

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 13th June 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, Peter Trowles.
 Noticeboard, Website Members' page

Present

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

1 Apologies

Ref	Comment	Action
1.1	The board members welcomed back Philip Hawtin to the board meetings.	

2 Minutes of previous board meetings

Ref	Comment	Action
2.1	The minutes of the meeting held on 4 th April 2022 were confirmed as a correct record of the meeting.	
2.2	The Trustees Report to the Charity Commission was modified to remove the paragraph titled "Response to the Covid-19 Pandemic" in section 3 and was then approved for signature by the chairman.	

3 Treasurer's Report

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

4 Health and Safety

Ref	Comment	Action
4.1	Fire alarm: It was agreed that Steve would discuss the proposal with Terry Bailey on Weds 15 th June to understand how the system would work and which volunteers would take any alarm calls received.	SF
4.2	Fire training: Derek and Wendy are preparing to take the course which requires a code to access the material. To clarify on Weds 15 th if any payment has already been made.	TS/WF
4.3	Mill Keys: No progress was known. Steve to follow up with Terry Bailey on Weds 15 th	
4.4	Small Engines Barrier: It was noted that alterations to the position of the barrier had been completed.	SF
4.5	Waste disposal: Oil waste has been accepted by a local garage. Tony will transport it to them. It was noted that Household Waste Recycling Centres will accept up to 20 litres of waste oil.	TS

Ref	Comment	Action
4.6	<p>Waste Tannin will be disposed of by dilution. Air Source Heat Pump coolant – disposal to be investigated.</p> <p>Gas Storage: Keith Johnson has made two lockable metal cages for gas cylinders and fuel cans and these are in place behind the new storage shed.</p>	
4.7	<p>First Aid: It was agreed that Peter would book a place on Emergency First Aid at Work course from Oxfordshire First Aid in Witney.</p>	PT
4.8	<p>Blenheim Permissive Paths: PT reported that Blenheim Estate had designated the path across Julie’s Meadow, leading to the mill, a part of a new network of permissive paths. On their web site they are now inviting walkers to “discover the history of Combe Mill”.</p> <p>The board agreed that the sign on the mill side of the river bridge should therefore be changed to refer to the permissive path and that the bridge gate should be unlocked during mill opening hours. It was agreed to ask Blenheim Estate for agreement to place other signs on the meadow side of the bridge and on the field gate on the far side of the meadow to inform walkers about access to the mill. Also agreed to place a weatherproof box on meadow side of bridge for mill leaflets (same as that outside engine room door).</p>	PT/TS TS

5 Mill Governance & Business Plan

Ref	Comment	Action
5.1	<p>Directors’ Roles: Steve noted that each director has at least one specific role related to the management of the mill but there are still some required roles that are not covered. He proposed that Margaret should be responsible for collecting the event planning forms from the organiser and coordinating with the publicity managers and traders. Wendy also proposed that an event coordination meeting should be held two weeks before each event. Steve also proposed that Derek should take the role of board liaison with Heads of Technical Areas. All three proposals were agreed.</p> <p>All known event forms to be collected by Steve for discussion on Weds 22nd June at : 2:00 p.m.</p>	SF
5.2	<p>Business Plan: It was agreed that proposals to update the mill business plan would be sent to Tony in time for presentation and discussion at the next board meeting on 3rd August.</p> <p>It was agreed that targets need to be set for HTAs to review the method statements and risk assessments for their areas.</p>	All
5.3	<p>Accreditation: Peter reported that the accreditation eligibility questionnaire needed to be updated to mention the Engineering Heritage Award and could then be submitted.</p>	PT

