

Minutes of Directors Meeting

Ref No:		Distribution: Directors: Nigel Evans, Wendy Foster, Margaret Gruber, Philip Hawtin, Tony Simmons, Peter Trowles. Noticeboard, Website Members' page
Date of Meeting:	26th February 2024	
Time of Meeting:	10.00	
Place of Meeting:	Tea Room, Combe Mill	
Purpose of Meeting:	Scheduled Board Meeting of Combe Mill Society	

Present

Directors: Wendy Foster (Chair), Nigel Evans, Margaret Gruber, Tony Simmons, Peter Trowles.

Members: Lorna Gale (minutes)

1 Apologies

Ref	Comment	Action
1.1	Philip Hawtin	

2 Minutes of previous meetings and matters arising

Ref	Comment	Action
2.1	The minutes of the meeting held on the 8th January 2024 were confirmed as a correct record of the meeting.	
2.2	DG awaiting affirmation letter following resignation as a director and trustee of the society.	PT
2.3	Fire alarm system quote - CB is sorting the fire alarm system quote, there are some concerns re cables and access to roof of top floor. The company can start as soon as we agree and will take 3-4 days.	
2.4	Microwave and BBQ - WF will purchase microwave To replace the BBQ would cost £300-400. Hold off new purchase for now, burner has been replaced. Check after first use in March with BBQ people.	WF
2.5	Budget for retail shop WF to meet with MG to discuss	WF/MG
2.6	Maintenance Plan feedback - no feedback from HTAs	

3 Treasurer's Report

Ref	Comment	Action
3.1	TS went through report. Need to increase income for year 2024/25 Thanks to MG for increasing number of market stalls and adding to income. Electricity prices are likely to increase this year. Review public prices for tea room and retail prices for shop.	WF/MG

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4 Health and Safety items

Ref	Comment	Action
4.1	Feedback from members' briefing - RR will attend First Aid course	
4.2	Progress with training programme - thanks to NE for getting this going	
4.3	Statement on future working of the beam engine - providing Sam Jones +/- NE or PH are present the beam engine can run. There should be no more than 2 within the area. If Sam comes out of the area the beam engine can be run or shut down but not restarted. There are to be no beam engine experiences at present.	
4.4	Progress with reviewing method statements and risk assessments - this will come back to the HTAs as part of their job description.	
4.5	Request to HTAs to review RA and MS - these all have a review date.	HTAs

4 5 Advertising/publicity

Ref	Comment	Action
5.1	<p>Road sign advertising - met with company. Examples shown.</p> <p>Di-Bond large sign = £44 + underboard = £17 (would need 8 for every large sign).</p> <p>Company would do a prototype for £115 but not yet agreed. Plan to get this done asap so that fixing can be explored.</p> <p>Need to survey position of signs and what they are fixed to.</p> <p>If there is no date on the sign they would need to be put up the Sunday before event and taken down immediately after the event. Too much work for MG. Maybe the date could be written on by hand?</p> <p>Plan to use existing signs for March and April steaming days - just basic boards not underboards.</p> <p>Data collected shows road signs are how people find out about steaming days.</p>	<p>TS</p> <p>MG</p>

5 6 Review HTA JD and list of current holders

Ref	Comment	Action
6.1	<p>HTA job description Change first paragraph to include knowledgeable and proficient.</p> <p>Approved by all directors present.</p> <p>To be published on website after the current HTAs have all had sight of it.</p>	TS
6.2	List of current holders - some on the list are no longer attending the Mill. If people are to be removed from the list they need to be written to informing	PT

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	<p>them that the list is being reviewed and if they wish to remain on the list they need to do a refresher.</p> <p>Bandsaw need to train someone</p> <p>Barn engines PH and NE current HTA, RP requests to be HTA, needs to complete tick list (NE) to become proficient. PH and WF have had conversations with RP.</p> <p>Beam engine no HTA yet, will come out of who is training now. KJ,CB,RS and NE should have competency cert. before steaming.</p> <p>Catering WF will be HTA</p> <p>Gear room to link with water wheel.</p> <p>Steam raising PT and RS in training</p> <p>Woodland and outdoor - TB</p> <p>Tinkering area- approach CM regarding post of HTA</p> <p>At next meeting review list current HTA holders - need succession planning.</p>	

6 7 Review of action plan

Ref	Comment	Action
7.1	<p>Separate meeting planned to discuss Action Plan/ Business plan</p> <p>8th March 2pm Tea Room Combe Mill</p>	all

7 8 March opening preparations

Ref	Comment	Action
8.1	Signage previously discussed	TS/WF
8.2	Review visitor questions	
8.3	Consider ticket admin role.	

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9 9 Key dates calendar

Ref	Comment	Action
9.1	As circulated	

10 10 AOB

Ref	Comment	Action
10.1	<p>Requests from blacksmiths to run additional blacksmith experience on a fixed Sunday in the month as oversubscribed for Wednesdays.</p> <p>Agreed in principal.</p>	
10.2	<p>Badges for recognition of service to the Mill, maybe 5 and 10 year.</p> <p>TS to research where original badges were purchased.</p>	TS

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Ref	Comment	Action
10.3	Thanks to Lorna Gale for agreeing to be minutes secretary.	

11 11 Next Board meeting

Ref	Comment	Action
11.1	8th April 2024 7.30 pm on zoom	

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Approval

These minutes were approved by the Chairman for display on the Society's website.

Lorna Gale
Minutes Sec.