

Combe Mill Society

Agenda for Meeting



Ref N ^o	
Date of Meeting	12 th June 2023
Time of Meeting	19:00
Place of Meeting	Zoom videoconference
Purpose of Meeting	Scheduled Board Meeting

Distribution

All Directors

File

1. Apologies

2. Minutes of previous meeting

3. Matters arising from previous meetings

- a) Status of Risk Assessments
- b) Winter Jobs list – projects notice board

4. Treasurer's Report

5. Health & Safety items

- a) Report from the DRS (attached) on the outcome of a major safety inspection carried out in May and to consider and if thought appropriate to approve the 3 Resolutions contained therein.

6. Co-option of Nigel Evans as a Director and Trustee

- a) Proposed by Philip Hawtin (attachment 2)

7. Quote for Forge Repairs

8. Business Plan

9. Revised responsibilities of Board Members

10. AOB

11. Next Meetings

Peter Trowles
Minutes Secretary

COMBE MILL

Pre-Steamming Event: Safety Check List Actions arising at May Test

Form F07 Issue 10 (May 2023)

Actions Arising from Inspection carried out by the DRS on Wednesday May 17 2023. The responses describe the position as on 7 June.

Action N ^o	Non conformity identified	Action Required and by whom
	Foreman's Office	
1	The number of active hand sanitisers present on site has been reduced to four. Three of which are in the main building. The position is contrary to the existing Board resolution.	The need to reconcile the present position is covered by Action 14 (see below). This reads: Action 14; DRS to report the urgent need to review and revise the COVID arrangements as they affect the Society's activities. Response: The DRS will put an appropriate resolution to the Board (see Action 14)
2	An appropriate notice reflecting the current position needs to be prepared and attached to the various dispenser units	Response: The DRS will put an appropriate resolution to the Board (see Action 14)
3	The present arrangements are unacceptable. It is impossible to examine the condition of the chair in situ. And the chair is not visible from the line of sight at the emergency exit.	I recommend that there be a routine (annual) detailed inspection and exercise? Including the use of the chair to evacuate a person. Response: The DRS to submit an appropriate resolution to the Board
4	Most of the notices in place at entry to pattern shop have been removed.	The door is labelled as a self-closing fire door. If it is, it must not be obstructed. It was found wedged open. This is an offence. For which the Society could be prosecuted Response DRS to discuss position with PT and WF. Subsequent issues have arisen with the fire door to the lift alcove and these have been added to the original scope.
	Pattern Shop	

Action N ^o	Non conformity identified	Action Required and by whom
5	<p>Fire Extinguisher in place, within its annual service period and all seals are in place and undamaged.</p> <p>Care needs to be taken in positioning adjacent ladder it could obstruct the extinguisher.</p>	<p>Response: Present arrangements have been discussed with TB and are the best that are available given the Mill's structure.</p> <p>Item added to DRS's pre steaming checklist.</p>
6	<p>Are there any Pop up Tinkering Areas</p>	<p>This was a specific COVID requirement and will fall when the Board rescinds and or modifies the existing COVID special arrangements</p> <p>Response; The Tinkering Area is currently being reorganised by WF</p>
7	<p>Evac chair at the top of the stairwell in place, accessible and serviceable?</p>	<p>The space that was once around the chair was always tight. This has been further eroded and the current arrangements are sadly not acceptable.</p> <p>In particular the HTA</p> <p>Response: The present arrangements are unacceptable. Necessar4y revisions will be coordinated with the revision of the tinkering area and that envisage under Action 3.</p>
	<p>Water Wheel Room</p>	
8	<p>The walk way markings have not been put in place. Their need was identified by the risk assessment and consequently their absence is technically a breach of our safety arrangements.</p>	<p>Work needs to be completed by the July steaming.</p> <p>Response: The work is in hand</p>
9	<p>Tables stored on end were not properly secured.</p> <p>The large tables were absent from the storage area. The remaining smaller tables were held by a rope rather than the expected lock and change.</p>	<p>Response: The work is in hand</p>

Action N ^o	Non conformity identified	Action Required and by whom
10	There are a plethora of notices about the premises. They require a critical review and where they are necessary; their maintenance should be the responsibility of a single person.	One particular problem is that many of the present notices hark back to COVID times and assume a one way flow. This has been abandoned and several members told me that at certain times of day visitors are told to go contra flow. Response: Review and revise all notices in the area.
11	Hand sanitiser adjacent to Mill entry/exit door?	Response: The DRS will put an appropriate resolution to the Board (see Action 14)
	Tea Room	
		No Actions were noted in the Tea Room.
	External Grounds	
12	Hand sanitiser adjacent to the entry to the site	If we are to continue to supply hand sanitiser this is clearly a sensible place to put one. Response: The DRS will put an appropriate resolution to the Board (see Action 14)
13	Is the route to the mill building entrance clearly signed?	During COVID a one way system was put in place and rigorously enforced. These arrangements have been abandoned but no formal alternative arrangements have been introduced. Response: Action 13 subsumed into Action 14
	General	
14	Erratic application of the COVID requirements due to random abandonment.	The piecemeal withdrawal of the <i>de facto</i> COVID arrangements has led to a situation where many of the requirements as set out in the board's resolutions are no longer being observed. This is clearly unsatisfactory. Rectification: The DRS will seek the board's approval of one or more resolutions including the following actions: <ul style="list-style-type: none"> • abolishing the COVID emergency requirements • adopting more limited measures that the Society appears to wish to retain • ensuring that any necessary notices are produced or revised, and appropriately displayed.
	Boiler House &	Lift Corridor

Action N ^o	Non conformity identified	Action Required and by whom
15		<p>No Actions were noted in these Areas. But there is a hand sanitising unit that is not always placed in the bracket.</p> <p>The DRS will ensure the unit is either displayed properly or withdrawn.</p>
	<p>Final thought</p>	
	<p>There were approximately 100 items on the draft check list used for the original survey</p>	<p>15% of the items examined required some kind of remedial action.</p> <p>This paper describes the way that the problems are being addressed.</p>

Proposed Resolutions for the Board

The Board is invite to resolve that:

Resolution 1: With the exception of any items specified in Resolution 2, all emergency COVID arrangements shall be withdrawn with immediate effect.

Resolution 2: The hands’ cleansing sanitisers located at various points around the site shall be exempt from Resolution 1 and henceforth treated as conventional hygiene arrangements.

Resolution 3: The DRS shall be responsible for ensuring that all other actions set out in this paper are satisfactorily completed.

- Note (not forming part of Resolution 3) these conclusions may include that the original proposal be modified or was unnecessary.

Co-option of Nigel Evans to the Board

Sometime ago I approached Nigel with a view to persuading him to allow me to propose his co-option to the Board. He told me that he had produced a document containing his thoughts, which he showed to me. The opinions are his and he formed them following conversations with other members. I strongly identified with his views.

Nigel clearly enjoys his connections with Mill and has made contributions in many fields. In my opinion the views he expresses in his document are shared by the Board but we sometimes struggle to find a way forward. As Dr Johnson observed "*change is seldom without inconvenience, even from worse to better*" The Society needs to change and to do this we need the help of persons such as Nigel. I strongly urge the Board to co-opt Nigel Evans.

Philip Hawtin
9 June 2023