

Ref	Comment	Action
3.4	<p>opening door.</p> <p>Treasurer's Role: The secretary reported that the email circulated to members asking for a volunteer to take over the position of treasurer had received no replies. It was noted that it is the board's responsibility to fill this role. Also noted that the cash handling activity could be made a separate role.</p> <p>The secretary volunteered to take on the cash handling activity as an additional responsibility. The treasurer then agreed to continue in the modified role of treasurer for another year.</p>	

4 Treasurer's Report

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

5 Health and Safety items

Ref	Comment	Action
5.1	Insurance of Volunteers: In response to a question from volunteers, PT to enquire with our insurance broker if volunteers are covered by the mill's insurance when working outside the mill boundary e.g. in the car park.	PT
5.2	<p>Status of Risk Assessments: The board considered the status report presented by Philip Hawtin, attached as Appendix 3 and noted the good progress being made. It was noted that the board had set a deadline of 31st March 2023 for the review and updating of risk assessments.</p> <p>It was agreed that for Lone Working (RA12) the existing method statement can be revalidated and the RA control measure would be to follow the MS.</p> <p>It was noted that activities covered by RAs that had not been completed by 31st March would need to stop until such time as the revised RA was approved.</p>	

6 Winter Jobs List

Ref	Comment	Action
6.1	Agreed that all board members should review the revised jobs list circulated by TS on 13/2/23 and propose which jobs would be suitable to give to new volunteers and also to prioritise jobs for the mill maintenance team. Focus to be on jobs that MUST be done.	All

7 HAC Report

Ref	Comment	Action
7.1	<p>Taps & Dies: The board agreed to the HAC recommendation to accept the donation of a set of taps & dies.</p> <p>Tinkering Area: Noted that Mervin Marchant's family had no objection to redevelopment of the area previously used by Mervin if necessary before</p>	

Ref	Comment	Action
	<p>they are able to visit.</p> <p>Cover for Head Race steps: If this was considered to be a viable way of improving safety in the head race area, HAC recommended that any cover for the steps should be a removable structure that did not damage the fabric of the steps.</p> <p>Secretary's note: It was subsequently agreed to improve safety in the head race by moving the barn engines and pump displays into the adjacent area previously used for the barbeque.</p> <p>Mirror over flour milling exhibit: the board agreed to HACs recommendation that it was acceptable to place an angled mirror over the grain hopper of the flour mill exhibit to enable visitors to see into the hopper.</p> <p>Model showman's engine: The board had previously agreed to take the model owned by Les Burford on loan after it had been repaired. Since then, no information had been received about progress with the repair. The model had been displayed on mill steaming days. It was noted that the offer to house the model would expire after the agreed one-year period in June 2023.</p>	

8 Marquees for 2023

Ref	Comment	Action
8.1	<p>It was noted that Margaret has the master list of marquee requirements for 2023 events which needs to be amended. The requirements were discussed in detail.</p> <p>Also noted that any further discussion on marquees should take place directly with Ray Pitts.</p> <p>Note: Margaret circulated the marquee schedule to board members on 14/2/23.</p>	

9 Organisation Chart

Ref	Comment	Action
9.1	<p>Derek suggested that an organisation chart for the mill would be helpful to members and had drafted a proposal. Agreed that DG should send this to the board for later approval and inclusion in the revised business plan.</p>	DG

10 Proficiency Certificates

Ref	Comment	Action
10.1	<p>Steve asked for clarification on how certificates are issued and their status. Philip, as DRS, stated that the currently recognised competent and proficient persons are those recorded in lists maintained by each HTA for their area. This list is displayed in the members' area of the web site and needs updating. Certificates of proficiency, if issued, are to recognise the achievement of the person concerned at the time the certificate is issued, but are not sufficient evidence of the person's current status because it is possible for their proficiency status to be withdrawn in the future.</p> <p>PH agreed to circulate an example of text being included in revised Risk Assessments that explains the method of recording competent and proficient persons.</p>	PH

11 Witney Model Club Letter

Ref	Comment	Action
11.1	The chairman had received a letter from Witney Model and Collectors Club saying that they would be interested in holding their annual show jointly with the mill's steaming day in August. SF had already replied that this would not be possible in 2023 but that the board would consider it for future years. After discussion, the board could not see how this would work as a combined event, but would be happy to offer the mill as a venue for hire for a separate event. PH agreed to reply to the WMCC on that basis	PH

12 Other Business

Ref	Comment	Action
12.1	Wychwood Forest Fair: The secretary reported that the fair is being held on 9 th July 2023 and that he had requested an application form for a pitch if mill members were available and interested in attending.	

