

Minutes of Combe Mill Head of Technical Areas Meeting

Date of Meeting: Wed 07 Dec 2022 (was Wed 23 Nov 2022). Issued
Distribution: Derek Goddard, Peter Hirst,, Richard Newman,
Tony Thirlby, Steve Foster.
Meeting at: 2.30pm. Foremans office at Combe Mill.
Purpose of Meeting: Business and communication

1 Apologies

Ref	Comment	Action
1	Clive Brimson, Bob Kitchener, Brian Layt, Bob Wheeler ill.	

2 Committee organisation and business

	Comment	Action
2.04	The website HTA description needs expanding. Agreed the Proposed HTA DESCRIPTION rev 1 of 26 Sept 2022. Ask Board for approval and issue to website.	DRG
2.05	Risk Assessments. Board has asked, as a priority, that we all write and issue in the latest format, using Form:52-v1DA. Philip will always be available if help needed. Agreed to plan for completion before Mar 2023 Steaming.	All HTAs
2.06	New HTAs. All agreed that new HTA`s are needed for Plumbing Tools, Cobblers Tools, Tinkering area and Boiler. The Board has appointed Steve Foster as HTA Grounds. Other recommendations to be sought.	All
2.07	HTA training of new volunteers. Proficiency and competence certificates to be recommended to Board for issue.	All
2.08	HTA regular monthly news items for the newsletter requested by Tony Simmons.	All

3 Matters for future consideration. Any other business

Ref	Comment	Action
	Discuss need for a budget in 2023. New displays needed.	

4 Date of next Meeting

Ref	Comment	Action
4.00	Wed 22 Feb 2023 2.30 in Foreman's Office	All