

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 3rd April 2023
 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: Steve Foster, Wendy Foster, Derek Goddard, Margaret Gruber, Philip Hawtin, Tony Simmons, 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 13 th February 2023 were confirmed as a correct record of the meeting.	

3 Matters arising from previous meetings

Ref	Comment	Action
3.1	Fire alarm: Noted that the first step in obtaining a quote for a new or upgraded system would be for Terry Bailey to record what is known about the workings of the existing system.	
3.2	Fire drill feedback: The Wednesday fire drill happened because the alarm went off by itself rather than being manually triggered. Derek, as fire warden for 1 st floor, reported that Tony T needs assistance to evacuate the building. Wendy reported that the signing-in book, used to check that everyone on site was accounted for, did not show that two people had left the site. It was agreed that the signing-in book should be modified and that members and volunteers should be asked to record in the book the time that they leave the site. Also agreed that training sessions on the use of the evac chairs should be held on a Wednesday.	DG / WF PT
3.3	Foreman's Office Fire Exit Door: Tony had checked his files but could not find any details about a fire assessment before the 2012 refurbishment.	
3.4	Insurance of Volunteers: Peter reported that he had checked with the insurance agent who confirmed that volunteers are covered by the Society's Employee Liability insurance whenever they are working under the business's instruction, wherever that may be.	

Ref	Comment	Action
3.5	<p>Status of Risk Assessments: The Director Responsible for Safety presented the paper attached as Appendix 1. It was noted that 11 of the 13 major risk assessments were complete and the board thanked Philip for this achievement which amounted to around 30,000 words.</p> <p>The Board, having received from the DRS a verbal report of a delay in the production of the new Risk Assessment for the Blacksmithing Area together with an assurance that there are no known existing major safety issues in that Area, resolved to approve the continued operation of the Blacksmithing Area until the 30 April 2023.</p> <p>The board noted that work on the RA for the Model Engines area had not started so we cannot have a working display until the RA is approved.</p> <p>Also noted that all RAs will be due for review on 1st March 2024. HTAs will be asked to confirm the text or propose a change to be completed by 31st March. RAs are living documents and must remain up to date and relevant. They can be modified at any time.</p> <p>RAs and Method Statements will be kept in folders so that they are accessible but not intrusive.</p>	
3.6	<p>Winter Jobs List: Tony has regrouped the jobs list by skills area. Noted that lots of jobs had been completed. The list will be displayed on a new projects notice board – location to be decided.</p>	
3.7	<p>Wychwood Forest Fair: Peter confirmed that the mill has secured a pitch at this year's fair. Philip noted that he has a risk assessment that can be used for this event.</p>	
3.8	<p>AGM Planning: Peter reported that the Notice of AGM had been sent. So far, no applications for new trustees had been received.</p>	

4 Treasurer's Report

Ref	Comment	Action
4.1	<p>The treasurer provided the report in Appendix 2. Noted that most expenses are increasing. Better news is that Business Rates are only £25 per year and that bank interest is also increasing.</p>	

5 Health and Safety items

Ref	Comment	Action
5.1	<p>Move of Barn Engines: It was noted that Derek had resigned as understudy to the DRS and as acting HTA for Barn Engines and therefore Philip had taken on the role as DRS. Nigel Evans is assisting Philip and has completed the RA. Ray Pitts and Andrew Denmark, who will be carrying out the move, contributed to the draft and identified the major risks. They will be given Competent Person status.</p>	

6 Marquees for 2023

Ref	Comment	Action
6.1	<p>Noted that the Mill was let down over marquees for the March steaming event. This had been discussed at length by Steve and Margaret who proposed that a written contract be drawn up between the Mill and Ray Pitts for the supply of Marquees. This would cover roles & responsibilities, cost and compensation for failure to deliver.</p> <p>Steve agreed to discuss with Ray what he would want covered in a contract and to get an assurance from ray that he is committed to provide marquees for the April steaming event. The board supported this approach.</p>	SF

7 HAC Report

Ref	Comment	Action
7.1	Derek had circulated the latest HAC minutes (22/3/23) to the board on 1 st April. The board accepted the recommendations for renovation of the cornmill exhibit and the scrapping of the layshaft generator exhibit.	

8 Business Plan Update

Ref	Comment	Action
8.1	<p>Noted that there is a potential new volunteer interested in helping with marketing. Signing in process to MailChimp will need to be resolved.</p> <p>Noted Philip's view that the immediate threat is recruitment of new trustees/directors to carry out our future strategy.</p>	

9 Recruitment of Directors

Ref	Comment	Action
9.1	Noted the urgent need for new trustees able proactively to take on roles needed by the society.	

10 AOB

Ref	Comment	Action
10.1	Sissons Engine: The Board agreed to give Westonzoyland Pumping Station Museum a deadline to collect the engine by the end of April or it would be scrapped. The board agreed that we have taken all reasonable steps to dispose of the engine according to the Museums Association procedure.	
10.2	Wood Turning Experience: Noted that the trial run of a wood turning experience will be given on 12 th April by Tony Thurlby with Steve's grandson. This will be assessed for any necessary changes.	

11 Date of next meetings

Ref	Comment	Action
13.1	Scheduled board meeting – Mon 5 th June 2023 at 7:00 p.m. via Zoom.	

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

Peter Trowles
Minutes Sec

State of Play on Risk Assessments

Date: 2 April 2023

RA N ^{OS}	Topic	State off Play
RA01	Blacksmithing and Forge	Awaiting responses from HTA prior to completing final draft
RA02	Use of Band saw	Not yet started
RA03	Barn Engines, Pumps & Amusements in the Head Race Area.	Stalled due to plant move but way forward clear
RA04	Operation of the Beam Engine	Completed
RA05	Operation of the Historic Clocks	Completed
RA06	External Display and Picnic Areas	Completed
RA07A	Steam Raising Boiler: Operation	Completed
RA07B	Steam Raising Boiler: Maintenance	Not yet started
RA08	Small Steam Engine Operation	Completed
RA09	N ^q currently not in use	
RA10	Waterwheel Complex	Completed
RA11	Wood Turning	Completed
RA12	Lone Working	Completed
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	Completed
	Model engines	No draft so far available. Static displays only

Colour Code

Complete
Near certain
Significant uncertainty
RA02 & 07B little immediate concern
No person In charge

Philip Hawtin

Report from Treasurer – 03 April 2023**Current balance: @ 03 April 2023**

Bank	£23,079
Cash	£ 586
Savings Reserve (Redwood Bank)	£15,000

Significant Recent Income:

Blacksmithing Experience vouchers	£ 493
Member subscriptions	£ 327
Interest on savings	£ 246

Significant recent payments:

Tea room supplies	£ 785
Replacement Saniflo™	£ 624
New fencing/path materials	£ 514 (approx.)

Routine expenditure per month:

Telephone/broadband - £50

ZOOM - £15.59

Cleaner - £20 per week

Significant forthcoming expenditure:

Item		Forecast
Replacement water heater - tea room	Estimate	£650
Increased electricity bill	£188pm rises to £436pm	
Good news: Rates only £25.60 pa	After 80% Charity relief + Leisure relief 75% applied	