

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 9th August 2021
 Time of Meeting: 18:30
 Place of Meeting: Zoom video conference
 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, 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 5 th July 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	<p>Steaming Day 17th July – The chairman expressed thanks to Gillian Oldfield for working through the very hot day and to Gemma for covering Tea Room duties on 4th August. Visitor numbers had been limited by the pre-booking system on Ticketsource but nobody had been turned away. All COVID procedures had worked well. The Fish & Chips van had given a £40 fee for their pitch, but it was a quiet day for stall holders.</p> <p>It was agreed that the one-way system through the mill and a request to wear masks indoors should be retained for the August steaming day.</p> <p>An inspection of clearance for walkways in the Foreman's Office will be carried out to see if it is possible to reinstate mill talks at future steamings this season.</p>	
4.2	<p>First Aid – Julie's qualification runs until June 2022. Wendy has completed an online course with no practical element. Beth Elgar is no longer working with St John Ambulance so can't run courses. St John's courses cost £180 per person for a one-day session.</p>	
4.3	<p>Education Activities – Oxfordshire Beekeepers will have a display on 11th August. Bus Museum will send an army Jeep on 18th August. Robin Bowl to be approached about bring his Matador truck on the same day to make an army vehicle display.</p>	
4.4	<p>Planning for 2022 – Recognised that decisions need to be made soon about</p>	

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	<p>the shape & form of events for 2022. Tony has stats on past visitor numbers. The 'ground crew' are key to decision making. Also need to review publicity and printing, the length of the season and opening days. It may be necessary to have a dedicated board meeting to discuss this.</p> <p>It was felt that it is too late to organise a Xmas market this year. A suggested date for 2022 is 20th November (3rd Sunday).</p> <p>A meeting was scheduled for Wed 25th August at 3.30 p.m.</p>	

5 AGM Feedback

Ref	Comment	Action
5.1	The AGM was held on 30 th July as planned. Twelve members attended in person with eleven proxies. All resolutions had been passed. The minutes will be circulated for adoption by the board by written resolution.	PT

6 Chimney & Turret repairs

Ref	Comment	Action
6.1	Scaffolding had appeared by Wed 4 th August and work can now begin.	

7 Meadow and Millwood agreement

Ref	Comment	Action
7.1	Changes needed to the agreement had been sent to Wendy and now need to go to Blenheim Estate for signature.	WF

8 Wychwood Forest Fair

Ref	Comment	Action
8.1	Mill flyers are being printed for distribution at the fair on 22 nd August.	

9 Appointment of Heads of Technical Areas for 2021

Ref	Comment	Action
9.1	The Director Responsible for safety presented the proposal attached as Appendix 2. The list of proposed HTAs was approved. Philip to discuss the Woodland HTA role with Terry Bailey.	PH

10 Retention of fire alarm and emergency lighting test records

Ref	Comment	Action
10.1	After discussion it was agreed that a minimum of two full calendar years records should be held. When a third year had accumulated, the oldest year should be discarded.	

11 Meeting schedule

Ref	Comment	Action
11.1	It was agreed that the board could now return to 4 scheduled meetings per year with the next three proposed for October, February and May. The AGM	

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	will revert to its usual date at the end of April. Board meetings should avoid the 2 nd Monday of the month if possible. Next meeting was proposed for Monday 4 th October at 7.00 p.m. but this was later changed to Thursday 14 th October at 7.00 p.m.	

12 Application from a former member to re-join the society

Ref	Comment	Action
12.1	The board considered and approved an application from a former member who had applied to reinstate his membership. The Chairman was instructed to inform the person concerned of the outcome of the discussion.	PH

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 – 9 August 2021

Current balance: @ 9 Aug 2021

Bank	£20,500
Cash	£ 1,826
Savings Reserve	£10,500

Significant Recent Income:

Blacksmith experience vouchers	£315
Wednesday refreshment sales	£698 (July to date)
Admission fees	£604 (July)

Significant recent payments:

Replacement 3in electric pump	£509.39
Fire extinguisher service	£136.62
Yellow road signs (9)	£243.00

Rateable Value:

The Valuation Office Agency sent us a form to complete in June that we did not receive. A reply is now due by 17 August and is in hand.

Routine expenditure per month:

Telephone/broadband - £42
Cleaning - £56 (month)
Electricity - £100 (warm months)

Significant forthcoming expenditure:

Item		Forecast
Repairs to chimney/turret stonework	Estimate from R J Day	£885
Fire alarm sensor replacements etc.		£???

Tony Simmons - Treasurer
9 August 2021

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Appendix 2

Proposed Safety Related Appointments with effect from 9th August 2021

Safety Related Personnel

Director responsible for Safety (DRS) Philip Hawtin
Deputy Derek Goddard

HTA Arrangements

Technical Area	HTA Current arrangement	HTA Proposed for 2021/22
Band Saw	Tony Thurlby	Tony Thurlby
Barn Engines & Associated Water Pumps	Derek Goddard (Acting see Notes 1 and 2)	Continuation of present temporary arrangement.
Beam Engine (including plan B Pump)	Peter Hirst	Peter Hirst (see Note 2)
Blacksmithing (including Forge and associated equipment)	Bob Kitchener	Bob Kitchener
Gear Room	Richard Newman	Richard Newman
Historic Clocks	Clive Brimson	Clive Brimson
Line Shafting (including machinery driven by the shaft)	Richard Newman	Richard Newman
Metal Working (including workshop and associated equipment)	Derek Goddard	Derek Goddard
Bench and Model Engines (Display Area in Pattern Shop)	Bob Wheeler	Bob Wheeler
Small Engines (Ground Floor)	Brian Layt	Brian Layt
Steam Raising	Vacant (see Note 3)	Continue vacancy arrangement
Waterwheel (including associated pumps)	Richard Newman	Richard Newman (See Note 2)
Wood Turning & Carpentry	Tony Thurlby	Tony Thurlby
Woodland & Outdoor Area	NONE	DISCUSS

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Note 1

The current Technical Area is described as Barn Engines. Many of the engines drive water pumps. One estimate suggests that the number of pumps owned by the Society is in excess of 20. DG and PH are discussing the need to create a new Technical Area covering the maintenance and operation of these pumps. The future responsibility for the Barn Engines is seen as part of these discussions.

Note 2

The Beam Engine HTA currently has responsibility for the day to day running of the Plan B cooling water pump. A recent review of the Beam Engine Method Statement suggests that this is an appropriate arrangement. There are currently no formal arrangements for the maintenance of the pump.

A similar situation exists for the main water pump that supplies the power to rotate the water wheel and the back flow pump that speeds up its rate of rotation. Here too it seems appropriate to leave the responsibility for the day to day running of these pumps with the Water Wheel HTA. Again, there are currently no formal arrangements for the maintenance of the pump.

Note 3

In the absence of an HTA for Steam Raising the following arrangements are in place:

- Practical advice is received from R Newman who is a Proficient Person with respect to the Operation of the Boiler.
- Technical advice is received from B Layt who has wide experience of the operation of steam plant and is also a Proficient Person.
- Executive decisions normally reserved to the HTA are taken by a Director with a relevant engineering background.
- This arrangement is acceptable in principle but the current specific arrangement is open to the criticism it conflates the roles of Technical overseer with that of DRS.

Philip Hawtin
3 August 2021