

Ref N <sup>o</sup>	
Date of Meeting	6 <sup>th</sup> November 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**

Matters arising – apology for cancellation of 1<sup>st</sup> Nov members' meeting

## **3. Treasurer's Report**

## **4. Health & Safety items**

- a) Ban on public steaming of the Beam Engine – See Attachment 1
- b) New edition of the Safety Policy and withdrawal of CMS-MS-00v3 – A copy of v8 of the Policy was circulated by the DRS on 29<sup>th</sup> October 2023.
- c) Additional Delegatee to act as HTA for the Steam Raising Boiler – See Attachment 2.
- d) Immediate future arrangements to cover the post of HTA for the Beam Engine – See Attachment 3. Resolutions 1 and 2.
- e) Winter Steam Training Sessions – To hear a verbal report and proposal from the DRS.

## **5. Tasks to reallocate from Richard N – see Attachment 4**

## **6. Winter job list**

Note that Terry Bailey has asked electricians to quote for replacement of engine room and forge fluorescent lighting with non-dimmable LEDs. Also for addition of spotlights in front of beam engine to better illuminate and another power outlet in the Foreman's Office outer front wall.

## **7. Appointment of person to be responsible for Barn Engines**

## **8. Proposed new fees and charges for 2024 – comments sought**

## **9. Proposed events calendar for 2024 – need for separate meeting**

## **10. Report on Forge hearth repair and recommendation not to proceed**

## **11. Request from Curve Media to be location for Salvage Hunters**

## **12. Proposed visit by about 40 people from Dacorum U3A**

## **13. Status and next steps with Maintenance Plan**

## **14. Status of Photographic Condition Report**

- 15. Feedback on recent communication with Blenheim and consider asking for an extension to lease**
- 16. HTA Meeting Feedback**
- 17. HAC Meeting Feedback**
- 18. Christmas Fair**
- 19. AOB**
- 20. Next Meetings**

Peter Trowles  
Minutes Secretary

## **Emergency Ban on Steaming the Beam Engine**

The former HTA of the Beam Engine has resigned. His departure means that the Society presently has insufficient Proficient and Competent Persons to allow the Beam Engine to be safely steamed in the presence of substantial numbers of Visitors.

I have accordingly, under emergency powers delegated to me by the Board, made an order banning the steaming of the beam engine when there are visitors present on the site that could enter the main Mill Building.

In order to minimise unnecessary impact on the Society's business I have determined that visitors whose reason for presence at the Mill falls into one of the following reasons will not trigger the automatic ban:

- Visitors having official business at the Mill
- Visitors undergoing a blacksmith's experience provided they are supervised whenever in the main Mill building
- Visitors coming onto the site for the sole purpose of using the Tea Room

Any visitors, not covered by an exemption, found on site when the Beam Engine is in Steam must be asked to leave immediately.

The ban came into effect at 0.00 on 1<sup>st</sup> November 2023 and will remain in place until removed by Resolution of the Board.

Philip Hawtin  
Director Responsible for Safety  
1<sup>st</sup> November 2023

## **Additional Delegatee to act as HTA for the Steam Raising Boiler**

### **Request from the DRS**

As the Board is aware the boiler house has had no HTA for some time and the Directors made arrangements to delegate their powers and responsibilities to two Directors as Delegatees. Indeed, the recommended response for the Beam Engine (see paper entitled Replacement HTA for the Beam Engine) is based on this experience.

One of the original Boiler House Delegatees became ill and is no longer a member. He needs to be replaced so that the Board's procedures remain compliant with our Articles.

The Board is therefore invited to approve the following resolution that:

**Under the terms of Article 47 (1), Nigel Evans, acting together with the existing delegatee (Philip Hawtin), be empowered to exercise on behalf of the Board all the powers of the HTA of the Steam Raising Boiler's HTA.**

P Hawtin  
DRS

## Replacement HTA for the Beam Engine

### Preamble

As the Board is aware Peter Hirst has retired as the HTA for the Beam Engine. Our thanks, on behalf of the Society, are due to Peter for his various efforts over many years and in particular his determination to see out the 2022-23 year when he was unwell. I therefore propose the following resolution:

**Resolution 1: To instruct the Secretary to write to Peter Hirst thanking him for his efforts over the years.**

It is my hope that after the passing of this proposed resolution, the secretary will be able to write in the minutes: 'Carried with acclamation'.

