

Ref N°
Date of Meeting 26th February 2024
Time of Meeting 10:00
Place of Meeting Tea Room, Combe Mill
Purpose of Meeting Scheduled Board Meeting

Distribution All Directors, Minutes Sec. File
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1. Apologies

2. Minutes of previous meeting & matters arising

- Fire alarm system quote
- Replacement of BBQ & Microwave
- Budget for retail shop
- Maintenance Plan feedback

3. Treasurer's Report

4. Health & Safety items

- Feedback from members' briefing
- Progress with training programme
- Statement on future working of the beam engine
- Report on progress with reviewing Method Statements and Risk Assessments
- Requests to HTAs to review their RA and MS

5. Advertising / Publicity

- Road Sign Advertising – ADS proposal

6. Review HTA Job Description and list of current holders – see attachment

7. Review of Action Plan (aka Business Plan) – see attachment

8. March opening preparations

9. Key Dates calendar – see attachment

10. AOB

11. Next Meetings

Peter Trowles
Minutes Secretary