

MINUTES of Combe Mill Head of Technical Areas Meeting

Date of Meeting: Wed 22 Feb 2023. Minutes issued on 01 April 2023.
PRESENT: Derek Goddard, Peter Hirst, Richard Newman,, Bob Kitchener,
Tony Thirlby, Steve Foster, Brian Layt.
Absent: Bob Wheeler.
Meeting at: 2.30pm. Foremans office at Combe Mill.
Purpose of Meeting: Business and communication

1 Apologies

Ref	Comment	Action
1.00	None	

2 Committee organisation and business

	Comment	Action
2.01	Regular meetings agreed every 2 months and when needed by an HTA.	
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. Board response needed.	DRG/ Board
2.05	Risk Assessments. Two have been approved by Philip who has requested completion before end of Mar 2023.	All
2.06	New HTAs. All agreed the need Plumbing Tools, Cobblers Tools, Tinkering area and Boiler. Other recommendations to be sought.	All
2.07	HTA training of new volunteers. New Proficiency and competence certificates to be recommended. A new introduction course thought needed to include a "meeter and greeter" or a "buddy" scheme	DRG/ board
2.08	HTA regular monthly news for the newsletter requested by Tony Simmons.	All
2.09	Budgets. Meeting requested a budget for each HTA area of say £100 to cover regular items as needed. Request to board.	DRG/ board
2.10	New displays were thought good, essential and regular.	All

3 Matters for future consideration. Any other business

Ref	Comment	Action
3.	Method Statements. Board has requested MS updating & new be written.	All

4 Date of next Meeting

Ref	Comment	Action
4.00	Wed 03 May 23 2.30 in Foremans Office	All