

# COMBE MILL SOCIETY



## REFERENCE MANUAL

Combe Mill Society  
Blenheim Palace Sawmill  
Combe  
Witney  
Oxfordshire  
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Web site: [www.combemill.org](http://www.combemill.org)

## Register

Issue	Date	Reason for change	Appr	
A.0	06/11/21	Information		
A.1	15/03/22	Updated		
A.2	01/11/22	Revised		
B	16/06//23	Updated		

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## Approvals

Name of Director	Signature of Director	Issue Approved

This Reference Manual will, as far as reasonably practicable, be reviewed every six months or whenever there is a significant change in the environment in which the Society operates.

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## 1 Table of Contents

<b>1</b>	<b>Table of Contents .....</b>	<b>4</b>
<b>2</b>	<b>Introduction.....</b>	<b>8</b>
<b>3</b>	<b>Combe Mill Society .....</b>	<b>8</b>
3.1	Registered Address .....	8
3.2	Lease .....	8
3.3	Liaison with Blenheim .....	9
3.4	License to use Julie's Meadow .....	9
3.5	License to locate second shed.....	9
<b>4</b>	<b>Organisation .....</b>	<b>9</b>
4.1	Membership .....	9
4.1.1	Full or family member.....	10
4.1.2	Friend.....	10
4.1.3	Volunteer.....	10
4.1.4	Honorary Member .....	10
4.2	Directors .....	10
4.3	Volunteering.....	11
4.4	Heads of Technical Areas.....	11
4.5	Heritage Advisory Committee .....	11
4.6	Roles within the society .....	12
<b>5</b>	<b>Relevant documents .....</b>	<b>12</b>
<b>6</b>	<b>Reporting arrangements .....</b>	<b>13</b>
6.1	Minutes of meetings.....	13
6.2	Treasurers reports .....	13
6.3	Trustees Report.....	13
6.4	Annual Accounts.....	13
6.5	Heritage Advisory Group Reports .....	13
6.6	Incident reports .....	13
<b>7</b>	<b>Financial arrangements.....</b>	<b>13</b>
7.1	Banking details.....	13
7.2	Accountant.....	14
7.3	Tax Office .....	14
7.4	Insurance Broker.....	14

---

7.5	Gift Aid .....	14
7.6	CAF Charity Aid Foundation .....	14
<b>8</b>	<b>Policies and Procedures .....</b>	<b>15</b>
8.1	List of Policies .....	15
8.2	List of Procedures .....	15
8.3	Risk assessment and Method Statements .....	15
8.4	COSH Data Sheets .....	15
<b>9</b>	<b>Sources of income .....</b>	<b>15</b>
9.1	Grants .....	15
9.2	Admissions .....	15
9.3	Tea Room .....	15
9.4	Room Hire .....	15
9.5	Retail .....	15
9.5.1	Made items .....	16
9.5.2	Society publications .....	16
9.6	Forge .....	16
9.7	Experience vouchers .....	16
9.8	Group visits .....	16
<b>10</b>	<b>Activities and Events .....</b>	<b>16</b>
<b>11</b>	<b>Learning .....</b>	<b>17</b>
<b>12</b>	<b>Marketing and Promotion .....</b>	<b>17</b>
12.1	Branding .....	17
12.1.1	Presentation .....	17
12.1.2	Millie the Mill Cat .....	17
12.2	Website .....	17
12.3	Social media .....	18
12.4	Leaflets and flyers .....	18
12.5	Brown Tourism Signs .....	18
12.6	Temporary Road Signs .....	18
<b>13</b>	<b>Information Technology .....</b>	<b>18</b>
13.1	Dropbox .....	19
13.2	Gmail .....	19
13.3	PayPal .....	19
13.4	Zettle .....	19

