

**COMBE MILL SOCIETY**  
Minutes of AGM 21 April 2023



**Minutes of the Annual General Meeting of the Combe Mill Society held on Friday 21<sup>st</sup> April 2023 at 19:30 in the Foreman's Office at Combe Mill.**

## **1 Members Present and Apologies**

### **1.1 Attendees**

The meeting was attended by Terry Bailey, Robin Bowl, Colin Boyles, Clive Brimson, Eileen Cleaver, Andrew Denmark, Nigel Evans, Steve Foster (Chairman), Wendy Foster (Director), Derek Goddard (Director), Margaret Gruber (Director), Philip Hawtin (Director), Barry Horn, Robin Long, Ray Pitts, Tony Simmons (Treasurer), Clive Stayt, Tony Thurlby, Peter Trowles (Secretary). Four further members attended by proxy.

### **1.2 Apologies**

Chris & Annette Callaghan, Peter Hirst, Cliff Mannion, Richard Newman, Steve Page, Bob Wheeler, Ann Winfield.

## **2 Minutes of the 2022 AGM**

The minutes of the 2022 AGM had been displayed on the members' page of the company's website and were received by the meeting.

## **3 Directors' Reports**

### **3.1 Chairman's Report**

The chairman's report to the meeting had been circulated to all members prior to the AGM. A copy of the full Report is appended to these minutes. The chairman presented the report to the meeting highlighting the many achievements during the first full year of opening since the COVID pandemic. He thanked Philip Hawtin for his tremendous effort to bring Risk Assessments up to date; Ray Pitts and Andrew Denmark for moving the Barn Engines from the headrace; Ray and Margaret Gruber for their efforts in planning events; his fellow directors for their support and all the amazing volunteers who keep the mill running. He urged all members to consider joining the board to help share the load and enable developments to move forward more quickly.

Finally, the chairman announced that he would be standing down at the end of the meeting for health reasons. A vote of thanks to the chairman from the floor was unanimously supported by the members present.

### **3.2 Treasurer's Report**

The treasurer presented the following 2022-23 End of Year overview:

Our income was generated by:

Admissions	£12,498
Forge sales	£ 1,620

Tea Room sales	£10,657
Retail sales	£ 1,720
Room and Equipment Hire	£ 554
Experience Vouchers	£ 3,263
Donations	£ 870
Grants	-
Members Subscriptions	£ 953
Sub total	<b>£32,135</b>
Other	£ 6,729
<b>Total income</b>	<b>£38,864</b>
<b>Total Spend</b>	<b>£31,534</b>
<b>Surplus</b>	<b>£ 7,330</b>

### Headline facts

Since the start of this financial year, we have been subject to large cost increases:

Electricity costs increased by 127% despite government offsets

Fuel oil costs increased by 65%

Coke costs increased by 39%

We have adjusted our prices throughout our offerings in an attempt to offset some of this.

### Headline figures

We began the year with a total balance of £31,777 (£27,246)<sup>1</sup>.

Our operating receipts for this financial year were £38,864 (£38,913<sup>2</sup>). Our operating cost was £31,534 (£34,749) – resulting in a surplus of £7,330 (£4,332).

We finished the year with a carry forward amount of £39,108 (£31,578).

To provide a little more detail, let's look at the **major cost categories**.

**Fundraising activities** generated £21,867 (£16,302) at a cost of £8,813 (£6,681). We had a surplus of £13,054 (£9,621).

Within this, receipts from the hire of rooms were £554 (£878) and sale of experience vouchers yielded £3,263 (£2,004)

**Charitable activities** – operating the Mill and demonstrating the forge and waterwheel raised £14,118 (£8,218) at a cost of £8,342 (£8,956) – a surplus of £5,776 (£738).

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<sup>1</sup> Figures in brackets are for financial year 2021-22

<sup>2</sup> Including COVID grants

Any surplus is considered as contributing to the cost of upkeep, maintenance and administration. Within this figure for charitable activities is the cost of maintenance and project work costing £5,053 (£7,244).

