

**Trustees Meeting for 07/08/25****Venue: 7pm at the Bunbury Mill Visitor Centre.****1. Present:**

Grahame Shallcross -chair  
Polly Booker  
Neil Fowkes  
Ann Wall  
Julie Fowkes  
Clare Groves

**2. Apologies**

Michael Thomas

**3. Minutes of last meeting**

Approved

**4. Matters Arising/Action Log Review.**

GS reviewed the minutes of the June meeting:

- a. PAT testing - all electrical equipment needs to be PAT tested. Polly to get quotes
- b. GS has now spoken to the occupants of both houses on the lane, with a positive response from both neighbours. He learned that the police have been driving down the lane following reports of drug use in the white garden.
- c. Malcom the wheelwright will be living onsite for six weeks from October, and neighbours have been made aware.
- d. Grahame would like to have a list of planned projects which can be reviewed and added to by any of our volunteers. It was decided that electronic registers can be difficult to access and maintain. A folder to be kept in the visitor centre might be a better option.

This could have four sections: GROUNDS/MILL/VISITOR CENTRE/ OTHERS. Clare to mock something up for Grahame's approval. This would need to be publicised to all the volunteers once it is live.

**5. Updates.**

- a. **Visitor Centre** - Julie commented that the new booster for the SumUp machine has worked well for the last two Sundays. Alison and Lynn have agreed to join the Sunday rota.
- b. **Education** - Ann commented that schools visits have reduced this year, mainly because transport is so difficult. Six educational visits have taken place this year including the scouts. She is hoping that schools for the handicapped might be interested in educational visits since they usually have their own transport.

Polly has volunteered to help Peter Styles to make sack trucks for the children. Ann needs more volunteers to help with the educational visits.

d. **Mill** - Polly thanked Michael and his team for the internal painting in the mill which looks wonderful.

The leak from the pen trough is getting worse, so she hopes it will last until October.

Polly commented that there was no support from the trustees for the idea of moving a spare millstone to the entrance to the lane for advertising purposes. She thought the mill should be kept intact . All agreed.

e. **Grounds** - Grahame said that he had been in touch with United Utilities regarding the stream of water now running down the lane in front of the mill.

f. **Website/Newsletter** - Grahame has updated the website.

He noted that the mill has been given a five star review on Trip Adviser recently.

h. **Fire and Pest Control** - No issues.

i. **Finance** - Neil submitted Gift Aid claims, and was pleased to report that a small sum was credited to the mill account from HMRC.

The savings account has been extended to one year. It had been suggested that the monies should be divided between one year and two year accounts, but this proved too onerous.

Income from the Rain or Shine event has now been received and will be shared with the Yew Tree once Judy Gray's expenses have been reimbursed.

#### **4. The Pentrough Replacement Project.**

Malcom, the millwright will be meeting with Kenny next week. Kenny will update his scope of work document. Polly will present the plans to the trustees at the next meeting in September as part of the due process for the project

#### **5. Nantwich Museum Exhibition.**

Ancient Villages exhibition at the Nantwich Museum will run from 22/7/25 to 11/10/25, and will feature Bunbury mill. Ann reported that the exhibition is excellent. Grahame has put posters up in the village notice board and on the mill doors.

#### **6. Employment of a Cleaner.**

The possibility of employing a cleaner was suggested by volunteers prior to the AGM. Julie has discussed this option with her team and did not feel that a paid cleaner was necessary at this point. Julie and her team will do a deep clean at the start of the season and clean as necessary on Sundays and Wednesdays. Julie pointed out that finding a cleaner to do sessional work was fraught with difficulties. The trustees agreed.

7. **Trustee Meetings Minutes.** Grahame noted that in the spirit of openness, trustee minutes should be made available to volunteers. It was agreed that printed minutes could be added to the noticeboard after vetting by the trustees, but NOT placed on the What's App.
  8. **New Volunteers Induction Pack.** It was suggested at the AGM that new volunteers should have some form of welcome pack which might include the 'Behind the Door' booklet. Neil normally gives them the Health and Safety information and puts them on the volunteers What's App group. Information might include a list of trustees with mug shots; a list of things they could get involved with and who to contact including Ann's Educational visits and Julie's front of house team. Carol's list of garden areas might be useful too. Clare to mock up a volunteer's welcome pack. (Judy Gray has also suggested a new volunteers evening next summer to include interested recruits)
  9. **Car Park and Front Entrance Signage.** Polly has started to think how to lay out the car park signage. The issue of signage is complex and needs a working group. Rachel the artist, may be able to help. The council and the neighbours may need to be kept informed. Polly to set up a working group.
  10. **Pricing structure for hiring mill facilities.** Neil has now written a basic price structure, but it is also possible to offer bespoke pricing for special events. Front of house team to refer interested parties to Polly for booking.
  11. **Father Christmas 2025.** There are a lot of problems with Christmas planning this year, namely the millwright may still be working until mid December, so there might be access and safety issues. The Trustees decided to postpone Father Christmas until 2026
  12. **Summer at the Mill 2026.** Clare reported that she had met with Judy Gray and they had mapped out some ideas for a family friendly afternoon, perhaps with a band and a few stalls. Clare asked for a decision on two dates for August 2026 but the trustees had no firm preference. Clare to come back with a firmed up proposal next meeting. Julie happy to help when working party is formed.
9. **Any Other Business.**
- a. Depth board has been washed away so the mill failed its inspection by the Environment Agency. Graham reported that he is awaiting a formal report and the hydrology department can advise where to place the line on a new depth board.
  - b. Clare asked where to find the mill diary on the website, and was told it was maintained by Polly and Neil.
  - c. Clare asked that trustees remove retiring trustee, Philip Sandbach from their circulation lists and she will remove him from the Charity Commission list of trustees.
  - d. Grahame has suggested that certain issues should be added to the standing agenda items at the appropriate time of year. He will prepare a list of dates and headlines for the secretary

7. Date of next meeting. 4/9/25 7pm

**Bunbury Watermill Trust**

**Registered Charity No:**

**1137485**