---

13.5	Software.....	19
<b>14</b>	<b>Relationships with other bodies .....</b>	<b>20</b>
14.1	Memberships .....	20
14.2	Partnerships.....	20
<b>15</b>	<b>Achieving Safety .....</b>	<b>21</b>
15.1	Fire Marshals .....	21
15.2	Competencies etc. ....	21
15.3	Routine Inspections and Tests.....	21
15.3.1	Fire Alarms.....	21
15.3.2	Ladders .....	21
15.4	Incident Reporting.....	21
15.5	Accident Book.....	21
<b>16</b>	<b>Building .....</b>	<b>21</b>
16.1	Access to buildings .....	22
16.2	Heating .....	22
<b>17</b>	<b>Society Assets.....</b>	<b>22</b>
<b>18</b>	<b>Collection Management.....</b>	<b>22</b>
<b>19</b>	<b>Storage places.....</b>	<b>23</b>
19.1	Foremans’s Office attic .....	23
19.2	Foreman’s Office Turret Cupboard .....	23
19.3	Footman’s Bathroom.....	23
19.4	Maintenance Shed.....	23
19.5	Operations Shed.....	23
19.6	Woodland tool shed .....	24
19.7	Oil storage tank cupboard.....	24
<b>20</b>	<b>Standard Labels and Forms .....</b>	<b>24</b>
<b>21</b>	<b>Appendix A – Names of Board Members.....</b>	<b>24</b>
<b>22</b>	<b>Appendix E - Incident reports.....</b>	<b>24</b>
<b>23</b>	<b>Appendix F – Suppliers .....</b>	<b>25</b>
23.1	Utilities .....	25
23.2	Consumables .....	25
23.3	First Aid Cover .....	25
23.4	Servicing .....	26

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23.5	Educational Supplies .....	26
23.6	Breakdowns .....	26
23.7	Repairs and Installation .....	26
23.8	Printing.....	27
23.9	Photography .....	27
23.10	Catering .....	27
23.11	Retail Suppliers.....	27
23.12	Marquees and Gazebos.....	27

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## 2 Introduction

This document is the single point record of how to understand how Combe Mill Society is run and Combe Mill operated and maintained.

The document refers to other documents extensively where such documents hold the source data. The latest version of such documents must be consulted when seeking information.

## 3 Combe Mill Society

Legal constitution	Articles of Association. Company limited by guarantee. Revised 2021
Charitable status	Registered Charity # 1111029
Company registration	Company Registration # 03784507
Patrons	None
Financial Year begins	01 April

### 3.1 Registered Address

Combe Mill Society  
Combe Mill  
Blenheim Palace Sawmills  
Combe  
Oxfordshire  
OX29 8ET  
Tel 01993 358694  
e-mail [secretary@combemill.org](mailto:secretary@combemill.org)  
[www.combemill.org](http://www.combemill.org)

### 3.2 Lease

Our occupancy of Combe Mill is under a leasehold agreement with the Vanbrugh Trust that acts for Blenheim Estate.

Our point of contact concerning leasehold matters is Mr Harry Foley  
(HFoley@blenheimpalace.com)

Under the terms of the lease we are required to advise Blenheim ahead of time of our eight steam event dates each year and of our Xmas Market event.



The lease is non-repairing and the lease amount payable is subject to review every five years and indexed to the RPI.

The condition of the Mill was defined in a baseline document in 2009 (Building Condition Report – July 2009) prepared by Tony Simmons and incorporated into the lease.

### *3.3 Liaison with Blenheim*

Our interface concerning day to day matters with respect to our lease is Mr Harry Foley (HFoley@blenheimpalace.com)

We also deal with Paul Loakes of their maintenance department who lives next door but one from the Mill.

We provide a water consumption reading each month to Nicola Oliver in the accounts office with the details. Water charges are invoiced in an ad hoc manner and payable to the Vanbrugh Trust.

Rent is invoiced annually and payable to the Vanbrugh Trust.

Our contact regarding the license to use the Forest Trail is Rachel Furness-Smith (for Roy Cox).

### *3.4 License to use Julie's Meadow*

We have a license from Blenheim Estate to be permitted to take accompanied groups across the water meadow and into the Forest Trail within Mill Wood.

The agreement is renewed annually and we have an unwritten obligation to help maintain the trail.