### Future coverage of the HTA role

There are currently no suitable persons available to fill this post. Responsibility for the safe operation of the Technical Area falls directly onto the Board. When this problem arose in the past, the Board made use of its powers under Article 47 (1). This reads "The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book."

Over the last few months Philip Hawtin and increasingly Nigel Evans have been assisting Peter Hirst. Now that Peter has retired, it is proposed that Nigel and Philip be formally appointed to undertake the role of the HTA under the Board's Powers of delegation.

I therefore propose the following resolution:

**Resolution 2: To empower, under the terms of Article 47 (1), Nigel Evans and Philip Hawtin to exercise as Delegates on behalf of the Board all the powers of the HTA of the Beam Engine's HTA.**

**Note:** the significance of the wording of this delegation is that whereas the position of an HTA is given a guarantee of independence this is not available to persons appointed under the above resolution.

P Hawtin  
DRS

## **Richard's Tasks to be transferred to other Volunteers.**

**A Nominated person to be responsible for the Mill's Marquees.** Erecting, Taking Down, Cleaning, Drying Out and Storage. Gazebos are already supervised by others.

**Wednesday Non-Steaming Open Days** someone to open the Mill – put out Car Parking Signs, Tensator Barriers outside of Beam Engine Room, Life Rings, unlock Bridge Gate, switch on all displays, open Gear Wheel Room door. Note – Terry Bailey usually unlocks the Mill Building, Tea Room and Sheds also checks the lift only, generally nothing at the end of the day except for locking up the riverside shed on some days.

At the end of the day, switch off all displays, put in all signs, barriers & Life Rings, lock the Bridge Gate, check that Fuel & Gas cages are locked. Check everyone has left the buildings, switch off all lights and check taps are off, close all internal doors, lock all external doors of the Mill Building, Tea Room and Sheds.

**Winter Wednesdays** someone to carry out all of the above except Car Parking Signs, Tensator Barriers & switching off displays. Turn down Foreman's Office Thermostat.

**Sunday Steaming Days at 0745am** – someone to unlock the Mill Building External Doors, Tea Room & Sheds. Check the lift, put out Car Parking Signs, Tensator Barriers outside of Beam Engine Room, Life Rings, unlock Bridge Gate, switch on all displays, open Gear Wheel Room door. At the end of the day, switch off all displays, check that all signs, barriers & Life Rings are in, lock the Bridge Gate, check that Fuel & Gas cages are locked. Check everyone has left the buildings, switch off all lights and check taps are off, close all internal doors, lock all external doors of the Mill Building, Tea Room and Sheds.

**Group Visit Days** someone to unlock the Mill Building External Doors, Tea Room & Sheds. Check the lift, put out Car Parking Signs, Tensator Barriers outside of Beam Engine Room, Life Rings, unlock Bridge Gate, switch on all displays, open Gear Wheel Room door. At the end of the day, switch off all displays, put in all signs, barriers & Life Rings, lock the Bridge Gate, check that Fuel & Gas cages are locked. Check everyone has left the buildings, switch off all lights and check taps are off, close all internal doors, lock all external doors of the Mill Building, Tea Room and Sheds.

**New Beam Engine HTA/Team** to lubricate Beam Engine and associated large bearings on day before Steaming or on the morning.

**HTA of Waterwheel**, hopefully eventually Keith Johnson will take over this.

**Tea Room Toilets** someone to assist Cliff with re-stocking consumables, emptying waste bins and cleaning between bookings as required on Wednesdays, Steaming Sundays and Group Visit days.

**Tea Room waste bins and Wheelie Bins** – empty waste bins into correct Wheelie Bins, monitor correct contents of Wheelie Bins and put out for emptying.