

Bunbury Watermill Trust MINUTES TAKEN BY POLLY BOOKER

Registered Charity No. 1137485

Meeting: 19:00, Thursday 5th June 2025 at The Visitor Centre

Present: Grahame Shallcross - Chair
Michael Thomas
Polly Booker

Apologies: Ken Broster
Philip Sandbach (Minutes)
Neil Fowkes
Claire Groves
Ann Wall

Minutes of last meeting

The Minutes were approved.

Matters Arising

Philip Sandbach to formally stand down from the Trustees at the forthcoming AGM.

Updates/Action log

Gutters

Needs scaffolding – expense drone footage useful

Install grid at bottom of downspout

To Mill Volunteers – Please go ahead with the work as necessary.

GS to talk to KA

Action Log updated

Visitor Centre

Education

Report for next time

Facilities/Grounds

MT - Non slip surface of path near dipping pond needs redoing.

PB – Two parasol bases bought. See if successful. MT – needs Mill painting on them for security

GS – Need a new strimmer to keep up with the success of the grounds MT suggests battery

PAT testing – Requirement. KB – ask how much Barlows would charge

Mill

Vacuum cleaners - we need filter for the wet and dry Vacuum. On going

There is increasing activity from Woodworm on ground floor. We maybe need something stronger than that which is currently being used. On going

Airing the Mill – Open bottom door and consider lighting the fire.

Displays in Mill to be refreshed. – CJPB

Website/Newsletter and Social Media Update

We have not had a newsletter since start of year.

Grahame has made updates to Social Media regarding the opening of the Mill and shared art group pictures of area outside.

Sophie Parr art group has a number of irregular bookings

Fire Safety & Pest Control

Nothing this month. Everything up to date.

Financial Report

Report emailed. And accepted

Business of the day

Visitor Centre Door

One quote £700+ Vat

KA and RL working on a solution

SupUp card problems

PAT testing

Having looked at the insurance documentation, all electrical equipment should be PAT tested by a qualified person. We have told Buns people but need our own equipment done.

TO BE ACTIONED VIA LOG - PB

Mill Kits

Mill kits too expensive at £8.95 so the trustees decided, no more mill kits.

Trustees

Bank Hoiiday opening

Discussion re Bank Holiday Opening when attendances are continuing to be low. Set as Agenda Item for next meeting

Volunteer recruitment

Eric Elson has expressed an interest in helping with the guiding. Could take special groups to avoid the more boisterous family issues? MW and CJPB to coordinate a visit for Eric.

Any Other Business

MT – Good write up in Village News.

Accident book in Store cupboard.

Environment Agency – Notice of review of charges.

TV licensing – Need reply to avoid needing a licence.

PB - Large Carpark notice board. Details to be discussed. For next meeting's agenda

Next Meeting

The next meeting will be at 19:00 on Thursday 3rd July 2025 at The Visitor Centre.

Action Log

Subject	Date	Who	Date Completed
Gutter drainage - First step might be to correct the down pipe. Graham will speak to Ken A next week.	04-07-2024	Graham Shallcross	Next meeting
Contact the owner of Walk Mill regarding the spoiling of milled flour	06-02-2025	Ken Broster	Action – Stop sale of flour to public.
Publish a notice of Annual General Meeting Carried forward.	06-02-2025	Clare Groves	Meeting set for 31 st July
School Visit Risk Assessment	06-03-2025	Ann Wall	To be taken forward
Leaking Pentrough No news on Mill Wright. CJPB to ask MW	03-04-2025	Polly Booker	By next meeting
Fireplace light – Coloured Celluloid to fitted.	03-04-2025	Polly Booker	Closed
New action for the painting of the Mill ceiling Ongoing with MT, BM and PB (et al)	01-05-2025	Michael Thomas	Ongoing