



REMIT OF THE HAC

The Heritage Advisory Committee (HAC) is delegated by the Board of Directors to advise on all matters relating to the proper acquisition, identification, handling, repair, maintenance and disposal of heritage objects in the Mill.

All changes proposed during enhancements, maintenance, repair work and from new projects should be first referred to the HAC for vetting.

The HAC acts alongside the regular work of listing objects within the Mill and dealing with new objects being offered to the Mill.

Regular minutes of meetings will be published on the members' area of the website.

ACQUIRING OBJECTS

Any item offered to the Mill must be reported to the HAC and a decision made as to whether the item(s) are of 'heritage' value and relevant to the acquisition policy of the Mill.

The 'owner' of such items must be identified.

If considered as of potential heritage interest an 'owner' for the object must be identified and they must complete the Object Entry Form and the form processed by the appropriate person. The 'owner' should send an acknowledgment of the donation to the donor along with their copy of the Object Entry Form.

The 'owner' is responsible for recommending to the HAC where the item could be placed in the mill and what further work and/or interpretation may be required.

If an item reported to the HAC is deemed of no heritage significance, the item should be passed to a competent person for further assessment. That person is responsible for ensuring the item, if required and agreement reached with the relevant Head of Technical Area, is absorbed into the existing stock. For working tools, prior to PAT testing, the item must be properly overhauled and verified to be mechanically safe.

If the item is deemed as not required, the competent person should arrange its return to 'owner' for onwards return to the donor, or its disposal.

Electrical items must be PAT tested before putting to use.

DISPOSAL OF ITEMS

Volunteers should get approval from the HAC before disposing of any artefact or 'unrecognised' item.



Accessioned objects may only be disposed of with the approval of the HAC and the preparation of a written justification for the disposal.

Disposals will follow the procedure in the Museums Association Disposal Toolkit.

LOANING OF OBJECTS

Anyone borrowing a book must leave a written record of the book title, date borrowed and their name. A log book for that purpose is retained in the Foreman's Office.

Persons borrowing any work tools should advise the relevant Head of Technical Area of the fact.

Persons seeking to borrow any heritage item must complete an Object Exit Form and have it approved by the HAC before removing the item.

REPAIRING OBJECTS

Heritage items and replicas thereof must only be repaired using appropriate period materials, fixings and processes. The process must be approved by the HAC.

MOVING OBJECTS

Objects (other than work tools, fixings and consumables) should not be relocated within the Mill without reference to the HAC

MODIFICATIONS OF HERITAGE MACHINERY

Any modifications to heritage machinery that are suggested for reasons of safety or operability must be approved by the HAC before putting into effect.