

Trustees Meeting for 7/5/26

Venue: 7pm at the Bunbury Mill Visitor Centre.

1. Present:

- A. Grahame Shallcross - Chairman
- B. Clare Groves - Secretary
- C. Michael Thomas
- D. Richard Langley
- E. Christine Bond

2. Apologies

- A. Julie and Neil Fowkes
- B. Polly Booker
- C. Judy Gray

4. Matters Arising and Action Log Review.

- No news on the amateur radio transmitting from the mill this Sunday - GS to ask Polly for update*
- Christmas arrangements to sit with JG*.
- Risk assessments completed for schools and parties visits. Now on website.
- Not yet had Ken's mill keys returned
- The donated bench from the Parker family has been ordered, and site agreed in front of the Parker door.

5. Updates.

a. Visitor Centre - from Julie Fowkes

- Good start to the season with the front of house. Volunteers cakes are going down well.
- Agreed £5 admission charge with photos taken at the Beeston fete

b. Education - Judy Gray

- School booked in for July . Students from two English foreign language courses booked in for August and September.
- Education team will be meeting to discuss new offers for schools in the near future.

d. Mill - Polly Booker

- 'Review of Pentrough Repair' document written by Polly and her team captures the steps and lessons learned. This close-down part of the pentrough project will be an important template for all future projects. The trustees commended the thoroughness of this document.

- Need to keep a watchful eye on the bearings and state of the wheel. Might need to prebook Malcom the wheelwright to check the bearing for next year to make sure that he is available.

e. Grounds - Christine Bond

- Compost heap - Kenny has suggested transferring the contents from the old compost pile to the new compost area to help soak up the water seeping from the field.
- Need to think about how we manage the compost piles in terms of turning them over and whether two compost bins are necessary*.

f. Website/Social Media - Grahame Shallcross

- Website has been updated with visitor risk assessments.
- Hiring of the visitor centre has been updated and links refreshed.
- Rain or shine event has been updated
- Ken Broster complained about the use of his home phone number for the mill- he needs to remove it from Google himself.
- Facebook and instagram posts - GS trying to update weekly

g. Fire and Pest Control - Michael Thomas

- Old emergency lights need to be changed to make them brighter - a pair of LEDs? Need to price of four or six*.
- All ok otherwise. Alarms successfully tested this week

i. Finance - Neil Fowkes

- Insurance and millwright's bill has taken a chunk out of finances, but we have done well so far in the month of April, and have a reasonable reserve in place.

j. Projects List - Grahame Shallcross

- Projects list is now live on the website
- Rob and Sue have nearly finished the visitor centre doors.
- Changing posts on the walkway at the back of the mill will cost about £350
- Two new noticeboards courtesy of Michael. Polly is sorting out A4 plastic, waterproof flip frames for notices.
- Fiona is working on one of the flour chutes.
- Barry and Julie were painting the ground floor of the mill - one wall won't take the paint, otherwise finished.
- Sack hoist line shaft bearing needs attention - Polly co-ordinating on this*.
- Look at putting a shed in the space at back of the mill - RL to think about this*.
- Herb bed now planted up, Polly sorting signage out with her Laser printer onto slate tiles.

4. Items for Discussion

- A. An Environment Agency warning letter (referring to the drainage of the mill pond and the subsequent death of fish in the downstream fish pond) has been received. NF and GS have now made a pre-application for an Environment Agency Discharge Licence. The millers have been warned not to open the sluice gate and the sluice gate key is now kept by GS to prevent random draining of the pond.
- B. Ann Wall has offered to donate a rowan tree to the mill. Discussion about position to site the tree and the size. Rowan needs full sun for six hours per day. GS to go back to Ann.
- C. United Utilities are aware of the road damage done by UU trucks driving over the cobbles in front of the Mill. UU has offered £2000 as a charitable donation to recognise the disruption to the mill during the sewerage works. This could be used to repair the cobbles. Kenny and Barry are keen to do the work themselves. Trustees agreed to accept the UU donation
- D. Trustees Liability. CG read out information supplied by NF confirming that the mill has Public Liability and Trustees Personal Liability insurance in place.
- E. Risk assessments - the schools risk assessment has been updated. Fire risk and open water risk assessments using a template taken from United utilities were completed in February/March 2025. Fire and Open Water need to be reviewed again this year. CB and RL will repeat the risk assessments as 'fresh eyes' in the near future*. MT reminded us that people using ladders should restrain the ladders. MT and Ken check the ladders regularly. RL suggested palisade fence around the dipping pond, MT thinks the rope is adequate as a visual barrier.
- F. Tree felling. CG obtained a quote from Polly's tree surgeon. Two trees need to be cut down, and the wood stacked in situ at a cost of £700. MT wants to obtain a second quote himself*. Polly's tree surgeon didn't think that it was necessary to repeat a tree survey at the moment, and suggested that every five years would be a reasonable interval.
- G. Entrance Photo -CB showed the trustees her design for a display at the entrance to the mill from the road showcasing the new grinding stone. Discussion over costs and planning permission. CB to ask Kenny for approximate costs for stone, and GS to speak to the neighbours and local councillors informally to determine whether planning permission is necessary.
- H. Small posters for semi-local businesses - MT asked GS for a few copies of previous poster which he will distribute to stick up in the canal boat office for visitors, and perhaps to local cafes.
- I. Locks for the gates around the pond and onto the peninsula - RL says £32 for six locks/keys. Keys to be distributed to the trustees.

6. Any Other Business.

- Dave Evans has permanently removed (and sold) his bee keeping kit. RL suggested contacting Horton Honey and MT will ask Peter Styles if he wants to put hives back on the peninsula*.
- MT distributed sheets with the history of mill. GS said that there may be a third edition of 'Behind The Door' in progress. If a physical copy of the new booklet is printed, then we could give it out as part of the tour and charge accordingly.
- RL - Kenny said has put new rubber on the penstock and thinks we should keep a spare rubber - £45 plus VAT for a spare. RL said a new rubber seal was easily obtainable if there are problems, and there was no need to keep a spare at the mill.

- CB asked if we need more advertising. She suggested Cheshire Buzz which provides free publicity in the Cheshire area. CB to look into this*.

7. Date of next meeting.

4th June 2026