

Ref N<sup>o</sup>  
Date of Meeting 4<sup>th</sup> September 2023  
Time of Meeting 19:00  
Place of Meeting Zoom videoconference  
Purpose of Meeting Scheduled Board Meeting

<b>Distribution</b>
All Directors
File

**1. Apologies**

**2. Minutes of previous meeting**

**3. Treasurer's Report**

**4. Health & Safety items**

- a) Steaming of the beam engine

**5. Appropriate time to perform jobs on the list**

**6. Code of Conduct / Dress Code / Music on open days**

**7. Business Plan**

**8. HTA Meeting Feedback**

**9. HAC Meeting Feedback**

**10. Christmas Fair**

**11. AOB**

**12. Next Meetings**

Peter Trowles  
Minutes Secretary