### *3.5 License to locate second shed*

We have a license from Blenheim Estate to be permitted to erect a second storage shed outside our leased area. The license is for the duration of our lease on the Mill.

## **4 Organisation**

Because we are both a registered charity and a company limited by guarantee, the elected members of the governing body are both Directors and Trustees.

Refer to the *Articles of Association* for complete details.

### *4.1 Membership*

On payment of the relevant annual subscription, members are issued with a membership card. This is a bar coded laminated card and is not re-issued each year. Members might be

required to present the card on entry to an event, at the Tea Room or Retail Stall to prove entitlement to membership benefit.

Communication with Members – minutes of committee meetings are circulated among attendees and posted on the website. A monthly newsletter is issued to inform members.

Newsletters – the Editor maintains a file of past issues of the newsletter. Past issues are also available on the Society's web site.

Membership subscriptions – are set each year by the Board and become payable on 1 January.

There are three 'grades' of membership:

**4.1.1 Full or family member**

These are members who regularly come to the Mill and take part in activities.

They pay an annual membership fee. Have voting rights and all society benefits.  
They receive the monthly newsletter

**4.1.2 Friend**

These are former active members and supporters unable to regularly attend and actively help in Mill activities.

They pay an annual fee. Have no voting rights. Friends receive the monthly newsletter

**4.1.3 Volunteer**

This grade is for new recruits. After a short period as volunteer they are invited to either become a member or friend.

They pay no fee. Volunteers receive the monthly newsletter.

**4.1.4 Honorary Member**

These are those who have been awarded honorary status in recognition of some significant contribution to the Society.

## **4.2 Directors**

Directors are elected by the membership.

The Board is permitted to co-opt other society members to serve on the Committee. The co-option lasts until the next General Meeting.

Format of meeting Agendas and frequency – The Board holds scheduled meetings to plan the business of the Society. Other meetings may be called by any director. An Agenda is issued by the Secretary ahead of each meeting.

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Monthly check list – the Secretary maintains a monthly check list so that regular tasks (such as insurance renewal) are not overlooked.

### 4.3 *Volunteering*

The successful operation of Combe Mill depends on our volunteers and documented procedures exist to help provide an environment for volunteers that is conducive to their enjoyment and safety.

See the society website for details of:

	<b>Title</b>
	Volunteering Policy
	Volunteering Procedure
	Guide to Volunteering
	Volunteering Manual - Introduction for new volunteers
	Expression of Interest Form (Why not Volunteer)

### 4.4 *Heads of Technical Areas*

The Trustees place much emphasis on keeping members, volunteers and visitors safe when at the Mill. Risk assessments exist and are maintained for safety related activities and several technical areas have been identified.

For each technical area a Head of Technical Area has been appointed by the Trustees. The HTA is deemed 'proficient' in that area and is authorised to define others as 'competent' to work in that area under supervision of a proficient person.

Refer to the Member's website for details.

### 4.5 *Heritage Advisory Committee*

The Heritage Advisory Committee exists to vet all proposed work in the Mill to ensure it does not compromise the integrity of the heritage or objects or fabric.

It also considered all offers of items to the Mill.

See society website for more details and reports of past meetings

## 4.6 Roles within the society

The current role descriptions were written in 'management speak' but probably ought to be rewritten to appeal to potential volunteers.

	Role	
	Chairman	
	Company Secretary	
	Treasurer	
	Senior Blacksmith	
	Education manager	
	Building Manager	
	Minute Secretary	
	Membership Secretary	
	Bookings Secretary	
	Archivist & Curator	
	Newsletter Editor	
	Fund Raiser	
	Tea Room manager	
	Ticket Seller / Steward	
	Car Park Attendant	
	Tour Guide	

## 5 Relevant documents

	Document	Status
	Articles of Association	2021
	Business Plan	Ver 7.1 issued 15 Jan 2015
	Reference Manual	This document
	Emergencies & Fire Management Plan	Vers 5 30Dec 2012
	Report to Charity Commission	Report of the Trustees for the year ended 31 March 2021
	Accounts to Companies House	Latest for y/e 31 March 2019
	Volunteering Policy	Version approved 7 March 2013
	PR Plan	None

## **6 Reporting arrangements**

### *6.1 Minutes of meetings*

### *6.2 Treasurers reports*

### *6.3 Trustees Report*

### *6.4 Annual Accounts*

### *6.5 Heritage Advisory Group Reports*

### *6.6 Incident reports*

Untoward incidents are reported to the Director Responsible for Safety and referred to the Board for assessment and decision on actions. See appendix

## **7 Financial arrangements**

Refer to the Financial Policy and Procedures manual for full information on how the society's finances are managed.