13 Date of next meetings

Ref	Comment	Action
13.1	Scheduled board meeting – Mon 3 rd April 2023 at 7:00 p.m. on Zoom.	
13.2	AGM – Friday 21 st April at 7:30 p.m. at the Mill	

Approval

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

Peter Trowles
Minutes Sec

Report from Treasurer – 13 February 2023**Current balance: @ 10 February 2023**

Bank	£23,230
Cash	£ 626
Savings Reserve (Redwood Bank)	£15,000

Significant Recent Income:

Winter market profit	£2,623
Blacksmithing Experience vouchers	£1,200
Member subscriptions	£ 664

Significant recent payments:

Fuel oil for boiler	£1,074
Fire alarm system service	£ 420
Insurance	£2,299

Routine expenditure per month:

Telephone/broadband - £43

ZOOM - £14.39

Cleaner - £20 per week

Significant forthcoming expenditure:

Item		Forecast
Repair of picnic area grass	estimate	£400

Tony Simmons - Treasurer

Combe Mill fire control system review

1 Background

- 1.1 Combe Mill is an historic building incorporating much wood which is tinder-box dry, and as a result of the artifacts and activities, it is home to various machines and combustible fuels.
- 1.2 As part of the 2011 Heritage Lottery project, a new Menvier fire control system was installed covering the mill building, boiler house and tearoom.
- 1.3 The Menvier sensors are only guaranteed to be effective for ten years; after this period they may not be as effective or they may fail and need replacement.

2 Current situation

- 2.1 The Menvier system is an addressable closed loop system, which has the benefit of simpler installation and the ability to pinpoint which sensor has triggered an alarm.
- 2.2 The major disadvantage of the Menvier approach is that it is a proprietary system and the Menvier sensors etc only work with a Menvier control panel. This rules out the use of other supplier's equipment.
- 2.3 The current system is still working satisfactorily as far as known, but it is very awkward to utilise when updating information. This situation is compounded by the fact that the touch-screen is not particularly sensitive, especially in a damp atmosphere.
- 2.4 To date, only one sensor has failed and a second lost through water ingress.
- 2.5 Although manufacturer's instructions exist, there is no documentation on what facilities were actually programmed when the installation took place. In particular:
 - a) Different types of sensor were installed around the site, some having different capabilities at different times of day, but no indication of which or when.
 - b) There are several input/output units configured on the system for control of the time-clock; foreman's office door; lift and boiler shut-down, but no indication on whether these are actually programmed to operate.
- 2.6 Owing to the above issues, it was felt that a review of the current set-up was required. As a result, Oxford Fire & Rescue Services were contacted to request their input into making a recommendation on the best way forward. Unfortunately, OF&RS declined to be involved as the building was not occupied overnight and was considered to be a stand-alone ignition risk, even though occupied properties were located close by.
- 2.7 As RES (formerly Reading Extinguisher Services) are our maintenance providers for the Menvier system, they were asked to assist in reviewing issues and options for Combe Mill.

3 Review considerations

- 3.1 Menvier control panel
 - a) HM Government guidelines suggest that the control panel should be located near to a main entrance door for ready access by the fire brigade.
 - b) The footman's bathroom is not suitable, but the foreman's office is an option. The latter would require the existing cable loop to be extended from the site of the original control panel in addition to a mains power outlet.
 - c) The current cabling is FP (fire performance) cable which allows the delivery of power and auxiliary control in fire alarm system, although the actual fire rating of

the Combe Mill cabling is not known. However, the cable could not be run in the existing ducting as other cables may interfere with the data signal.

- d) RES considered that enclosing the control panel in a sealed cover would not alleviate the problem of the touch-sensitive screen. This was more likely a screen quality rather than environmental issue.
- e) If the control panel remained in the waterwheel room, RES suggested that a sign was placed at the front of the building to notify OF&RS that the panel was at the rear door in the event that a member of staff was not present when the fire brigade arrived.
- f) Were the control panel to be replaced by an open source model then all other devices would also need to be replaced. The existing FP cabling could be re-utilised. RES to quote on replacement, although this would be an indication-only, as decisions need to be made changes to sensors and need for input/output units.

