

BOARD MEETING AGENDA

1. **Apologies.**
2. **Minutes of last meeting**
3. **Matters arising.**
4. **Correspondence**
5. **To acknowledge reports of DRS, Treasurer, Heads of Ops & Activities.**
6. **Actions arising from reports.**
7. **Review progress on strategic issues i.e. forward plan, museum status**
8. **Review any governance issues, i.e. legal, financial, etc**
9. **Review any major operational issues i.e. events, activities, etc**
10. **AOB**
11. **Date of next meeting**

Operations Report for the Board Meeting on the 10th March 2025

Numerous physical maintenance and repair works have been undertaken all over the mill during the winter and completed by the majority of members. It has been great to see everyone busy adding improvements to the Mill. These efforts of the regular members need to be recorded.¹

Steam Boiler has passed its physical inspection, and the steaming inspection is due on 6th March. When it has passed the boiler will be certified for another year.

Forge The forge floor area has been repaired, and various parts of the hearth and forge area have been overhauled and painted. When the building insurance has been finally settled the conditions of the cover might necessitate changes to the procedures and the method statement.

Small steam Engines. The new raised flooring has been completed in area to the rear of the Bradford creating a raised floor on one level. Following additional steam training and review in February, Rose has now received her Competency certificate.

Beam engine. Fresh maroon paint has been applied to the 'once maroon' moving parts making the engine looked cared for again. The shelving constructed of hollow dense concrete blocks has been removed and an oak cabinet placed underneath the table creating more space and removing a hazard. Work on the axle and keyway to fix the out of balance on the large pulley that used to drive the machinery in the sawmill has been part effected, but it has been impossible to remove the key for replacement due to years of hammering it into the keyway. It has been possible to move the pulley someway further on to the shaft which should reduce the noise level.

Foreman's office. The revamp of the office has been completed, and the office is now a presentable area for meetings, displays and hiring out. Archives are now in new smaller boxes stored and labelled in the cupboards.

Lathe The Victorian lathe has been cleared of debris and has been cleaned down with layers of oil deposits being removed. Mark has also offered to demonstrate the operation of this lathe for visitors. There has been a request by a local woodturners group to explore whether there is merit in them demonstrating our Victorian lathe, on a steaming Sunday. A meeting on 5th March has been arranged.

Bandsaw Until the models area has been completed, no work has been made on the bandsaw.

Models The new extended area, allowing for a safer and better organised display, will be ready for the March Steaming. The 'Gates' area has also been reconfigured.

Tinkering. The area is too small for all items to be displayed and handled at once. Some items will be put away each month and the remainder will be organised dependent on the event theme. Over the year every item will have been out for display and use by the public.

Waterwheel and Gear room. The rotten floorboards of the mezzanine floor in the gear room have now been replaced. If the frequency of flooding in the wheel room increases, then an alternative storage area for the tables/chairs will need to be found. At time of writing the water level in the wheel is still too high for the waterwheel to be operational.

Pumps and engines. Work by the team continues well, with the area now being properly covered allowing restoration of the machinery to continue under dry conditions.

Outside Area. The continual flooding of the picnic area has decimated the hedging to the riverside and parts of the grassed area. The picnic area will continue to be fenced off until the area properly dries out. Therefore, the picnic area is unlikely to be opened for use at March steaming and its use at April steaming could be in doubt if the rains persist.

Tearoom the tearoom is currently being used as an area for a number of functions at once. It is an office, a restroom for members in overalls, a work room, a works canteen and lastly a tearoom for visitors. Now that more useable space has been released in the foreman's office, some guidelines for use by members are needed, as couple of visitors have said they will not return.

Risk assessments All HTAs have been asked to review their own risk assessments by 16th March and amend them if necessary. A full Fire Risk Assessment a legal requirement for the Mill has been authorised to be completed by Taurus Fire Safety.

Nigel Evans

3rd March 2025

Appendix

CMS structure as of 10th January 2025

