

Minutes of Directors Meeting

Ref No:

Date of Meeting: 27th September 2024

Time of Meeting: 1pm

Place of Meeting: Tea Room, Combe Mill

Purpose of Meeting: Scheduled Board Meeting of Combe Mill Society

Distribution:

Directors: Nigel Evans, Margaret Gruber, Philip Hawtin, Tony Simmons, Peter Trowles, Richard Stone

Noticeboard, Website Members' page

Present

Directors: Nigel Evans, Philip Hawtin, Margaret Gruber, Tony Simmons, Peter Trowles, Richard Stone
Members: Lorna Gale (minutes)

1 Apologies

Ref	Comment	Action
1	None	

2 Minutes of previous meetings

Ref	Comment	Action
2a	The minutes of the meeting held on the 16th July 2024 were confirmed as a correct record of the meeting.	
2b	A vote of thanks was put forward to Wendy Foster for her time serving as both Board member and Chairperson for the Board of Directors of Combe Mill Society.	

3 Matters arising from the previous minutes

Ref	Comment	Action
3a	To approve the transfer of the Mill website management and hosting to Prystine Web Solutions. TS has circulated relevant document. The company are ready to start managing the website. Acknowledged WF son contributed some suggestions. PT raised the fact that only 4 changes can be made per year - confirmed that these are changes the company can make and are paid for, we can change our own content when required. TS recommends we sign up with this company.	TS
b	Still awaiting minutes from meeting with Sarah Menary - PT will put together some notes.	PT
c	Dropbox access - PT will look at giving access to Board members.	PT
d	Grants for fire alarms - PT to explore	PT
e	NE has spoken to DG regarding barn engines and pumps.	
f	(8b) insurance cover will be increased	PT

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4 4 Safety matters

Ref	Comment	Action
a	Health and Safety report circulated with agenda.	NE
b	Concerns raised regarding window by welding bay - NE to provide and install hardboard to protect window. Also ask Blenheim Estate re ivy removal on that side of the building.	
c	Concerns raised regarding tools/equipment hanging from ceiling in the forge, requires regular inspection and should be added to maintenance schedule.	
d	PH wished to minute a tribute to those who have successfully worked as a team to restore the beam engine function.	

5 5 Treasurer's update

Ref	Comment	Action
a	The following is a comparison with last year and a note about the differences. The net income for 1 April to 27 September has been £5941 in 2024 (£8943 in 2023), but there has been over £2000 of 'one off' costs in 2024.	
b	There has been no update on the fire protection works, but a quinquennial inspection of the electrical system is needed later this year and the cost will be in the region of £2000.	

6 6 Management Organisation

Ref	Comment	Action
	NE had circulated a comprehensive presentation concerning the Management Organisation at Combe Mill Society. Discussion took place including where Project Management would sit, how the daily safety check could be instigated and suggestion that a Collections management role could be added. The proposal was accepted by the Board and will be presented to Members on 16th October 2024 at 10.30am The Board thanked NE for his time and effort on this proposal.	NE

7 7 Other business

Ref	Comment	Action
a	Concerns raised by tea room staff regarding the storage of the lawnmower in the shed where dry food, drinks, and the freezer are stored. The Board will instruct for the lawn mower to be moved.	NE
	RS gave detailed information regarding construction of a tarpaulin and frame to provide weather protection for the barn engines and pumps. The components for the metal frame would cost £99.48, but other items	RS

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	would be needed (rope cleats bungee, eyelets) so the PPT slide said that the total cost should be less than £150. Approved by board.	

8 Next meetings

23rd October 2024 3pm Foreman's Office - Event Planning meeting for 2025/6

1st November 2024 1pm Tea Room - Board meeting

Lorna Gale
Minutes Sec.