

Minutes of Directors Meeting

Ref No:
 Date of Meeting: 12th June 2023
 Time of Meeting: 19:00
 Place of Meeting: Zoom video conference
 Purpose of Meeting: Scheduled Board Meeting of Combe Mill Society

<p>Distribution: Directors: Nigel Evans, Wendy Foster, Derek Goddard, Margaret Gruber, Philip Hawtin, Tony Simmons, Peter Trowles. Noticeboard, Website Members' page</p>

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 3 rd April 2023 were confirmed as a correct record of the meeting.	

3 Matters arising from previous meetings

Ref	Comment	Action
3.1	Status of Risk Assessments: Noted that a draft RA for the Model Engines Area had been received by the DRS. Also noted that the Blacksmithing RA had been approved.	
3.2	Winter Jobs List: Noted that the projects notice board is ready to be put up. Various locations were suggested. Final decision to be made next Weds at the mill.	
3.3	Contract for provision of Marquees: Noted that no progress had yet been made on this.	

4 Treasurer's Report

Ref	Comment	Action
4.1	<p>The treasurer provided the report in Appendix 1. WF suggested that the groundworks referred to in the report was not on the approved jobs list and that the Grounds HTA had not been asked about carrying out the work. It was also done at an inappropriate time while the mill was open to the public. PH noted that strategy and the deployment of resources are the board's responsibility.</p> <p>It was agreed to hold a further prioritisation review of the jobs list on Weds 14th June and to prioritise jobs that must be done by the Autumn.</p> <p>DG was asked to raise the use of the jobs list at the next HTA meeting.</p>	<p>All</p> <p>DG</p>

5 Health and Safety items

Ref	Comment	Action
5.1	<p>The Director Responsible for Safety presented the report on the safety checklist in Appendix 2. Of the 100 items on the list, problems had been identified with 14 of them. The DRS proposed 3 resolutions which were approved:</p> <p>Resolution 1: With the exception of any items specified in Resolution 2, all emergency COVID arrangements shall be withdrawn with immediate effect.</p> <p>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.</p> <p>Resolution 3: The DRS shall be responsible for ensuring that all other actions set out in this paper are satisfactorily completed.</p> <ul style="list-style-type: none"> Note (not forming part of Resolution 3) these conclusions may include that the original proposal be modified or was unnecessary. 	

6 Co-option of Nigel Evans to the Board

Ref	Comment	Action
6.1	<p>PH proposed that Nigel Evans be co-opted as a director and trustee of the Society. He reported that Nigel had written some thoughts and suggestions about the running of the society and possible changes that should be considered. It was agreed that Philip should circulate Nigel's document to board members to read. The proposal to co-opt would then be handled by the written resolution procedure.</p> <p>(Secretary's note: The written resolution was subsequently approved and Nigel Evans was co-opted to the board.)</p>	

7 Quote for Forge Repairs

Ref	Comment	Action
7.1	<p>The treasurer presented the report in Appendix 3. A request for proposal had been sent to four firms to remove the forge and repair the cracks in the structure. Two quotes had been received, one of which (CIWS) was a comprehensive proposal. This quote was reduced after discussion about the need for a hood liner, but is still £36,560 + VAT = £43,872. The cost of removing the brick flue and reinstating it would need to be added to this.</p> <p>The other quote (Slinden) is for £3,700 + VAT for welding only, i.e. we would need to arrange removal and transport to their works ourselves.</p> <p>Grant funding applications have been started.</p> <p>The board noted that a key decision for the funding will be how much of our own money we are able to contribute to the costs.</p> <p>It was agreed that Slinden should be invited to visit the mill to back-up their quote.</p>	

8 Business Plan Update

Ref	Comment	Action
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Ref	Comment	Action
8.1	Agreed that Business Plan should be a standing item on the agenda and the main focus for the next board meeting.	

