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Date of Meeting	8 th January 2024
Time of Meeting	19:00
Place of Meeting	Zoom videoconference
Purpose of Meeting	Scheduled Board Meeting

Distribution
All Directors
File

1. Apologies

2. Peter Hirst

3. Director / Trustee resignation

- Roles of Trustees & vacant chair role

4. Minutes of previous meeting & matters arising

- Responsibility for Mill marquees
- Fire alarm system quote
- Mill lighting upgrade proposal

5. Treasurer's Report

- Savings account change on 23 Jan.
- Budgets for events
- Claim form for expenses & financial protocols

6. Health & Safety items

7. Draft Code of Conduct (NE email 2nd Jan. as revised by PH)

8. Confirm proposed events calendar for 2024

- Marquee requirements and proposal from Ray Pitts (see Attachment 1)

9. Date for pre-season Members' meeting

10. Advertising / Publicity

- Midland Mills leaflet
- Road Sign Advertising – working with ADS

- 11. Ray Pitts' letter (1st Dec.)**
- 12. Winter job list**
- 13. Maintenance Plan (TS email 19th Nov.)**
- 14. AOB**
- 15. Next Meetings**

Peter Trowles
Minutes Secretary