Income and expenditure records are held by the Treasurer using Mamut DO\$H and NCH Express Accounts software and summarised for each financial year on an Excel cash flow spreadsheet.

Members and volunteers are eligible for reimbursement of reasonable expenses.

Products and services needed for maintenance and operational reasons are usually purchased by the Treasurer.

Payments by the Treasurer are either by Bank Transfer or Society Debit Card. A form is completed for each of such transactions.

Cash payments are recorded on Petty Cash Vouchers attached to the till receipt.

A Petty Cash sum is held by the Treasurer for day to day reimbursement of expenses.

Members are asked to sign a receipt when receiving significant reimbursements in the form of cash.

Receipts and Invoices are filed for each month in a lever arch file and records held for eight years. Archive files are stored in the attic of the Foreman's Office.

### *7.1 Banking details*

Current account held at Lloyds Bank  
Carfax Branch  
Sort Code 30-19-83  
A/c # 00213458

## *7.2 Accountant*

Andrew A Adams & Co Ltd  
Cherry House  
Pond Hill  
Stonesfield  
Oxfordshire OX29 8PZ  
Tel 01993 891289 Mobile 07790 854574  
Email [aaadams@talktalk.net](mailto:aaadams@talktalk.net)

## *7.3 Tax Office*

As a registered company we are liable to pay Corporation Tax. Every so many years we are sent a form to declare our financial situation. To date we have been deemed not to have to pay corporation tax. In future years our Accountant needs to deal with this matter.

The local tax (rates) is dealt with by WODC. We are sent a form each year to claim rate relief. As a registered charity we receive an 80% relief. Depending on the state of our finances we have in the past sometimes been granted a further discretionary 20% relief by WODC.

## *7.4 Insurance Broker*

Richard Thompson Insurance Brokers  
The Control Tower  
Brooklands  
Weybridge  
Surrey KT13 0YP  
Tel 01932 349732 e-mail [info@rtinsurance.co.uk](mailto:info@rtinsurance.co.uk)

## *7.5 Gift Aid*

Tony Simmons is registered with HMRC for administering our claims for Gift Aid rebates

Our registration number is XT 6889.

## *7.6 CAF Charity Aid Foundation*

We sometimes received Gift Aided donations in the form of CAF vouchers. There is an eleven digit Beneficiary Number that has to be written on the voucher before it is presented to CAF for payment. The number for Combe Mill Society is 91000623400

## **8 Policies and Procedures**

### *8.1 List of Policies*

See Society website for documents

### *8.2 List of Procedures*

See Society website for documents

### *8.3 Risk assessment and Method Statements*

See Society website for documents

### *8.4 COSH Data Sheets*

See Society website for documents

## **9 Sources of income**

The Society receives no guaranteed income. Main income sources are:

### *9.1 Grants*

Most years we apply for, and receive, a Community Leisure Activities grant from WODC for a specific project.

### *9.2 Admissions*

We offer a 12 month annual pass to visitors who prepared to make a donation equal to or greater than our steaming event admission price. If they are also tax payers we can reclaim tax under the Gift Aid scheme each year.

### *9.3 Tea Room*

Sale of refreshments during events, from volunteers and from ad hoc public visitors

### *9.4 Room Hire*

We charge for hire of the tea room or foreman's office

### *9.5 Retail*

Retail stock needs to be valued at the end of each financial year and the information provided via the Treasurer to our Accountant. Estimates are made for stock replacement value.

Certain items are made available to members at a discounted price.

