

## Minutes of Directors Meeting

Ref No:  
 Date of Meeting: 5<sup>th</sup> July 2021  
 Time of Meeting: 18:30  
 Place of Meeting: Zoom videoconference  
 Purpose of Meeting: Scheduled Board Meeting of Combe Mill Society

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

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

### 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 14 <sup>th</sup> June 2021 were confirmed as a correct record of the meeting.	

### 3 Treasurer's Report

Ref	Comment	Action
3.1	The treasurer provided the report in Appendix 1.	

### 4 Reopening of the mill

Ref	Comment	Action
4.1	Volunteer recruitment day – The day had been fairly quiet with around 15 visitors. However, at least 3 of these had signed-up as volunteers on the day and 1 other had taken away the forms to complete. It was therefore felt that the day had been a success. The gift shop also took £175 on the day. It was agreed to leave the recruitment posters up until the July steaming day.	
4.2	First Aid – Discussion on how First Aiders could be identified at the mill and if there are sufficient. PT to check that first aid signs are displayed correctly. PT to identify members who had volunteered for fist aid training before the pandemic.	PT PT
4.3	<p>July steaming day – Advance tickets are available on the TicketSource web site. It was agreed that anyone arriving without advance tickets might need to wait before entering the mill if all scheduled tickets have been sold at that time.</p> <p>Forge and pattern shop volunteers will need to ensure that groups of more than 6 do not congregate inside the mill.</p> <p>There will be no history or beam engine talks</p> <p>A4 posters are available for members to take and display in surrounding villages/towns.</p> <p>Mill marquee will be put up on Weds 14<sup>th</sup> or Sat 17<sup>th</sup> if bad weather is</p>	

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Ref	Comment	Action
4.4	forecast. Catering - The catering van would like to park where Brunsdon vans are located. PT to write to Brunsdon and ask for them to be moved.	PT
4.5	Summer Wednesday Education activities – A bee keeping display is available for 11 <sup>th</sup> August. A vintage vehicle may also be available, date TBA.	
4.6	Brownies are visiting on 13 <sup>th</sup> July but without access to the mill building. Planning for 2022 events – The chairman requested the directors to start thinking about how the mill will plan events in 2022 and whether we should be constrained by our own resources. Agenda item for next meeting.	PT
4.7	Sunday hirings – with the tea room now hired every Thursday, there is a need for someone to check that the facilities are in a suitable condition if there is another hire before the following Wednesday e.g. a Christening party on Sunday 25 <sup>th</sup> July. It was felt that new volunteer Eileen might be willing to do it as she lives close-by.	

### 5 AGM Arrangements

Ref	Comment	Action
5.1	It was decided to state the location of the AGM as “Combe Mill” in the formal notice of meeting so that a decision about the exact location can be made nearer the date. Wendy and Steve are not able to attend but can provide refreshments on the previous Wednesday if required.  Notice of meeting was approved for distribution by the secretary with paper copies sent by the treasurer. Deadline for receipt is 8 <sup>th</sup> July.  Robin Bowl has confirmed that he is willing to be a scrutineer again. Terry Bailey is to be confirmed.	PT/TS

### 6 Chimney & Turret repairs

Ref	Comment	Action
6.1	The scaffold needed for the repair work could be put up today (5 <sup>th</sup> July) with work starting later in the week.  A new rope or chain needs to be found for the bell turret.	

### 7 Proposed change to mill boundary line

Ref	Comment	Action
7.1	Our proposal for the location of the boundary between the mill and Brunsdon’s premises was prepared by Tony and sent to Carter Jonas. Our proposal was only what we believed to be the existing boundary line.	

### 8 Meadow and Millwood agreement

Ref	Comment	Action
8.1	Peter Trowles to identify changes needed to the agreement and pass on to Wendy Foster.	PT

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## 9 Wychwood Forest Fair

Ref	Comment	Action
9.1	The application form for a stand had been submitted and paid for. Robin Long and Steve Foster are organising the mill's stall.  There will be an item in the next newsletter requesting volunteers to help on the day.	TS

## 10 Date of next meetings

Ref	Comment	Action
10.1	Monday 9 <sup>th</sup> August 2021 at 18:00.  The secretary asked for a review of the frequency of meetings now that Covid restrictions are being lifted.	

### 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 – 5 July 2021

#### Current balance: @ 5 July 2021

Bank	£20,592
Cash	£ 1,114
Savings Reserve	£10,500

#### Significant Recent Income:

Nothing of note

#### Significant recent payments:

Directors and Officers Liability cover paid £257  
Replacement refrigerator for tea room £159

#### Routine expenditure per month:

Telephone/broadband - £42  
Cleaning - £56 (month)  
Electricity - £60 (warm months)

#### Significant forthcoming expenditure:

Item		Forecast
Repairs to chimney/turret stonework	Estimate from R J Day	£885

5 July 2021

Tony Simmons - Treasurer