

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 4th April 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 7 th February 2022 were confirmed as a correct record of the meeting.	

3 Treasurer's Report

Ref	Comment	Action
3.1	The treasurer provided the report in Appendix 1.	
3.2	It was noted that two further Covid grants had been received, totalling £3203. The treasurer proposed that a business savings account be opened with Redwood Bank to hold the Society's reserve fund and this was approved. (Secretary's Note: This account was subsequently registered with the Charity Commission.)	TS

4 Health and Safety

Ref	Comment	Action
4.1	Safeguarding: Wendy Foster, as safeguarding lead for the Society, presented the proposed Safeguarding Policy which details the procedure to be followed in the event of a safeguarding incident involving a mill volunteer or visitor. It was agreed that the policy should apply to all vulnerable people, not only children. It does not imply the need for training for all volunteers. The policy would be reviewed every year. The board resolved to adopt the policy dated 22 nd February 2022 and kept in the members' area of the mill web site.	
4.2	Fire alarm: The board considered the alarm monitoring quotation from RES, attached to the meeting agenda. The initial cost of £1,433 included the first year's monitoring service. The continuing cost would then be £504 per annum (all costs inc. VAT).	

Ref	Comment	Action
4.3	<p>It was decided to discuss the proposal with Terry Bailey to understand how the system would work and which volunteers would take any alarm calls received.</p> <p>Fire training: Derek and Wendy are preparing to take the course which requires a code to access the material.</p>	DG / WF
4.4	<p>Small Engines Barrier: Steve reported that the small engines team have asked for more space to move around the engine flywheels safely. It was agreed in principle that the barrier could be moved. The exact position to be marked out and public fire escape requirements to be considered.</p>	SF
4.5	<p>Waste disposal: Oil and Tannin waste – agreed to get a quote from Grundon for removal. Waste behind shed: speak to Terry Bailey</p>	TS
4.6	<p>Gas Storage: Keith Johnson has been asked to make a lockable metal cage for gas cylinders and fuel cans to be kept outside.</p>	
4.7	<p>First Aid: Julie reported that her school send individuals for training off-site. Derek reported that Witney Model Club use Oxfordshire First Aid in Witney for their training. Online courses are available but clearly have no practical element. Agreed to ask for volunteers to take training in the April newsletter</p>	TS
4.8	<p>Building Projects Update: No replies to our tender document had been received. Tony had feedback from Bob Day that he didn't want to tackle the headrace project. Peter to contact Phil Grist to say that we are still interested in an estimate for any of the projects. Peter to order two louvre panels to put into boiler house doors.</p>	PT

5 Projects update

Ref	Comment	Action
5.1	<p>River Pump: The new pump was delivered on 17th March in good condition. The stand and output elbow need to be attached and the electrical plug connected before making arrangements with Steve Long for placement in the river.</p>	PT
5.2	<p>Window Glare in clocks area: Derek to build boards to fit at the window as a trial for comment. An alternative could be self-adhesive reflective sheet on the glass.</p>	DG
5.3	<p>Tannin Pump: Derek reported this had been blocked with hardened tannin probably because of lack of use during the pandemic. It has been dismantled and cleaned and a flushing out procedure developed. Some corrosion has occurred because aluminium is not recommended for use with tannin. Pump to be stripped down at the end of the season to see extent of any further</p>	

Ref	Comment	Action
5.4	<p>corrosion. If necessary, the pump could be replaced with a steel version.</p> <p>Model Traction Engine Loan: The society has been offered the loan of a model showman's engine, formerly belonging to Les Burford. The board felt that members were keen to have a memento of Les in the collection, but were unsure whether it fitted with the collection policy. Les's daughter had asked Ray Pitts to make some necessary repairs to the engine and Ray now has possession of it. The board referred the question of acquiring the engine to the Heritage Advisory Committee for a recommendation.</p>	<p>DG</p> <p>HAC</p>

