

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:	11th April 2024	
Time of Meeting:	19.00	
Place of Meeting:	ZOOM	
Purpose of Meeting:	Scheduled Board Meeting of Combe Mill Society	

Present

Directors: Wendy Foster, Nigel Evans, Philip Hawtin, Margaret Gruber, Tony Simmons, Peter Trowles.
Members: Lorna Gale (minutes)

1 Apologies

Ref	Comment	Action
1	No apologies	

2 Minutes of previous meetings

Ref	Comment	Action
2	The minutes of the meeting held on the 26th February 2024 were confirmed as a correct record of the meeting.	

3 Matters arising from the previous minutes

Ref	Comment	Action
3.a	Museum status and review of action plan - we are officially working towards accreditation. PT will produce a summary of standards we have to achieve in the next 3 years, for review at next meeting. We have a mentor (Sarah Menary), but she is going on maternity leave soon. PT will set up a meeting with her at the end of the month or early May to go through plans and understand from her what adjudicators are particular about. All the evidence is submitted online. Our action plan will be based on what we need to achieve. There is a helpful guide on the Arts Council website.	PT
3.b	Road sign advertising - the order is in place and delivery is expected next week. 20 boards, left and right handed. Set of 8 underboards which date can be written on. Map of board sites needs updating, TS and MG to meet next Wednesday to agree this. Need to reduce number of boards MG responsible for.	TS/MG
3.c	HTA job descriptions - this was approved at the last meeting and can now go on the website.	TS
3.d	Visitor questionnaires - questions have been modified this season. Top reason for coming - road signs adverts, this justifies expenditure on road signage. Only one mentioned the Wychwood Fair - are we wasting time attending? Data not accurate enough to confirm this. Clive Stayt keen to extend outreach with talks.	

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4 Heads of technical areas 2024/25

Ref	Comment	Action
4.0	The Board was asked to approve the following resolutions implementing the proposals presented by PH (DRS). (paper attached) Resolution 1: The Board resolved that Tony Thurlby be appointed as HTA for the Band Saw and the Woodturning and Carpentry Areas; Bob Kitchener for Blacksmithing; Clive Brimson for Historic Clocks; Richard Newman for Line Shafting and the Waterwheel Complex; Derek Goddard for Metal Working; Bob Wheeler for Bench and Model Engines; Brian Layt for Small Engines; and Wendy Foster for the Tearoom. Resolution 2: The Board resolved that on a date to be agreed with DRS Keith Johnson shall replace Richard Newman as the HTA for the Waterwheel Complex. The Board needs to be informed of the date that this happens. Resolution 3: The Board resolved that the present temporary supervisory arrangements covering the Barn Engines and associated Water Pumps, Beam Engine and Steam Raising (Boiler) TAs be extended for a period not exceeding 12 months and that the DRS be invited to present a further report to the Board on these TAs no later than its first meeting after the June steaming. Resolution 4: The Board resolved to invite the DRS to discuss with Terry Bailey and others possible arrangements for providing HTA cover in the Woodland & Outdoor Area Technical Area and to report to the Board the outcome of the meetings. PH - the risk assessment for the woodland areas is not always regarded as necessary by those carrying out the work. However, TB could not see anything in the risk assessment with which to object. Note 3 of paper - PT, should the board be actively seeking a replacement of HTA for Tea Room? PH has had conversation with WF who is happy to continue. Change wording in document to remove 'unsatisfactory'. TS to publish on Web from modified document (attached).	PH PH PH TS

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5 Roles of Directors and recruitment

Ref	Comment	Action
5.0	NE - no-one has 'volunteered' as a Director. He has produced a chart covering the role of a Director under the headings governance, strategic and operational. NE will circulate this proposal to other members of the Board for discussion at the next meeting. The deadline for nominations for Directors at the AGM has passed. TS is stepping down as treasurer after 17 years in the position and a replacement needs to be found. He will stay on as a Director. Many thanks to TS for his many years of service as Treasurer.	NE

6 Safety matters

Ref	Comment	Action
6.0	Interim report to the Directors on the review of the Society's Risk Assessments and Method Statements PH - Each Risk Assessment and Method Statement must be reviewed once a year. Request have been made but there has been limited response. The basic requirement is to confirm that Risk Assessments and Method Statements are up to date. After the end of this month HTAs will be pursued on an individual basis regarding this action.	PH

7 Treasurer's Update

Ref	Comment	Action
7.0	See attached paper No loss this year.	

8 Issue of Version 7 of the Method Statement for the Beam Engine

Ref	Comment	Action
8.0	PH - "The team working on the Beam Engine had contributed to the production of the Method Statement and the result was what I thought a model Method Statement for a complex operation" PH also drew attention to the unique contribution made by the late Peter Hirst, it reads "Special mention must be made to the contribution made by Peter Hirst (late Head of the Beam Engine Technical Area). Right up to his last visit to the Mill Peter was determined to do what he could to ensure this project was successful. Sadly he died before it was completed." TS to put on Website	TS

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9 Any other business

Ref	Comment	Action
9.1	AGM deadline for nomination for Directors has passed. Proxy vote to be sent out by PT by 18th April 2024 Wine, soft drinks at AGM	PT
9.2	PH - need to convene additional meeting to plan steamings after April	

10 Next meetings

Ref	Comment	Action
10.0	Pre April steaming meeting not necessary, NE will put a list together with MG. Must cover ticketing and meet and greet. Events strategy meeting - Tues 23rd April 2024 7pm ZOOM Museum Accreditation meeting tbc, PT to email Sarah Menary Board meeting 23rd May 2024 1pm Combe Mill Tea room	NE

Approval

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

Lorna Gale
Minutes Sec.