3.2 Menvier input/output units

- a) There are four known I/O units recorded and monitored on the control panel, but it is not known whether these have been linked to the intended devices. The units are:
 - i) AD28 lift lobby to lower lift to ground floor in the event of a fire.
 - ii) AD30 attic to close the foreman's office door after a stipulated time and/or in the event of a fire.
 - iii) AD42 plant room to switch off the gas burner in the event of a fire.
 - iv) AD62 timer clock to switch the optical/thermal sensors between heat only and heat/smoke at certain times on specified days of the week.
- b) RES recommend that the operation of these units is tested in order to understand their role. Care should be taken, in particular, of the potential impact of AD28 and AD42. Where possible, this action to be picked up by mill volunteers.
- c) RES considered that the persistent error reporting on AD62 (ten times since early December) was more likely a result of the damp environment rather than a fault on the I/O unit or the Schneider timer-clock. RES suggested that a fault would return immediately on reset; continue monitoring in the short term.

3.3 Menvier sensors

- a) Combe Mill has a variety of smoke; heat and smoke/heat sensors located in the mill; boiler house and tearoom. Some of the latter type have been programmed to be heat during the day and smoke/heat during the night.
- b) RES advise that optical smoke sensors give the fastest response to slow burning/smoking fires whereas thermal sensors react to clean-burning fires when temperatures reach over 57 degrees C.
- c) RES consider that the current use of optical/thermal sensors is unwise as these are probably programmed to be heat only during the day and smoke/heat at night. This may be adequate when people are around, but when the mill is closed during the day, a fire could be well established before the heat sensor was triggered. This is especially so in the pattern shop where it would take some time before a rise in temperature was detected by the sensors in the apex of the roof.
- d) RES recommend that the programming of each of the optical/thermal sensors is checked and where appropriate, those are amended to be smoke only. In addition, the Schneider timer-clock is updated to better reflect mill operating days. Note that further investigation is required into whether mill volunteers have the facility

to amend the programming of the optical/thermal sensors or whether RES have to undertake this task using software provided by Menvier.

- e) RES also suggest that the appropriateness/requirement of certain sensors needs to be reviewed.

3.4 Other items

- a) The battery in the Menvier repeater panel in the tearoom is due for replacement, but it still has a good charge. Agree to leave the battery in situ in the short term until a RES engineer is next on site.
- b) The sensor in the boiler house does not currently have a sounder, but in the event of an alarm, the sound is muffled within the boiler house and needs to be enhanced.
- b) RES advise that they are able to provide 24-hour monitoring of the Menvier control panel on the basis of either fire alerts or fire and fault alerts. Agree to move forward with fire alerts only, as the latter option could result in un-necessary call-outs. Also agree for designated key-holders to be notified rather than automatic call-out of the fire brigade.
- c) Owing to the poor quality signal reception at the mill, RES would probably need to carry out a signal survey to ensure it is satisfactory performance, but will provide an indicative costing to set up and on-going support.

Terry Bailey
25 January 2023

State of Play on Risk Assessments

RA N ^{OS}	Topic	State off Play
RA01	Blacksmithing and Forge	Initial draft out for comment
RA02	Use of Band saw	Not yet started
RA03	Barn Engines, Pumps & Amusements in the Head Race Area.	Late draft under discussion
RA04	Operation of the Beam Engine	First draft ready to send to HTA
RA05	Operation of the Historic Clocks	Complete
RA06	External Display and Picnic Areas	Initial draft commented on awaiting revised draft
RA07A	Steam Raising Boiler: Operation	First draft completed comments awaited
RA07B	Steam Raising Boiler: Maintenance	Not yet started
RA08	Small Steam Engine Operation	First draft being prepare
RA09	N ^q currently not in use	
RA10	Waterwheel Complex	Final draft with HTA
RA11	Wood Turning	Not yet started
RA12	Lone Working	Not yet started
RA13	Metalworking Area	Completed
RA14	Tea Room and its immediate surrounds	Completed
RA15	Pre Steaming Inspection and Oiling of the Mill's Heritage Power Train	Second draft out for comment and possible approval

Key

No worry
Near certain
Considerable uncertainty
RA02 & 07B little immediate concern
RA 11 & 12 serious concern

Philip Hawtin
13 February 2023