

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 10th October 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	None	

2 Minutes of previous board meetings

Ref	Comment	Action
2.1	The draft minutes of the meeting held on 3 rd August 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	The treasurer presented proposals for fees and charges in 2023, see Appendix 2. It was noted that the proposed increase in membership fees are the first since 2014. It was agreed to review the proposals again after the October steaming. Peter to calculate cost of running heaters in tea room.	All PT

4 Matters arising from previous meetings

Ref	Comment	Action
4.1	Fire alarm: Outside sounder – no further progress known.	
4.2	Fire marshal training: Derek has paid the fee and will complete the course later.	DG
4.3	Mill Keys: The board approved a quote for new premium quality locks, keyed alike with 6 keys for £254. To be fitted by Nigel Evans. Key to be kept in a key safe instead of issuing keys to all members. Location of key safe to be decided on site.	
4.4	Waste disposal: Air Source Heat Pump coolant – agreed that we should ask our heating engineers to remove it on their next visit.	
4.5	Business Plan: Ongoing. A separate meeting on this subject alone to be	

Ref	Comment	Action
4.6	<p>arranged.</p> <p>Risk Assessments: The Director Responsible for Safety presented a review of the risk assessments currently in force at the mill:</p> <ol style="list-style-type: none"> 1 Existing Situation: we have a two-tier system; Main studies and ad hoc studies <ol style="list-style-type: none"> a Main studies will be put on web site but copies will be displayed at the site to which they refer. b The state of the current RA documentation can only be described as poor and outdated. c Status of current areas under assessment: <ol style="list-style-type: none"> ◇ Historic clocks <ol style="list-style-type: none"> ⇒ Assessment complete and approved by HTA. ◇ Water wheel, wheel room and associated gear room: <ol style="list-style-type: none"> ⇒ 2nd draft with HTA for comment ⇒ May prove contentious because of the multi-use of the water wheel room. ◇ Use of grounds for refreshments, recreation, display and sales: <ol style="list-style-type: none"> ⇒ Includes barbeque but excludes tea room. ⇒ 1st draft nearing completion. ⇒ Appointment of a Team Leader (see item 5.2) d Ad hoc Risk Assessments <ol style="list-style-type: none"> ◇ Differ from main assessments in that they have a finite life. ◇ It is planned that all should have a finite life and cease to be valid either because the work to which they refer is complete or the time for which the Assessment is deemed valid has expired, whichever is the shorter. <ol style="list-style-type: none"> ⇒ Ad hoc assessments are intended for small jobs and it is essential that they are not permitted to last too long. ⇒ The DRS will keep a list of the extant ad hoc RAs and will automatically delete them when they are time expired. <p>The board confirmed the principle of a two-tier RA system and invited the DRS to submit to the Board his proposal for the implementation of a workable scheme.</p> <p>The chairman reported that the blacksmiths have annotated a copy of their existing RA for update. Steve to send to PH.</p> <p>Philip offered to send to board members a document explaining how to complete a RA form (see Appendix 3).</p>	<p>PH</p> <p>SF</p> <p>PH</p>
4.7		
4.8	<p>River Pump: Work to provide a soft starter is ongoing with Colin Boyles.</p>	
4.9	<p>Loan of model Traction Engine: Ongoing. Nobody was sure if repairs to the model had been completed prior to its formal acceptance by the mill.</p>	<p>PT</p>
4.10	<p>Building Projects: Peter to follow up with builders suggested by Tony.</p> <p>Electric socket by Head Race: Derek has bought an outside rated (IP65)</p>	

Ref	Comment	Action
4.11	extension cable as a temporary improvement. First Aid: Peter to book a place on Emergency First Aid at Work course from Oxfordshire First Aid in Witney.	PT

5 Health and Safety items

Ref	Comment	Action
5.1	HTA List: The board formally adopted the proposed list of HTAs for 2022/23 who had been implicitly appointed at the start of the season.	
5.2	HTA for Grounds and Outside Areas: Steve Foster volunteered for this role and the board unanimously supported his appointment.	
5.3	Lift Door Fault in Pattern Shop: Terry Bailey had received a quote for £1000 to replace the door bolt mechanism. Given that this is an intermittent problem, it was agreed to monitor the frequency of the problem. It was noted that the lift needs to be included in a Risk Assessment.	