**Voluntary Income** comprises membership fees, donations and grants. Our receipts from these were £1,935 (£13,779). Our volunteer costs consist of paying for sustenance and protective clothing, travel costs and publishing the newsletter. This cost £231 (£403).

We did not receive any grants or Community Activities grant from WODC this year.

We recovered £402 (£409) in Gift Aid rebate as a result of membership subscriptions, donations and gift aided ticket sales.

Payments also relate to the **governance** of the Mill and comprise two parts – **upkeep** and **administration**. The cost of upkeep was £8,171 (£6,002) and the cost of administration was £5,603 (£6,268).

Under the heading of administration is the cost of PLI plus EL insurance, contents insurance and Directors and Officers cover.

We received 80% mandatory charity Council Tax Relief this year and a retail hospitality and leisure relief scheme discount of 50%. Our rateable value was £2500

A majority of visitors now prefer to pay electronically and we have incurred fees from PayPal and Zettle of £625 (£168) during the year.

We began the financial year with a saving reserve of £15,000 in a Redwood Bank Savings account on which earned interest £246 (£13).

Attached is a receipts and payments summary of the last two financial years.

#### **4 Appointment of Directors**

Existing directors Philip Hawtin and Tony Simmons retired by rotation. Both offered themselves for re-election and the board had supported their re-election. The chairman reported the results of the poll and declared that Philip and Tony had been duly re-elected.

#### **5 Any other business**

There being no other business, the meeting closed at 8:05 p.m.

Peter Trowles  
Charity Secretary

### **Chairman's report 2022/23**

This is my report on developments at Combe Mill during this year.

I am delighted with the progress we have made with documents and risk assessments and would like to pass on thanks to all those involved in their update and conversion to the new format. Special thanks to Philip for his patience and guidance. In addition to this the Board have spent many hours revising and re-writing our business action plan and this is almost ready to roll out.

The winter projects list has seemed endless but many things have now been completed.

### **Key events for 22/23**

1. This was our first complete season post Covid. During this time we had 5 education visits and 9 visits by community groups with attendees totalling approximately 325. We have recently been in contact with Boun Norton the Education office for Blenheim who is hoping to put together a combined Education programme.
2. Half term and summer holiday activities continued to bring in more families and included Wild Wednesdays and a pumpkin day and also Story with Santa at the Christmas Fayre.
3. We have continued to work with Cotswold National landscape who have assisted in school visits and run other training and Duke of Edinburgh award days.
4. We received the Engineering Heritage award from John Woods who represented the Institution of Mechanical Engineers.
5. The tea room was redecorated and refurnished and had a tv monitor donated by Everyone's Evenlode to enable links to river cameras.
6. The Sissons and Reader steam engines have been repainted and the small engine area fencing refurbished.
7. The Mill was featured on BBC Countryfile and included an interview with Peter Trowles.
8. The locks on all the Mill doors have been changed and now are code related in a key safe, so security of the mill has been greatly improved. Please note if you have an old key, it will no longer work and should be returned or disposed of.
9. The tinkering area is gradually being reworked with the aim of providing a more child friendly area.
10. A wood turning experience has been introduced.
11. The barn engines have been moved away from the headrace into a revamped area on the other side. Many thanks to Ray and Andrew for their hard work.
12. The gift shop has gone from strength to strength being particularly successful selling blacksmith products.
13. Steaming days have brought in a range of stall holders and the Christmas Fayre was a tremendous success.
14. We employed a new cleaner who is doing an amazing job.

15. A monthly Newsletter has been produced and sent to all members.

### **Directors**

I would like to thank the directors for their hard work and dedication to the Mill. Philip Hawtin and Tony Simmons retire by rotation and are happy to stand for re-election. I will also be standing down as chair due to health concerns, however I am happy to remain on the board while I am able. Tony will be standing down as treasurer and we are still looking for a successor. I would like to thank Tony for his hard work and the many jobs that fall under the title of treasurer.

