

Combe Mill Society

Agenda for Meeting



Ref N°	
Date of Meeting	10 th October 2022
Time of Meeting	19:00
Place of Meeting	Zoom videoconference
Purpose of Meeting	Scheduled Board Meeting

Distribution

All Directors

File

1. Apologies

2. Minutes of previous meetings

3. Treasurer's Report

4. Matters arising from previous meetings

- a) Fire alarm monitoring
- b) Fire Marshall Training update
- c) Mill keys
- d) Disposal of heat pump coolant
- e) Business Plan update
- f) Risk assessment from HTAs
- g) River Pump
- h) Loan of model traction engine
- i) Building projects
- j) Electric sockets in head race area
- k) First Aid

5. Health & Safety items

- a) to Resolve to confirm the HTAs listed in the attached paper and implicitly appointed at the start of the Steaming season
- b) Update on Lift door fault

6. Events`

- a) Feedback from Children `FREE` at steamings

7. Next Meetings

Peter Trowles
Minutes Secretary

Heads of Technical Areas for 2022/23

Safety Related Appointments with effect from 1st April 2022

Safety Related Personnel

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

HTA Arrangements

Technical Area	HTA Current arrangement	HTA 2022/23
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 (see Note 1)	Peter Hirst
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 1)
Wood Turning & Carpentry	Tony Thurlby	Tony Thurlby
Woodland & Outdoor Area	NONE	DISCUSS

Note 1

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 2

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
26 August 2022