6 Date of next meetings

Ref	Comment	Action
10.1	2023 Events Planning – Wed 19 th October.	
10.2	Xmas Fair planning – Wed 2 nd November.	
10.3	Business Plan review – Wed 16 th November.	
10.4	Scheduled board meeting – Mon 28 th November 2022 at 7:00 p.m. on Zoom.	
10.5	Xmas lunch / drinks – Wed 21 st December.	

Approval

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

Peter Trowles
Minutes Sec

Report from Treasurer – 10 October 2022**Current balance: @ 10 October 2022**

Bank	£23,075
Cash	£ 509
Savings Reserve (Redwood Bank)	£15,000

Significant Recent Income:

Admissions Aug-Sept	£2899
Group visits	£ 333

Significant recent payments:

Cost of coke risen to £18 per 20kg bag	
Remaking of duck-boards cost approx	£80
Fire extinguisher service	£302

Routine expenditure per month:

Telephone/broadband - £43
ZOOM - £14.39

Subs and prices for 2023 – see proposals

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.		??

Tony Simmons - Treasurer
10 October 2022

NOTE: 2022 prices in brackets.

1. Society Membership and Friends

Individual Member £10.00 *(£8)
 Family Member £15.00 *(£12)

Note * plus a premium of £12 (£10) to have a hard copy of the newsletter.
 (NB 12 x 68p = £8.16 + contribution towards printing costs)

Friend of Combe Mill £25.00 minimum

Note – Friends are supporters of the Society and its objectives but do not wish to actively participate in its affairs.

Benefits

Newsletters are sent to Volunteers, Members and Friends.

2. Admission Charges (unchanged)

	Adults	Concessions/Students	Family Discount
Steaming Events	£9.00 (£8.50)	£7.50 (£7)	For a party of four or over with at least one adult, the first child is admitted free.
Open Days	£5.00 (£5)	£4.00 (£4)	
School visit**	£5.00 (£5)	£5.00 (£5)	n/a
Conducted Tours	^ Subject to negotiation		
Group bookings	Calculated on a case basis		

Under 5s free + Children FREE (concession price)

Note: When the Mill is steamed a group booking is subject to a minimum charge overall of £100 per half day to cover the cost of oil.

** Negotiable charge for school visits

3. Room hire charges (unchanged)

The tea room can be booked for family events, club meetings, social and business events

		Any day		
Hire Fee*	Non-profit	£12.00 per hr		
	Commercial	£15.00^ per hr		
	Picnic Area	£15.00 (fixed fee)		

Hirers are required to clean up afterwards.

*Additional £1.50 (£1) per hour is payable if space heating is required | ^ Subject to negotiation No booking will be accepted from individuals under 18 or groups comprising solely under 18s.

Events must finish by midnight to avoid disturbance to neighbours. The tea room is a no smoking area. Additional Picnic Area hire fee is payable: the fee includes the use of the fire pit.

Foreman's Office hire cost is the same as above BUT presence of Society Member needed on site for security.

NOTE: For 'commercial' events a minimum hire period of 5hrs is required.

A refundable deposit may be applicable. Cancellation charge of 50% applies if less than 48hr notice given.

4. Forge Prices +

The blacksmithing experience provides a visitor with a supervised session in which to make a metal handled poker/toasting fork (20 min average).

For an additional cost a visitor may also experience wood turning under instruction during which they can make a simple wooden handle* for their poker/toasting fork.