A retail database system exists (but not currently in use) to keep track of takings and stock levels.

### 9.5.1 *Made items*

Items made by woodworking or blacksmith members for sale to visitors.

### 9.5.2 *Society publications*

	Title	
	<b>INTERNAL USE</b>	
	2013 - Story Lines	Combe Mill Story Lines_v7
	2013 - Guide for Stewards CMS-G01	Stewards_Guide_H_2013
	Project sagas: Report on work done on Beam Engine	See society website
		See society website
	Project sagas: Report on work done on Waterwheel	See society website
	<b>FOR SALE</b>	
	Guide to Combe Mill	
	Souvenir Brochure	
	Combe Mill Beam Engine	
	Combe Mill Cornish Boiler	
	Combe Mill Line shafting	

### 9.6 *Forge*

Visitors can pay to make a poker in the forge under the supervision of a blacksmith.

Pre-made blacksmith items are also sold from the Gift Shop

### 9.7 *Experience vouchers*

The public can purchase experience vouchers for driving the beam engine, making something in the forge or experiencing spindle turning in the carpenters shop.

### 9.8 *Group visits*

Community groups and schools can book bespoke visits with the option of seeing the machine running under steam power.

## 10 Activities and Events



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We are currently only able to hold eight steaming events each year under the terms of our lease. These are historically held on the third Sunday of each month between March and October.

A different theme is associated with each steaming event and visiting attractions and exhibitors attend by invitation

Since 2015 we have run a Christmas Market in early December (not 2018). In 2019 we also ran a successful Easter Market.

There is a hypothetical activities framework that is followed when considering proposed new activities.

Event & Activities Framework:

- Non-steaming Open Day on 1<sup>st</sup> Sunday each month between April and October with conducted tours and presentations. *Suspended in 2022*
- Non- steaming Wednesdays – April until October.

## 11 Learning

Refer to the society website for educational worksheets

## 12 Marketing and Promotion

### 12.1 Branding

#### 12.1.1 Presentation

The official logo of Combe Mill Society is shown on the cover of this document. The colour green is Pantone 357 (RGB 33, 87, 50).

The strapline for the Mill is '*... a place to discover*' and this is intended to be used wherever possible on notices, posters and other publicity material.

The background of notices, posters and website pages is cream/off white RGB 255,253,214

The preferred font for documents is Calibri 12 pt

The approved font for the words Combe Mill or Combe Mill Society is Trebuchet MS

#### 12.1.2 Millie the Mill Cat

The official motif for children's activities around the Mill is Millie the Mill Cat.

### 12.2 Website

The website [combemill.org](http://combemill.org) is hosted by Heart Internet.

Access to the Control Panel: U/N [tony@combemill.org](mailto:tony@combemill.org) p/w 77+Ebmoc77

Three domains are hosted:

Combemill.org – ‘official’ CMS web address – diverts to .co.uk

Combemill.co.uk – main responsive WordPress public site

Combemill.info – private members’ section accessible by password

The site comprises more than one group of pages:

### *12.3 Social media*

The Society has a presence on several ‘official’ social media sites:

Facebook - maintained by Richard Newman

Twitter – maintained by Richard Newman

Instagram – maintained by Wendy Foster

TripAdvisor – maintained by Tony Simmons

### *12.4 Leaflets and flyers*

A DL size leaflet is distributed which contains an insert listing the current years’ events.

A5 flyers were produced ahead of most events but instead are now printed as A4 and laminated by Margaret Gruber.

### *12.5 Brown Tourism Signs*

Fixed brown tourist information signs directing visitors to Combe Mill are located in the local vicinity.

The signs are at locations determined by Oxfordshire Highways Authority following an application from the Society. We had to pay for the signage.

### *12.6 Temporary Road Signs*

We have an unwritten agreement with the Highways Authority to put up yellow signs advertising our forthcoming steaming events up to ten days ahead of the Sunday and such signs must be removed at the end of the day of the event.

## **13 Information Technology**

Internet access is provided using a router in each of the Foreman's Office and Tea Room.  
The password for accessing the WIFI service is *HeadRace*.

