

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 12th April 2021
 Time of Meeting: 18:00
 Place of Meeting: Zoom videoconference
 Purpose of Meeting: Scheduled Board Meeting of Combe Mill Society

<p>Distribution: Directors: Steve Foster, Wendy Foster, Derek Goddard, Margaret Gruber, Philip Hawtin, Tony Simmons, Julie Stuart-Thompson, Peter Trowles. Noticeboard, Website Members' page</p>

Present

Directors: Philip Hawtin, Derek Goddard, Margaret Gruber, Tony Simmons, Peter Trowles.
 Members: Bob Wheeler, Wendy Foster, Steve Foster

1 Apologies

Ref	Comment	Action
1.1	Julie Stuart-Thompson	

2 Minutes of previous board meetings

Ref	Comment	Action
2.1	The minutes of the meeting held on 8 th March 2021 were confirmed as a correct record of the meeting.	

3 Appointment of new directors / trustees

Ref	Comment	Action
3.1	The chairman proposed that the board should co-opt Wendy and Steve Foster as directors and trustees of Combe Mill Society and this was unanimously approved.	

4 Lockdown working arrangements

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

5 Treasurer's Report

Ref	Comment	Action
5.1	The treasurer provided the report in Appendix 1. He noted the anonymous donation from a member for the tannin injection system and the deposit for a wedding reception to be held in August 2021.	
5.2	A request had been received from the landlord's agent for the mill to pay for repairs to the base of the chimney where stone had recently fallen. A request for an estimate of the cost had been made and this was awaited.	
5.3	It was noted that a further government grant to compensate for the mill's enforced closure is possible.	
5.4	A Gift Aid claim is to be submitted soon and it was also noted that there has been greater use of web sites such as Easy Fundraising which provides funds for the mill.	

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6 Reopening of the mill

Ref	Comment	Action
6.1	<p>The secretary presented a summary of the members' responses to the reopening survey. The response rate had been good with 50% of those sent out returned. Twenty three members said they were willing to help as soon as opening was allowed with another three available at later dates.</p> <p>Most tasks had adequate coverage but there were no volunteers to run the barn engines and only one to run the mill shop and sales stall.</p> <p>There were 14 requests for training across 8 technical areas but these were from only 5 members.</p> <p>There was a request for improved social distancing measures around the small steam engines.</p> <p>A summary of the responses is attached as Appendix 2.</p>	
6.2	<p>The Director Responsible for Safety stated that certain absences on an open day would mean that we could not steam the mill. The board recognised that a shortage of authorised persons is a risk and a training programme is needed. This should focus first on steam raising.</p> <p>The secretary agreed to produce a list of trainers and trainees to form the basis of a training plan. Boiler training to be discussed on Wed 14th April at the mill.</p>	PT
6.3	It was noted that another task left out of the survey was operating the line shaft by the electric motor on non-steaming days.	
6.4	General training on fire marshalling. Wendy agreed to find out who could run this. Noted that there is a written fire marshalling procedure available.	WF
6.5	Spring clean. Volunteers are needed to organise and perform a Spring clean of the mill. Julie put an appeal in the Freeland Grapevine magazine (April) and it's understood had one response. A list of cleaning tasks is needed. It was agreed that 8 th May should be cleaning day.	
6.6	It was agreed that we need to ask members who is available to run a members' event then a date should be chosen by two directors.	

7 Date of next meetings

Ref	Comment	Action
8.1	<p>Monday 10th May 2021 at 18:00.</p> <p>Monday 14th June 2021 at 18:00.</p>	

Approval

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

Peter Trowles
Minutes Sec

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Appendix 1

Report from Treasurer – 12 April 2021

Current balance: @ 12 April 2021

Bank	£15,757
Cash	£ 609
Savings Reserve	£10,500

Significant Recent Income:

Membership fees: £113 since last meeting

Member donations: £398

Deposit on wedding reception: £100

Significant recent payments:

