

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 10th November 2021
 Time of Meeting: 15:00
 Place of Meeting: Tea Room, Combe Mill
 Purpose of Meeting: Event Planning Meeting

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

1 Christmas Market recap

Ref	Comment	Action
1.1	Margaret reported that 14 stalls have been sold. Santa's grotto will be set up in the Foreman's Office. A Christmas tree will be donated by Blenheim Estate. 16 publicity boards will be set up in the local area from 1 st December.	

2 2022 Events

Ref	Comment	Action
2.1	It was agreed that the March steaming day will be dedicated to volunteer recruitment.	

3 2022 Fees & Charges

Ref	Comment	Action
3.1	The treasurer proposed the schedule of fees attached as Appendix 1. These are unchanged from 2021 and were approved.	
3.2	Wendy proposed a new type of gift voucher to cover admission to the mill and a cream tea. This was agreed and Tony S will design and print them	TS

4 Mill Bookings

Ref	Comment	Action
4.1	The board agreed that external bookings of the mill could begin again.	
4.2	It was noted with thanks that Nigel Evans has agreed to be responsible for preparing the site in readiness for bookings.	
4.3	Wendy Foster agreed to be the board's liaison point when multiple areas of the mill are required to fulfil a booking, i.e. any two or more from Talks, Catering, Steaming, Education, Blacksmiths, Tour guides.	

5 Winter jobs list

Ref	Comment	Action
5.1	Tony S had produced and circulated a draft jobs list. He requested that board members provide a score for each proposed job to allow prioritisation of the list.	All

Approval

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

Peter Trowles
Minutes Sec

Fee, Price and hire charges for 2022

1. Society Membership and Friends

Individual Member £ 8.00 *

Family Member £12.00 *

Note * plus a premium of £10 to have a hard copy of the newsletter.

(NB 12 x 65p = £7.80 + contribution towards printing costs)

Friend of Combe Mill £20.00 minimum

Note – Friends are supporters of the Society and its objectives but do not wish to actively participate in its affairs.

Benefits

Newsletters are sent to Volunteers, Members and Friends.

2. Admission Charges (unchanged)

	Adults	Concessions/Students	Family Discount
Steaming Events	£8.50	£7.00	For a party of four or over with at least one adult, the first child is admitted free.
Open Days	£5.00	£4.00	
School visit**	£5.00	£5.00	n/a
Conducted Tours	^ Subject to negotiation		
Group bookings	Calculated on a case basis		

Under 5s free

Note: When the Mill is steamed a group booking is subject to a minimum charge overall of £100 per half day to cover the cost of oil. ** Negotiable charge for school visits

3. Room hire charges (unchanged)

The tea room can be booked for family events, club meetings, social and business events

		Any day		
Hire Fee*	Non-profit	£12.00 per hr		
	Commercial	£15.00^ per hr		
	Picnic Area	£15.00 (fixed fee)		

Hirers are required to clean up afterwards.

*Additional £1 per hour is payable if space heating is required | ^ Subject to negotiation

No booking will be accepted from individuals under 18 or groups comprising solely under 18s.

Events must finish by midnight to avoid disturbance to neighbours. The tea room is a no smoking area. Additional Picnic Area hire fee is payable: the fee includes the use of the fire pit.

Foreman's Office hire cost is the same as above BUT presence of Society Member needed on site for security.

NOTE: For 'commercial' events a minimum hire period of 5hrs is required.

A refundable deposit may be applicable. Cancellation charge of 50% applies if less than 48hr notice given.

4. Forge Prices

The blacksmithing experience provides a visitor with a supervised session⁺ in which to make a metal handled poker/toasting fork (+20min average).

For an additional cost a visitor may also experience wood turning under instruction during which they can make a simple wooden handle* for their poker/toasting fork.

	Blacksmithing Experience includes free poker)	Blacksmithing Experience includes free toasting fork)		Stock Poker	Stock Toasting Fork	Extra for stock wooden handle*	
Adult	£12.00	£24.00		£10.00	£15.00	£8.00	
Youngster (5 – 16 yrs)	£6.00	n/a					£8.00
School child [^]	£2.00	n/a				n/a	

[^] Small poker. | ¹ On production of a student card. | Special rates apply to group visits.

* A pre-made wooden handle can be fitted from stock. **If** the wood turners are working the visitor may ask to turn their own handle under supervision

5. Hire of Outdoor learning equipment (unchanged)

Item	Hire/ day		
Box 1 Julie's Meadow box	£10		
Box 2 Mill Wood box	£10		

Box 3 Pond dipping box		£10		
Box 4 River Evenlode box		£10		
Coleman's Event Tent		£20		
Waders		No longer available		

6. Make-and-take costs (educational)

Item		Price		
Small poker		£2 ea		
Clay mini-beast model		£2 ea		
Simple wood turning		£ on enquiry		

7. Wedding Receptions

Hire of Tea Room and grounds for self-managed reception – per three day £600 plus a £100 refundable deposit.

(price includes time - Fri/Sat/Sun - for setting up and dismantling marquees)

8. Group Visits – preferably on Thursdays This table is for guidance only

Group size>>	15	25	50	100+
	Price per head			
Self-guided tour insteam	n/a	£7	£7	£7
History talk + Tour insteam	£12	£10	£9	n/a
History talk + Tour no-steam	£6	£5	£5	n/a
Refreshments on arrival (tea/coffee + cake)	£5	£5	£5	Menu prices
Refreshments on departure (tea/coffee + cake)	£5	£5	£5	Menu prices
Cream Teas (+tea/coffee)	£6	£6	£6	£6