### 13.1 Dropbox

Dropbox is used by the Board to share information.

Login [share@combemill.org](mailto:share@combemill.org) p/w Erash1852

### 13.2 Gmail

U/N [combemill@gmail.com](mailto:combemill@gmail.com) p/w Elgo1852

### 13.3 PayPal

PayPal Here is used for card sales in conjunction with their card reader(s)

U/N is [shop@combemill.org](mailto:shop@combemill.org) p/w CombeShop1852

### 13.4 Zettle

U/N [tickets@combemill.org](mailto:tickets@combemill.org) p/w *CombeTickets1852*

For Tea Room sales the Zettle log-in is [treasurer@combemill.org](mailto:treasurer@combemill.org) p/w ?????

### 13.5 Software

The following software is used by the Society to the purposes listed

	Application	Software package
	Newsletter	Affinity Publisher (was( Serif Page Plus)
	Graphic and Diagrams	Affinity Designer ( was Serif Draw Plus, PagePlus and MS Powerpoint)
	Membership database	MS Access – developer Alan Elger
	Ticketing database	MS Access – developer Alan Elger
	Retail database	MS Access – developer Alan Elger
	Correspondence	MS Word
	Income Expenditure	DO\$H and NCH Express Accounts
	Web site	WordPress
	Acrylic inserts	Create a Gift
	Data storage/exchange	Dropbox
	Bookings calendar	Google Calendar
	PDF generation	Cute PDF Professional
	DVD Labels	MediaFACE 5

	Application	Software package
	InfoPoint	Drupal (installed on device)
	Programming AV unit Blackbox	Brightsign software

## 14 Relationships with other bodies

### 14.1 Memberships

	Organisation	
	OMC	Oxfordshire Museums Council Tony Simmons is on the Executive Committee
	BAfM	British Association of Friends of Museums Member number:
	AIA	Association of Industrial Archaeology Member number: 3211324
	AIM	Association of Independent Museums Member number: 2762
	ABTEM	Association of British Transport Engineering and Machinery Member number:
	RMN	Rural Museums Network Member number:
	OCVA	Oxfordshire Community Volunteer Association Member number: 34822
	NCVO	National Council for Voluntary Organisations Member number MEMBER/22627
	Newcomen Society	Newcomen Society Membership number: 2383
	APGTW	Association of Pole Lathe Turners
	RMN	Rural Museums Network
		Cotswolds Tourism Partnership
		Community First Oxfordshire

### 14.2 Partnerships

Our strategy is to form partnerships with other organisations that work in similar areas of education to the Mill. Current loose partnerships are with:

Wychwood Project  
Wild Oxfordshire  
Evenlode Catchment Partnership  
Cotswold National Landscape

## **15 Achieving Safety**

### *15.1 Fire Marshals*

Derek Goddard and Wendy Foster are trained fire marshals

### *15.2 Competencies etc.*

Heads of Technical Areas are deemed 'proficient' in that area and are authorised to define others as 'competent' to work in that area under supervision of a proficient person.

See Member's website list of current awards.

### *15.3 Routine Inspections and Tests*

#### *15.3.1 Fire Alarms*

A selection of fire and smoke alarm call points are tested each Wednesday and the results recorded in conformance with approved test routine. The sensors are checked annually using a sub-contractor.

#### *15.3.2 Ladders*

Only step and ladder provided by the Society should be used. These are routinely inspected and the inspection card attached to the ladder updated. A log book is maintained.

### *15.4 Incident Reporting*

An incident reporting format exists to record incidents and consequent resolutions.

See appendix for a list.

### *15.5 Accident Book*

An HSE standard accident book is held in the Tea Room. All accidents are recorded therein.

## **16 Building**

## ***16.1 Access to buildings***

The Mill and the Tea Room are protected by an access control system that is activated/de-activated using separate passwords. (1852/2012)

The key pad for the Mill is inside the Turret Storage Room off the Foreman's Office and for the Tea Room just inside the door on the left.

A mechanical coded key safe on the outside of the Tea Room is used to provide controlled access to the Tea Room keys for visiting hirers. The regular alteration of the combination of the key code is managed by Richard Newman.