I would urge members to consider joining the board as this way we will be able to share the load and move forward more quickly.

### **The Year ahead**

The main issue which has arisen is the condition of the forge which now is in need of significant repairs. We are looking into a formal assessment and quotes for the work which must be made a priority.

We also are planning to move our farm machinery collection to improve their display and this will be located on the Mill side of the picnic area next to the tail race.

The Cornmill is being renovated and made ready for display in situ next to the Forge.

### **Thanks**

As Chair, I would like to thank the amazing team of volunteers who keep the Mill running and to the directors who have given me such strong support. Thanks to everyone involved in organising steaming days, especially Margaret and Ray who put in many hours planning, organising and providing the marquees.

Sadly, we lost Mervyn Merchant this year and he leaves a great hole in the day to day running of the Mill. We miss his dry humour, his passion for the mill and of course the endless plane shavings which every child loved to go home with!

We also lost Sheila Hallam who had been involved with the Mill for many years alongside Mike and Paula Denmark, our cleaner.

**Steve Foster**

**April 2023.**

# Treasurer's Report 2022/2023



## COMBE MILL SOCIETY Receipts and Payments Account

	<u>Y/e 2023</u>		<u>Y/e 2022</u>
<b>Balance at 1 April 2022</b>		<b>B/F</b>	<b>£ 31,777.88</b>
Lloyds Bank		£ 14,673.73	£ 16,235.79
Savings Reserve		£ 15,000.00	£ 10,500.00
Petty Cash		£ 1,710.48	£ 510.11
<b>Receipts</b>			
<u>Fund Generation</u>			
Refreshment Sales	£ 10,657.04		£ 7,921.58
Retail sales	£ 1,719.56		£ 1,732.65
Souvenir Brochure Sales	£ 167.00		£ 68.00
Sales of Donated Items	£ 1,042.17		£ 964.90
Other Sales			£ 28.00
BBQ Sales	£ 2,865.25		£ 1,757.51
Market proceeds	£ 1,049.63		£ 392.00
Grand Draw receipts	£ 549.80		£ 556.00
Hire of Rooms + Equipment	£ 554.00		£ 877.50
Experience Vouchers	£ 3,263.00		£ 2,004.10
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		£ 21,867.45	£ 16,302.24
<u>Charitable Activity Income</u>			
Admissions	£ 12,497.90		£ 7,297.34
Forge Sales	£ 1,620.00		£ 920.50
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		£ 14,117.90	£ 8,217.84

# Treasurer's Report 2022/2023



## Other receipts

Sundry receipts	£	10.00	£	68.67
Refunds on Purchases	£	74.68	£	14.90
Easy Fundraising + Smile	£	210.25	£	108.99
		-----		-----
	£	294.93	£	192.56

## Voluntary Income

Member Subscriptions	£	953.00	£	829.00
Donations	£	870.28	£	911.88
Grants Received	£	-	£	11,952.78
Hardcopy newsletter premium	£	112.00	£	85.00
		-----		-----
	£	1,935.28	£	13,778.66

## Tax Rebates

Gift Aid Refund	£	402.23	£	409.08
		-----		-----
	£	402.23	£	409.08

## Loans received

Loans from supporters	£	-	£	-
		-----		-----
	£	-	£	-

## Interest Received

Savings Reserve account	£	245.96	£	12.90
		-----		-----
	£	245.96	£	12.90

## **Operating Receipts**

<b>£ 38,863.75</b>	<b>£ 38,913.28</b>
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<b>£ 70,641.63</b>	<b>£ 66,159.18</b>

# Treasurer's Report 2022/2023



## Payments

### Voluntary Income Costs

Sustenance & protective clothing	£	85.77	£	290.17
Volunteer travel costs	£	1.50	£	2.10
Postage Newsletter	£	143.54	£	110.88

