
2.1	The minutes of the meeting held on 15 th February 2021 were confirmed as a correct record of the meeting.	

3 Lockdown working arrangements

Ref	Comment	Action
3.1	No further projects had been approved by the sub-committee since the previous board meeting.	

4 Treasurer's Report

Ref	Comment	Action
4.1	The treasurer provided the report in Appendix 1. He reported that a top-up government grant of £2,096 had been received as further compensation for the enforced closure. This brings the total amount of grant funding received since the start of the coronavirus pandemic to £20,674.	
4.2	It was noted that, to date, 25% of members still needed to renew their membership. The membership secretary is following up with them.	

5 Reopening of the mill

Ref	Comment	Action
5.1	The board noted that the government's "roadmap" for reducing lockdown restrictions would allow the mill to be reopened to the public from 17 th May 2021 (subject to confirmation) with social distancing safeguards in place. The main question was whether members and volunteers would feel comfortable to return to the mill in sufficient numbers, at that time, to make opening feasible. The chairman reported on some conversations with members which indicated that they would be willing to come back after	

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Ref	Comment	Action
5.2	<p>having had a second vaccination.</p> <p>To obtain a wider range of views it was agreed to send a survey to all members and volunteers to ask if and when they would feel able to return to the mill and which jobs they would be willing to do.</p> <p>The Secretary offered to circulate to the board a draft of the survey and covering letter by 15th March, with a view to sending to members and volunteers by MailChimp with a request to reply by 31st March. (Note – the survey was issued on 18th March.)</p> <p>Date of 2021 AGM – Although it had been planned to return to the normal schedule for holding the AGM in April, the government’s roadmap now made it clear that a face-to-face meeting in that month would not be allowed.</p> <p>It was agreed that, rather than holding another AGM by videoconference, the 2021 AGM should be postponed until after 21st June, when restrictions on indoor gatherings should be lifted.</p>	PT

6 Friends’ Guild proposal

Ref	Comment	Action
6.1	<p>The board considered a proposal from Terry Bailey to attract and recruit new volunteers from the local area to form a group who would be focussed on carrying out general housekeeping tasks, maintaining Tea Room presentation and the grounds and first floor of the mill. The proposal suggested that a steaming event be held to help recruit the new volunteers.</p> <p>There was general support for the proposal amongst board members and discussion around how we could attract new volunteers. Suggestions included using the web site ‘Do It’ (https://doit.life) and making use of various Facebook groups of which Margaret is a member. Websites that promote events could also be used once we have a firm date for reopening or a volunteers’ day.</p> <p>Julie S-T agreed to write some text to attract new volunteers and to liaise with Margaret.</p>	JS-T, MG

7 Other business

Ref	Comment	Action
7.1	The chairman raised the question of how to recruit additional trustees and stressed that, as a charity, the existing trustees have a duty to ensure continuity.	

8 Date of next meetings

Ref	Comment	Action
8.1	<p>Monday 12th April 2021 at 18:00.</p> <p>Monday 10th May 2021 at 18:00.</p>	

Approval

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

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Peter Trowles
Minutes Sec

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Appendix 1

Report from Treasurer – 8 March 2021

Current balance: @ 8 March 2021

Bank	£16,757
Cash	£ 559
Savings Reserve	£10,500

Significant Recent Income:

Membership fees £53 since last meeting (£661 since Jan)

Member donations £137

Gov COVID Grant – top-up £2,096

Significant recent payments:

Replacement water heater element: £52

Paint etc for engine room: £94

Drum pump for tannin: £67

Routine expenditure per month:

Telephone/broadband - £42

Cleaning - £56 (month)

Electricity - £60 (warm months)

Significant forthcoming expenditure:

Item		Forecast
Directors Liability Insurance	Direct Debit	£16.33 per month
Electrical work – survey remedial work (RCDs)+WC Fan + Em lighting	Quote	£1390

Tony Simmons - Treasurer
8 March 2021