Members coming regularly to the Mill may ask to be given the access code for the key safe located in the ground floor lift corridor. The one physical key must be returned as soon as the mill outside doors have been unlocked.

## ***16.2 Heating***

An air source heating system provides basic heating within the Mill. The extraction unit is located at the rear of the Boiler House. Condensate that is generated is drained away in the surface water gully.

The unit will run if the thermostat in the Forge (behind the small engines) calls for heat.

Heat is circulated through black painted pipework by means of a Glycol based heat transfer fluid. Two circulating pumps are located on the left wall of the Boiler House and each has a power isolator.

The system is controlled by a Honeywell control unit in the Boiler House.

Fans in the Foreman's Office will blow warm air only if the heat transfer fluid is warm. Their output is controlled by the wall mounted thermostat next to the front door. If they do not operate it is usually because the Forge thermostat is not calling for heat.

## **17 Society Assets**

Combe Mill Society owns some of the equipment and tools within the Mill building and Tea Room. The current value of this equipment needs to be assessed at the end of each financial year and the figure forwarded to our Accountant via the Treasurer.

These assets are being recorded in an asset register being produced and led by Terry Bailey and such assets numbered 0001 upwards and permanently labelled

## **18 Collection Management**

As of May 2019 we are applying for accredited museum status. This work is led by Peter Trowles.

Other than the Object Entry Form and the Object Exist Form these policies and procedures are in draft form.

Refer to the society website for these documents.

## **19 Storage places**

### **19.1 Foremans's Office attic**

Archived **financial documents**  
Stocks of flyers/ leaflets etc.

### **19.2 Foreman's Office Turret Cupboard**

Stackable chairs  
Folding tables  
Display stand in carrying case  
Inkjet printer  
Mono laser printer  
Projector and folding screen

### **19.3 Footman's Bathroom**

Education resources  
Colemans Event Tent

### **19.4 Maintenance Shed**

Electrical components, cable, wire etc.  
Plumbing fittings

### **19.5 Operations Shed**

Dry goods stock for Tea Room  
BBQ  
Freezer for storage of cakes and meats  
Marquees and gazebos  
Yellow road signs

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## 19.6 Woodland tool shed

Forest school loan boxes  
Waders

## 19.7 Oil storage tank cupboard

## 20 Standard Labels and Forms

Refer to member's website

## 21 Appendix A – Names of Board Members

Chair	vacant at June 2023
Secretary	Peter Trowles
Safety and Training	Philip Hawtin
Treasurer	Tony Simmons
Retail	Margaret Gruber Derek Goddard
Education	Wendy Foster
Accreditation	Peter Trowles

## 22 Appendix E - Incident reports

	Incident Report Topic	File
1	Incident with small engine vibration	Incident_Reports_19June2011
2	Line shafting fast/loose falling pin	Incidents_Reports_16March2014
3	Platform Lift not stopping at right floor level	Untoward Incident 02 April 2014
4	Falling pendulum rod	Incident_report_18May2014
5	Child running into outdoor display	Incident_Report_15June2014
6	Outdoor Area Ramp (wheelchair incident)	Untoward Incident 19 April 2015
7	Fall in Waterwheel Head Leat	Untoward Incident 13 July2016
8	Front Stairway Landing Deterioration	Untoward Incident 02 August2017
9	Breakage of chair in Tea Room by hirer	Untoward Incident 18 Dec 2019