6 Events

Ref	Comment	Action
6.1	<p>Feedback from visits: General feedback was that group visitors had all found the mill very interesting.</p> <p>A suggestion from volunteers was to include a question on the group's particular interests on the booking form so that more time could be allocated to that subject. Steve to speak to Richard N.</p> <p>There was a request for better timekeeping on the mill tours.</p>	SF
6.2	<p>Future steaming day organisation: It was agreed that event planning forms should be completed by end January each year to allow planning for layout to be completed in time to book any necessary marquees.</p>	
6.3	<p>External marquees: The board reviewed proposed marquee prices from Ray Pitts and were happy with the prices. See Appendix 2.</p>	
6.4	<p>Summer BBQ: It was agreed to sound out members for interest in having a BBQ which was traditionally on the evening before the August steaming (20th August).</p>	WF
6.5	<p>Heritage Award presentation: Agreed to suggest August steaming day (21st) at 3:00 p.m. to I.Mech.E. It will need a finger buffet and bubbly!</p> <p>Decide where to put the plaque on Weds 15th June.</p>	TS/PT
6.6	<p>Red diesel: Tony had drafted a statement to send to our fuel supplier to explain why the mill is still eligible to receive red diesel following a change in regulations. The statement was approved with the addition of the word 'exclusively' after 'Gas Oil'. Tony to send to the supplier.</p>	TS

7 Projects update

Ref	Comment	Action
7.1	<p>River Pump: Noted that the pump had been installed and is working successfully. Colin B has a proposal to wire up the temperature sensor.</p>	PT
7.2	<p>Window Glare in clocks area: Noted that Derek has installed temporary boards in the tinkering area and clock area windows to assess effectiveness over the rest of the season. Derek to collect feedback.</p>	DG
7.3	<p>Model Traction Engine Loan: The board approved the recommendation of the Heritage Advisory Committee that the mill should accept Les Burford's showman's engine on loan for one year. Noted that loan paperwork would be completed when Ray Pitts has finished his repairs. It was felt that the engine should be kept at Ray's home until repaired and the loan documents are complete.</p>	
7.4	<p>Building Projects: There had been no quotes received for any of the building projects which had been put out to tender. Louvres in the boiler house doors had been completed in-house. It was decided to take each project individually and approach the two builders separately.</p> <p>Noted that Tony had updated the Winter project list. Agreed to review</p>	

Ref	Comment	Action
	the remaining jobs on Weds 15 th June. Moving the lights in the forge area is a priority. Need to ask Terry B if his team is doing that job.	

8 Other Business

Ref	Comment	Action
8.1	Heritage Advisory Committee: Noted that Terry Bailey had resigned from the HAC. The board thanked him for his contribution. The board approved the HAC's proposal that Nigel Evans be invited to join the committee.	DG

9 Date of next meetings

Ref	Comment	Action
9.1	Scheduled board meeting Wednesday 3 rd August 2022 at 4.00 p.m. after the mill closes.	

Approval

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

Peter Trowles
Minutes Sec

Report from Treasurer – 13 June 2022

Current balance: @ 13 June 2022

Bank	£16,779
Cash	£ 751
Savings Reserve (Redwood Bank)	£15,000

Significant Recent Income:

Blacksmithing vouchers	£240
Tea Room income	£908

Significant recent payments:

Tea room supplies	£548
Maintenance of premises (decking, flammable storage, door louvres)	£567
Maintenance of equipment (steam oil, grass cutter repair, digger hire)	£399
Director and Officers Insurance	£218

Routine expenditure per month:

Telephone/broadband - £43

Cleaning - £56 (month)

Electricity - £170 (new contract about to begin – costs likely to more than double)

Significant forthcoming expenditure:

Item		Forecast
RES remote alarm monitoring	Invoice	£1,433.10
Repair of WC extract vent and other electrical works	Quote awaited	£2,000
Installation of boiler house roof light		??
Insulation of fuel store and rerouting of rainwater run-off.		??

Appendix 2

COSTINGS FOR STEAMING EVENTS 2022							
EVENT	DATE	PERSON	MQ'S	TABLES	CHAIRS	EXTRA	COST
JUNEWHEELS	19-6	RAY/ ANDREW	1	6	6	NIL	£40
JULY BATS BEES	17-7	JULIE	1	6	6	NIL	£40
AUGUSTMODELING	21-8	RON	3	30	20	NIL	£80
SEPTEMBER CRAFTS	18-9	MARGARET	3	20	20	ELECTRIC BITS TO SUIT	£75
OCTOBERCOUNTRY CRAFTS	16-10	DAVID KNIGHT	1	5	6	NIL	£40
EVENT NOT IN STEAM							
CHRISTMASMARKET	4-12		1	6	10	LIGHTING AND ELEC- TRIC TO SUIT. FLOOD LIGHTS	£65