Lift Service contract: £288

Fire alarm system service: £420

Second-hand marquee: £50

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
Repairs to chimney/turret stonework	Estimate awaited from Carter Jonas/Blenheim	

Tony Simmons - Treasurer
12 April 2021

Combe Mill Reopening Survey – April 2021

Summary of Responses

1. Response rate

Number of surveys sent out: 64

Number of surveys returned: 32 (representing 37 people) – 50%

2. Availability

Available ASAP: 23

Available later: 3

Unable to help: 6

Available Weds: 16

Available 1st Sundays: 13

Available 3rd Sundays: 23

3. Coverage of tasks

No volunteers: Operate the barn engines

One volunteer: Run the mill shop

Run a mill sales stall

Metalwork demonstrating

Woodwork / wood turning demonstrating

Two volunteers: Operate the steam boiler

Operate the small steam engines

Operate the waterwheel

Run archive display in office

All other tasks on the survey have three or more volunteers. For more detail of coverage on different days, see table on next page.

Tasks left off the survey	Volunteers
Put out the mill signs.	1
Organise steaming events	1
Promote events	2
Support boiler operators if no HTA	1
Give talks on the beam engine	2
Interact with visitors ad-hoc	1

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4. Training requests

Small steam engines	3
Boiler	3
Beam engine	2
Woodturning	2
Barn engines	1
Waterwheel	1
Blacksmithing	1
Historic clocks	1
Defibrillator	All
Fire warden duties	All

Clive Stayt would like training on all technical areas for a better understanding to support his mill talks.

5. Other comments

WF & SF – may not be available some weekends. Would like to expand Tea Room offering including stocking mill shop items.

SF would like to help with grounds mtce.

Linda Gaskell has found two volunteers for BBQ who would like to join the society.

Gillian Oldfield would work with Debbie Harris in tea room on steaming Sundays. She would like a meeting with whoever is stocking the tea room.

Brian Layt would like social distancing measures around the small engines to be improved.

6. Task details by day

Task	Weds	1st Sundays	3rd Sundays
<input type="radio"/> help to set up before opening	10	6	12
<input type="radio"/> carry out site safety checks	4	3	3
<input type="radio"/> sell tickets	5	2	4
<input type="radio"/> show visitors around	7	5	6
<input type="radio"/> make and serve refreshments	3	1	3
<input type="radio"/> run the BBQ	0	2	3
<input type="radio"/> run the mill shop	1	1	1
<input type="radio"/> run a mill sales stall	0	0	1
<input type="radio"/> operate the steam boiler	1	2	2
<input type="radio"/> operate the beam engine	1	1	3
<input type="radio"/> operate the small steam engines	1	2	2
<input type="radio"/> operate the barn engines	0	0	0
<input type="radio"/> operate the waterwheel	2	2	2
<input type="radio"/> work in the forge	2	4	4

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<input type="radio"/> operate the model engines	4	1	4
<input type="radio"/> demonstrate the metal work area	1	1	1
<input type="radio"/> demonstrate the historic clocks	3	1	3
<input type="radio"/> demonstrate woodwork	1	1	1
<input type="radio"/> demonstrate in the tinkering area	4	2	4
<input type="radio"/> demonstrate wood turning	1	1	1
<input type="radio"/> run archive display in Office	2	1	2
<input type="radio"/> give mill talks / presentations	2	2	2
<input type="radio"/> help with education activities	8	5	8
<input type="radio"/> help with housekeeping & mtce.	9	2	5
<input type="radio"/> help with garden tasks	4	2	3
<input type="radio"/> direct car parking	2	2	4
<input type="radio"/> help to pack away at end of event	10	9	14
<input type="radio"/> put out signs	0	0	1
<input type="radio"/> organise steaming events	0	0	1
<input type="radio"/> promote events	1	1	2
<input type="radio"/> Support boiler operators if no ATO	1	1	1
<input type="radio"/> Give talks on the beam engine	1	2	2
<input type="radio"/> Interact with visitors ad hoc	1	1	1

Peter Trowles

11 April 2021.