## 23 Appendix F – Suppliers

	Product or Service Provided	Notes
	<i>23.1 Utilities</i>	
	Water – Thames Water	Water charges payable to Blenheim Estate
	Electricity – SmartestEnergy [supplier selected on regular basis by the AIM Energy Action Group]	Billed monthly and paid by direct debit
	Sewerage	On-site Klargestor – no charges
	Telephone + Broadband – 2 Circles Telecom	Tel 08456 200200
	Rates - WODC	Need to apply each year for rate relief
	Web hosting – Heart Internet	Login – <a href="mailto:tony@combemill.org">tony@combemill.org</a> Password – 77+Ebmoc77 <a href="https://customer.heartinternet.uk/manage/login.cgi">https://customer.heartinternet.uk/manage/login.cgi</a>
	Rubbish collection	Paid fortnightly collections – general waste and recyclable waste. WODC . Paid by monthly Direct Debit
	<i>23.2 Consumables</i>	
	Gas Oil	ORCC Oil Purchase Scheme handled by AF Affinity <a href="mailto:enquiries@af-affinity.co.uk">enquiries@af-affinity.co.uk</a> We pay an annual fee to ORCC to be a member.
	Coke Beans – 10Kg bags Charcoal lumps	K G Smith 01604 862261 A W Mobbs
	Water softener Salt	Any h/w store
	Water treatment Tannin and sampling chemicals	Feedwater Ltd
	Gaskets for steam boiler	Heritage Steam Supplies
	Centre-pull paper towels	Amazon - Mini Centrefeed White 2ply Paper Rolls 19.5cm Width x 60 metres Case of 12 Rolls
	Cable ties	Partex UK
	<i>23.3 First Aid Cover</i>	
		None

	Product or Service Provided	Notes
	<i>23.4 Servicing</i>	
	Boiler Inspection	Dave Wothers 07815 771245
	Fire Extinguisher and alarm servicing	RES - annually
	Platform Lift	call-out and servicing by Wessex Lifts
	<i>23.5 Educational Supplies</i>	
	Lead-free pewter for casting	Technology Supplies Ltd Hindleys, Sheffield
	<i>23.6 Breakdowns</i>	
	ASHP – Mitsubishi Ecodan Oxford Refrigeration and Air Conditioning (ORAC)	Robin Brain Service Manager 01865 424424
	Platform Lift – Wessex Lifts	
	Weishaupt Oil Burner	Contact <b>Jacky Cooper 01902 369467</b> <b>Simon Howard 07899 936219</b>
	Info-Point	Wildfi LTD 40 Strettea Lane, Higham, Derbyshire DE55 6EJ Tel: <a href="tel:01773432303">01773 432303</a> (Was Webnebulus – Paul Palmer)
	<i>23.7 Repairs and Installation</i>	
	Welding	Witney Welding – Peter 01993 891198
	Machining	Mach -Tech
	Stonemasonry	OG Stonemasons, Freeland 01993 880450
	Tree Surgery	Paul Williams 01993 891767
	Electrical Engineer	Richard Skoyles Ducklington, Witney, OXON, OX29 7XZ <a href="mailto:skoyles@gmail.com">skoyles@gmail.com</a> 07974004873

	Product or Service Provided	Notes
	Architects	Giles Pritchard
	Carpentry	R&S, Bicester The Raw Builder R S Days
	Structural Engineer	PRICE & MYERS Golden Cross Court 4 Cornmarket Street Oxford OX1 3EX 01865 243598 07971 590985 <a href="http://www.pricemyers.com">www.pricemyers.com</a>
	<i>23.8 Printing</i>	
	Colour printing	Inky Little Fingers Oxfordshire County Finishers
	B&W printing	-
	Banners	Blueprint Imaging, HelloPrint
	Display panels (Foamex, Corex etc)	Blueprint Imaging
	Post Cards	Digital Printing
	<i>23.9 Photography</i>	
	Professional photography and filming	Ric Mellis Peter Greenway Colin Morris (member)
	<i>23.10 Catering</i>	
	Tilia Foods	Laura Snook 18 Stonesfield Road, Combe 01993 891932
	<i>23.11 Retail Suppliers</i>	
	Acrylic souvenir blanks	My Accessories or Blank Plastics
	Embroidered clothing	Cross Embroidery, Banbury or best prices
	Ice Cream/Lollies	Bookers
	Publications (trade agreements)	Shire, Camden, Countryside, TEE
	<i>23.12 Marquees and Gazebos</i>	

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	<b>Product or Service Provided</b>	<b>Notes</b>
	Event day marquees/gazebos	Own 3-bay marquees and 4 x gazebos

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