

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 7th February 2022
 Time of Meeting: 19:00
 Place of Meeting: Zoom video conference
 Purpose of Meeting: Scheduled Board Meeting of Combe Mill Society

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

Present

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

1 Apologies

Ref	Comment	Action
1.1	Philip Hawtin.	

2 Minutes of previous board meetings

Ref	Comment	Action
2.1	The minutes of the meeting held on 14 th October 2021 were confirmed as a correct record of the meeting. The minutes of the meeting held on 10 th November 2021 were confirmed as a correct record of the meeting.	
2.2	Matters arising – it was noted that Ray Pitts would be the organiser of the May 2022 steaming event.	

3 Treasurer's Report

Ref	Comment	Action
3.1	The treasurer provided the report in Appendix 1. It was noted that a further £750 Covid grant had been received.	
3.2	The treasurer reported that the Virgin Money savings account had been closed with the funds now in the Lloyds current account. It was agreed that the effect of the recent increase in bank base rate should be assessed before selecting a new savings account.	

4 Health and Safety

Ref	Comment	Action
4.1	Fire alarm: The board was concerned that the mill's alarm system produces only a local audible alarm which might not be heard by anyone at night. It was agreed to ask RES to quote for a remote monitoring service. It was noted that the faulty fire alarm sensor in the upstairs lift lobby had been replaced.	
4.2	Fire training: Derek and Wendy will take an online fire safety training course. A fire drill for the mill is to be arranged. This should happen twice per	DG / WF

Ref	Comment	Action
	year.	DG
4.3	<p>First Aid: Noted that Julie's certification will expire in July 2022. Noted that Wendy had completed an online course in the past. Names of volunteers to complete first aid training to be collected.</p> <p>Derek to ask Witney Model Club how they train first aiders. Julie to ask her school how they train first aiders.</p>	DG JST
4.4	<p>Safeguarding: The board feels that our volunteers do not need to be DBS checked, however they should not touch children e.g. to lift them up to get a better view of something.</p> <p>It was agreed that the safeguarding policy should be reviewed. A pre-season safety briefing for volunteers will be arranged.</p>	SF
4.5	<p>Covid precautions: Feedback from Oxford Museums' Council is that Oxford have kept hand sanitiser points but want visitors to be comfortable so are not requiring masks to be worn.</p> <p>The wording of the entrance signs to be reviewed 9th Feb. and altered as necessary.</p>	TS
4.6	<p>Safety checklist, steaming days: List to be reviewed and decision made as to who will carry out checks if Philip is still unavailable.</p>	SF
4.7	<p>Trip hazard: Tea room deck, near the serving hatch, to be examined with a view to removing trip hazard.</p>	??
4.8	<p>Car park lighting: Noted that the previously reported missing light bulbs had not been replaced. This needs to be chased</p>	PT

5 River Pump update

Ref	Comment	Action
5.1	<p>Since asking Algar Electric Motors to repair the pump in late October, nothing had been heard so PT chased them in mid-January. It was clear that work had not been started. Over the following two weeks they reported having problems removing the stator from the motor casing and finally, on 4th February, declared that the stator was stuck fast and the motor, therefore, unrepairable.</p>	
5.2	<p>DG had requested an updated quote from Xylem Water Solutions for a new Flygt pump that had been considered back in October. The new quote came with a 17.5% discount compared to October's.</p> <p>There was discussion around how we should specify our requirement to Xylem, bearing in mind that we do not want to upgrade the electrical supply, if possible. It was agreed that we should ask Xylem for the maximum flow rate through a 6 inch pipe with a motor drawing less than 18 amps.</p> <p>It was noted that Algar were also seeking quotes for new pumps.</p> <p>It was agreed to review the options available on Weds 9th Feb.</p>	