6 Education update

Ref	Comment	Action
6.1	<p>Everyone's Evenlode Team: This team of 3, working for Cotswold National Landscape (formerly Cotswold AONB) are funded by Thames Water's smarter catchments initiative. The board approved the pricing document prepared by Richard Newman to form the basis of working with the team when using the facilities at Combe Mill and also the charging for school visits organised by ourselves with their input. It was further agreed that the fee for use of the access toilet only would be £15. It was noted that the services of the Evenlode team would be free for this academic year only.</p>	PT
6.2	<p>Bird Box Making: ECP have asked if mill volunteers would be interested in cutting out parts for bird box making kits. Peter to make enquiries with volunteers and discuss charges</p>	

7 Mill Business Plan

Ref	Comment	Action
7.1	<p>Business Plan: Steve has begun to review mill policies and felt that the business plan needs to be updated. Targets and a timeline are needed. All board members agreed to read the 2015 version and provide comments.</p>	All
7.2	<p>Accreditation: The board repeated its desire to begin the museum accreditation process. Peter agreed to take this forward.</p>	PT
7.3	<p>Social Media: noted that Ian Goldring had volunteered to post mill items on Instagram but had rarely visited the mill since the pandemic. Wendy offered to try using the Instagram account in future and this was agreed.</p>	WF

8 Events

Ref	Comment	Action
8.1	<p>Grass verge parking: At Richard Newman's request, Tony had asked Blenheim Estate for agreement to park up to 10 cars on the grass verge of the drive on specified dates. So far, no reply had been received.</p>	
8.2	<p>Distribution of 2022 leaflets: About 350 leaflets have been distributed. Margaret asked for help with postal distribution. An appeal for volunteers to be made in the next newsletter.</p>	TS
8.3	<p>Stonesfield School Fete: We have been offered a stall at this event on 21st May. Julie to follow up.</p>	JST

Ref	Comment	Action
8.4	Steaming Day Bus Service: First & Last Mile have started a village minibus service. They are interested in working with us to provide a pick-up or park & ride service from Hanborough station. This could help alleviate parking problems. Wendy to follow up	WF

9 Other Business

Ref	Comment	Action
9.1	Julie announced her intention to resign as a director due to time pressures. She will remain a member and will continue to organise the July steaming event this year. She can also open the mill on steaming days. The board thanked Julie for her great contribution to the running of the mill and especially the events. It was agreed that her resignation would be effective from the end of the AGM.	
9.2	AGM: It was agreed to hold the 2022 AGM on Friday 20 th May at 7:30 in the Foreman's Office. Peter to prepare the notice of meeting and proxy nomination / voting papers. Steve to produce the Chairman's report and the Trustee's report. Tony to produce the Treasurer's Report. Peter to advise which directors need to retire by rotation. The board resolved to recommend for re-election all retiring directors who are willing to stand.	PT SF TS PT

10 Date of next meetings

Ref	Comment	Action
10.1	AGM, Friday 20 th May at 7:30 Scheduled board meeting Monday 13 th June 2022. 7.00 p.m. on Zoom.	

Approval

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

Peter Trowles
Minutes Sec

Report from Treasurer – 04 April 2022**Current balance: @ 04Apr2022**

Bank	£13,629
Cash	£ 1,718
Savings Reserve (Redwood Bank)	£15,000

Significant Recent Income:

COVID Grant	£2,667
COVID Grant	£ 535.78
March Steaming Event	£1,402

Significant recent payments:

Waste collection fee	£ 155.22
Cotswold Tourism Partnership fee	£ 118.80
Xylem for river pump	£6,110.89
WODC Rates	£ 128

Routine expenditure per month:

Telephone/broadband - £42

Cleaning - £56 (month)

Electricity - £100 (warm months)

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 and other building work	Quote awaited	£1,500
Tea Room refurbish	Estimate	£ 750

Tony Simmons - Treasurer
04 April 2022