

# MINUTES of Combe Mill Head of Technical Areas Meeting

**Date of Meeting:** Thurs 22 Sept 2022.

**Present:** Derek Goddard, Peter Hirst,  
Clive Brimson, Bob Kitchener.

**Copies to:** Those present.  
Other HTAs Richard Newman, Tony Thirlby, Brian Layt, Bob Wheeler.

**Meeting at:** 7.30pm. Tearoom at Combe Mill.

**Purpose of Meeting:** Inaugural Meeting

## 1 Apologies

| Ref | Comment  | Action |
|-----|--|--------|
| 1   | Richard Newman, Tony Thurlby, Brian Layt, Bob Wheeler. |        |

## 2 Committee organisation and business

|      | Comment   | Action           |
|------|---|------------------|
| 2.01 | The meeting accepted the writer as Lead HTA who would temporarily be chairman and write the minutes. Agreed that a draft of the minutes of every meeting be circulation to all those present to approve. Then the final version can be issued to Board members and the members website.   | All              |
| 2.02 | Decided meetings be held every 2 months, but on a Wed pm.   |                  |
| 2.03 | Redefine HTA roles. After 2.04 complete, at next meeting, redefine technical, heritage and financial responsibilities   | All next meeting |
| 2.04 | The website HTA description needs expanding. Proposal to be circulated to all for discussion at next meeting.   | DRG and All      |
| 2.05 | Risk Assessments. Board has asked, as a priority, that we all write and issue in the latest format, using Form:52-v1DA. All agreed this was necessary but a big task which would need some help. Philip will be giving us and all members, guidance in the use of the new expanded format. What date can we plan for completion ? | All HTA          |
| 2.06 | New HTAs. All agreed that new HTA s are needed. Recommendations to be prepared for Board sanction.  | All              |

## 3 Matters for future consideration. Any other business

| Ref | Comment | Action |
|-----|---------|--------|
|     | None    |        |

## 4 Date of next Meeting

| Ref  | Comment                                     | Action |
|------|---|--------|
| 4.00 | Wed 23 Nov 2022 at 2.30 in Foreman's Office | All    |

Proposed HTA DESCRIPTION revision 1.

The private members site description of our role on 29 Nov 22 was....

<https://combemill.info/technical-areas-certification/>

## **"Heads of Technical Area and List of certified members**

This page is about how we manage the safe working of the Mill

Each area within the Mill is overseen by a **Head of Technical Area**. These appointees have the authority to decide the skill level of each volunteer within their area and will make recommendations to the Board

Certificates are issued on behalf of the Board to volunteers depending upon their skill level and their capability to work safely with the equipment and with the public.

Certificate of Proficiency are issued.....

Certificate of Competence are issued.....

''

HTA members have discussed and propose to the Board that the following more fully describes what they do.

An HTA (Head of Technical Area) is responsible to the Board of Trustees and manages.....

### **1. Objects**

Heritage, research, presentation, maintenance and sensitive repair.

### **2. People**

Visitor entertainment, education and support.

Volunteer training, skill levels, well being.

Issue of Certificates of proficiency and competence.

### **3. Safety**

Of Objects and people.

Risk Assessments production and regular review