

Minutes of Combe Mill Head of Technical Areas Meeting

Date of Meeting: Wed 09 Aug 2023.

Attended: Derek Goddard, Peter Hirst, Richard Newman, Tony Thirlby.

Meeting at: 2.30pm. Foremans office at Combe Mill.

Purpose of Meeting: Business and communication

1 Apologies

Ref	Comment	Action
1.00	Bob Kitchener	

2 Committee organisation and business

	Comment	Action
2.04	The website HTA description needs expanding. Agreed the Proposed HTA DESCRIPTION rev 1 of 26 Nov 2022. Not yet fully discussed by Board	DRG/ Board
2.05	Risk Assessments. All now signed off by PH. Item closed.	
2.06	New HTAs. All agreed the need for Plumbing Tools, Cobblers Tools, Tinkering area and Boiler. Other recommendations to be sought.	All
2.07	HTA training of new volunteers. Nigel is preparing a new approach to volunteer recruitment and Board will be asking our training plans in the near future. It is difficult to train as we are becoming busier with visitor enquiries. So training "on-the-job" has to be done.	All
2.08	HTA regular monthly news for the newsletter requested by Tony Simmons.	All
2.09	Budgets. Item closed	
2.10	Winter Job list . Board requested our Jobs planned for Winter 23/24	All
2.11	Our past minutes on the members website are now correct. Item closed	
2.12	Method Statements. Board has requested MS updating & new be written.	All

3 Matters for future consideration. Any other business

Ref	Comment	Action
3.	None	

4 Date of next Meeting

Ref	Comment	Action
4.00	Proposed Wed 11 Oct 2023 2.30 in Foremans Office, unless as requested.	All