Ref	Comment	Action
	<p>Secretary's Note: At the 9th Feb. review the board considered two options from Xylem and 4 offers from Algar (Gorman-Rupp, JS Pumps, Grundfos and Tsurami) for new pumps. It was decided to purchase the higher flow option from Xylem which would supply 75 litres per second, which is 13% more than the old pump, and draw 13 amps.</p> <p>The order was acknowledged on 15th February with an expected 4 week lead-time.</p>	

6 Education update

Ref	Comment	Action
6.1	<p>WF reported that the Evenlode river project are already working with some local schools. We need to sort out our booking process with them.</p> <p>Europa School (secondary age group) want to bring groups on 31st march and 7th April.</p> <p>Wendy has agreed 5 modules for secondary school visits, from which the school would choose 3. There will be a 6th module, storytelling, for primary schools.</p> <p>Events are to be organised for Wednesdays of half-term holidays. There will be Easter egg decorating and an egg hunt arranged.</p> <p>Clive Stayt to be asked if he will give mill talks to visitors on steaming days. March being an exception as we have been asked to have a stall at the North Leigh Community Open Day.</p>	WF

7 Marquee supervisor(s)

Ref	Comment	Action
7.1	<p>It was agreed that the mill needs a team with responsibility for the erection and take-down of marquees at events, led by a volunteer. This would include ensuring the marquees are secure in windy conditions and subsequently making them safe for events by removing any trip hazards.</p> <p>It was agreed to approach Nigel Evans or Keith Johnson to take on this role.</p>	

8 Winter projects update

Ref	Comment	Action
8.1	<p>A specification for several building jobs had been sent to two local builders and we await their estimates.</p> <p>Jobs underway include: fitting gas struts to the ticket office hatch, preparing the boiler for annual inspection, heat pump service.</p> <p>Noted that the cause of the smell under the tea room sink had not yet been identified.</p> <p>New requests had been received for: improved lighting above the forge, improved lighting in the tinkering area</p> <p>HTAs to be asked for updates of jobs completed in their respective areas.</p>	

9 Responsibility for opening & closing the mill

Ref	Comment	Action
9.1	<p>It was agreed that Julie would be responsible for opening the mill on steaming days (except August). She needs to be provided with a key. Peter will be responsible for locking up at the end of steaming days.</p> <p>It was agreed that a key recall should be arranged.</p>	

10 Any other business

Ref	Comment	Action
10.1	<p>Beer festival proposal – the board decided that they do not want to be involved in organising an event of this type in 2022.</p> <p>Noted that the Brookes University film team will be vising on 16th February to discuss their proposals for making a promotional video for the mill.</p>	

11 Date of next meetings

Ref	Comment	Action
11.1	<p>Volunteers' pre-season briefing 9th March (subsequently changed to 16th March 2022) p.m. at the mill.</p> <p>Scheduled board meeting Monday 4th April 2022. 7.00 p.m. on Zoom.</p>	

Approval

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

Peter Trowles
Minutes Sec

Report from Treasurer – 07 February 2022**Current balance: @ 07Feb2022**

Bank	£20,296
Cash	£ 733
Savings Reserve (notional)	£15,000

Significant Recent Income:

Blacksmith experience vouchers	£1,056 (15 Oct to date)
Wednesday refreshment sales	£1,048 (15 Oct to date)
Admission fees	£1,149 (ditto)
Member subs	£508
COVID Grant	£750

Significant recent payments:

Printing 5K Souvenir Brochures	£583
ASHP Service	£309
PLI ELI Insurance	£2,278
Accountant Fees	£1,320
Fire system service/repairs	£ 482

Routine expenditure per month:

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

Significant forthcoming expenditure:

Item		Forecast
Repair of existing submersible pump		£6,860
Repair of WC extract vent and other electrical works	Quote awaited	£2,000
Installation of boiler house roof light and other building work	Quote awaited	£1,500
Embroidered fleeces	On order	£ 228
Tea Room refurbish	Estimate	£ 750

Tony Simmons - Treasurer
 07 February 2022