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£ 230.81

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£ 403.15

### Fundraising Sales Costs

Tea Room Supplies	£	4,566.70	£	2,270.15
Fuel for Barn Engines	£	138.16	£	60.98
Flyers/Brochures/Posters	£	513.47	£	1,086.46
Payment for visiting attraction	£	413.00	£	399.88
Retail Supplies	£	728.93	£	837.42
BBQ Supplies	£	1,292.75	£	798.37
Market Costs	£	465.10	£	362.32
Advertising	£	228.51	£	344.72
Web Site hosting and support	£	416.28	£	361.02
Return of booking deposit	£	50.00	£	160.00

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£ 8,812.90

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£ 6,681.32

### Governance - Upkeep

Telephone/broadband	£	511.94	£	466.32
ZOOM Fees	£	173.88	£	172.68
Rent	£	138.42	£	138.42
Rates	£	128.00	£	65.34
Water	£	64.86	£	87.37
Electricity	£	4,485.24	£	2,049.19
Fire Extinguisher/Alarm Service	£	721.62	£	1,287.00
Boiler Inspection Fee	£	200.00	£	200.00
Cleaning (incl. materials)	£	1,303.33	£	953.10
Lift Service Contract	£	288.00	£	288.00
Waste collection charge	£	155.22	£	294.90



# Treasurer's Report 2022/2023



	-----	£ 8,170.51	-----	£ 6,002.32
<u>Charitable Activities</u>				
Fuel Oil for Boiler	£ 1,930.25		£ 797.95	
Consumables for Boiler	£ 103.18		£ 168.17	
Consumables for Forge	£ 964.29		£ 651.85	
Maintenance of Premises	£ 3,387.08		£ 4,614.21	
Maintenance of Displays	£ 542.82		£ 627.10	
Maintenance of Equipment	£ 1,113.34		£ 1,431.93	
Maintenance of Boiler	£ -		£ 61.55	
Materials for Waterwheel Project	£ 9.28		£ 509.39	
Learning Resources	£ 159.95		£ -	
Training Costs	£ 132.00		£ -	
Interpretation	£ -		£ 93.99	
	-----	£ 8,342.19	-----	£ 8,956.14
<u>Governance - Admin</u>				
Printing Admin Related	£ -		£ -	
Stationery	£ 1,291.07		£ 1,530.29	
Postage Advertising	£ 192.20		£ -	
Postage Admin + Fundraising Related	£ 22.25		£ 60.70	
Computer supplies	£ 60.95		£ -	
Subscriptions for Other Bodies	£ 486.00		£ 600.80	
Insurance - Public Liability/EL/PL	£ 2,298.79		£ 2,278.49	
Directors & Officer Insurance	£ 218.40		£ 256.66	
Legal Fees	£ 20.00		£ -	
Accountancy Fees	£ 1,013.00		£ 1,343.00	
Museum Accreditation costs	£ -		£ 198.51	
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# Treasurer's Report 2022/2023



		£ 5,602.66		£ 6,268.45
<u>Finance charges</u>				
Bank charges	£ 5.05		£ 168.10	
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		£ 5.05		£ 168.10
<u>Assets purchased</u>				
Plant and machinery	£ 369.99		£ 6,110.89	
Furniture			£ 159.00	
		-----		-----
		£ 369.99		£ 6,269.89
<u>Loan repayments</u>				
Loan repayments	£ -		£ -	
		-----		-----
		£ -		£ -
			<b>£ 31,534.11</b>	<b>£ 34,749.37</b>
			<b>£ 39,107.52</b>	<b>£ 31,409.81</b>
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<b>Balance at 31 March 2023</b>				
Lloyds Bank	£ 22,896.52		£ 14,740.15	
Savings Reserve	£ 15,000.00		£ 15,000.00	
Petty Cash	£ 586.34		£ 1,718.18	
	<b>£ 38,482.86</b>		<b>£ 31,458.33</b>	

*Unaudited*