	Blacksmithing Experience includes free poker	Blacksmithing Experience includes free toasting fork)		Stock Poker	Stock Toasting Fork	Extra for stock wooden handle*
Adult	£15.00 (£12)	£24.00		£15.00 (£10)	£20.00 (£15)	£8.00
Youngster (5 – 16 yrs)	£7.50 (£6)	n/a				£8.00
School child ^	£4.00 (£2)	n/a			n/a	

^ Small poker. | ¹On production of a student card. | Special rates apply to group visits.

- A pre-made wooden handle can be fitted from stock. **If** the wood turners are working the visitor may ask to turn their own handle under supervision

5. Hire of Outdoor learning equipment (unchanged)

Item	Hire/ day		
Box 1 Julie's Meadow box	£10		
Box 2 Mill Wood box	£10		
Box 3 Pond dipping box	£10		
Box 4 River Evenlode box	£10		

Coleman's Event Tent		£20		
Item		Hire/ day		
Waders		No longer available		

6. Make-and-take costs (educational)

Item		Price		
Small poker		£4 ea (£2)		
Clay mini-beast model		£2 ea		
Simple wood turning		£ on enquiry		

7. Wedding Receptions

Hire of Tea Room and grounds for self-managed reception – per three day £600 plus a £100 refundable deposit.

(price includes time - Fri/Sat/Sun - for setting up and dismantling marquees)

8. Group Visits – preferably on Thursdays

NEEDS REVIEW This table is for guidance only

Group size>>	15	25	50	100+
	Price per head			
Self-guided tour in steam	n/a	£7	£7	£7
History talk + Tour in-steam	£14	£12	£11	n/a
History talk + Tour no-steam	£6	£5	£5	n/a
Refreshments on arrival (tea/coffee + cake)	£5	£5	£5	Menu prices
Refreshments on departure (tea/coffee + cake)	£5	£5	£5	Menu prices
Cream Teas (+tea/coffee)	£6	£6	£6	£6

Risk Assessment: Its Importance to us all

Why should we do it?

- 1 Combe Mill is a limited company and a charity. As members, when working at the Mill, we are treated as employees of the Company. As such we are required to comply with the relevant Health and Safety Law (The Health and Safety Act 1974 and the various directives made under it).
- 2 Employers must provide a safe place of work, safe equipment and proper facilities, ensure staff are properly trained, carry out risk assessments and appoint a competent person to oversee health and safety. These are obligations
- 3 Any work we carry out at or for the Mill must be done in a way that minimises the risks we pose to ourselves and also to those who come into contact with us.
- 4 At the Mill we carry out risk assessments to allow us to put in place appropriate preventative actions for each risk identified. Whilst we have to justify our actions, we do not have to find the 'best' solution: merely one that a reasonable person could have adopted in the circumstances.

Why make the documents so complicated?

- 5 Recording the outcome of a Risk Assessment is mandatory. We have chosen a method recommended by the Health and Safety Executive (HSE). They are the governmental body most likely to ask to see our Assessments. They would immediately recognise them as Assessments.
- 6 Take a look at the Risk Assessment in the box in which you found this leaflet. If it is not there, ask the HTA for a copy.
- 7 Whilst answering two implied questions, ("Has a particular hazard been considered?" and, if so, "What risk does it impose?") the document allows all the essential information to be displayed in a small space.
 - a The left hand column is a list of all the Hazards that have been identified for this particular area. If a hazard is listed there it has been considered.
 - b Each hazard identified has an associated horizontal row. This:
 - ◇ outlines how the initial Risk is calculated and displays it as a colour coded bar for emphasis;
 - ◇ summarises the further steps taken to reduce the risk and
 - ◇ calculates the Residual Risk when all the further steps are in place;
 - ◇ Finally the Residual Risk is displayed as a colour coded bar and formally justified. The figure shows the colours used.

Trivial
Tolerable
Moderate
Substantial
Very serious