9 Responsibilities of Board Members

Ref	Comment	Action
9.1	<p>Steve informed the board that he now wished to resign as a director and HTA for Grounds.</p> <p>With the recruitment of two new volunteers, Wendy has been able to reduce her involvement with the tea room and will focus on her Education role when possible.</p> <p>With no one volunteering for the formal role of chairman, Philip noted that, as a minimum, the board must have someone to chair its meetings. Peter agreed to chair the board meetings going forward.</p>	

10 AOB

Ref	Comment	Action
10.1	<p>HAC Update: a) The offer of a weathervane featuring a blacksmith was accepted from Keith Johnson. This will be fixed to the Tea Room.</p> <p>b) The HAC Terms of Reference now at Issue 4 were approved by the board.</p> <p>c) The Sissons engine had been collected by Westonzoyland Museum.</p>	

11 Vote of Thanks

Ref	Comment	Action
11.1	All board members gave a vote of thanks to Steve for all the work he had done to support the mill.	

12 Date of next meetings

Ref	Comment	Action
12.1	Scheduled board meeting – Mon 17 th July 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

Report from Treasurer – 12 June 2023**Current balance: @ 12 June 2023**

Bank	£24,830
Cash	£ 790
Savings Reserve (Redwood Bank)	£15,000

Significant Recent Income:

Gift Aid refund	£626.86
Doreen Turner donation	£200

Significant recent payments:

Picnic area groundworks	£346.46
Tea room water boiler + install	£780.00
Director and Officer Insurance	£218.40
Lift service contact	£318.00

Routine expenditure per month:

Telephone/broadband - £50

ZOOM - £15.59

Cleaner - £20 per week

Significant forthcoming expenditure:

Item		Forecast
Fee for forge survey	Quotation	£1075 + vat

Tony Simmons - Treasurer

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 re-organised 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. Necessary 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		No Actions were noted in these Areas. But there is a hand sanitising unit that is not always placed in the bracket. The DRS will ensure the unit is either displayed properly or withdrawn.
	Final thought	
	There were approximately 100 items on the draft check list used for the original survey	15% of the items examined required some kind of remedial action. This paper describes the way that the problems are being addressed.

- **Proposed Resolutions for the Board**

The Board is invited 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.

Appendix 3 Forge Refurbishment Project



Project Report @ 12 June 2023

Permissions: Received from WODC for English Heritage and from Blenheim Estate.

Brief: Briefing document for the required work written and issued

Enquiries issued to:

Cast Iron Welding Services (CIWS)	Survey made and quote received
Slindon Services	Welding only quote received
Shilton Cast Iron & Welding	Declined
Starweld Engineering Ltd	Declined

Research: Several emails issued seeking information about any other surviving Andy Handy-side forges

Mike Nevell of the Industrial Heritage Network is asking the IHN network for any information about any similar forge and also asking the Ironbridge museum conservation people for advice on cast iron welding.

Requests for support: A letter has been sent to John Woods of the IMechE asking if he can get a letter of support for this work.

Costs: CIWS initially quoted £41,960 which included a stainless steel hood liner and the cost of two replacement tuyers.

The hood temperature was measured as no greater than 47degC after a day alight and CIWS told of this and asked to requote

CIWS second quote is for £36,560 – excl tuyers and inner lining.

CIWS cost of two tuyers is £3,200

Slindon have quoted £3,700 for welding only of hood and left rear panel, subject to checks on inspection once received at their work.

NOTE – all prices exclude VAT.

Estimates: We need to estimate the cost of brickwork removal and replacement.

Fund raising:

Several sources of funds have been identified:

Pilgrim Trust
Association of Industrial Archeology
Garfield Weston Trust
Blenheim Estate

A start has been made writing a generic application.

Questions arise – should we apply separately to each fund?

NEXT STEPS:

See if Keith Johnson has any contacts that could dismantle and transport the forge for welding repair.

Ask if Slindon will visit to survey the job.