



2000/01
Community Safety Preventing Crime and Disorder
2002/03
Fostering Business Growth
2008/09
Tackling Climate Change

5 October 2009

NOTICE OF MEETING

BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

will meet on

Wednesday, 14 October 2009

beginning at

3:00 pm

in

Conference Room 2, Civic Offices, Leigh Road, Eastleigh

TO: Councillors Airey, Cross and Millar
County Councillors Broadhurst, Davidovitz and Kyrle
Mr Egleston, Mr Jackson & Mrs Sutton, Hampshire Buildings Preservation Trust
Ian Douch, County Museums Service
Jo Lawler, County Museums Service
Diccon Bright, Area Co-ordinator, Eastleigh Borough Council
Councillor J Misselbrook, Bursledon Parish Council

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RICHARD WARD
Head of Legal and Democratic Services

AGENDA

1. Appointment of Chairman

(NOTE: The Chairmanship alternates annually between the two authorities. For the year 2009-10 the Chairman will be appointed from the County Council members of the Committee.)

2. Appointment of Vice-Chairman

(NOTE: The Vice-Chairmanship alternates annually between the two authorities. For the year 2009-10 the Vice-Chairman will be appointed from the Borough Council members of the Committee.)

3. Apologies
4. Minutes (Pages 1 - 2)
5. Acting Site Manager's Report (Pages 3 - 8)
6. Revenue Budget Estimate 2010-11 (Pages 9 - 12)
7. Public Access to the Woods
8. Date and Venue of Next Meeting

BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

Wednesday, 22 April 2009 (3:00 pm – 3:37 pm)

The meeting was held at the Civic Offices, Eastleigh Borough Council

PRESENT:

Representing Eastleigh Borough Council - Councillors Airey and Millar

Representing Hampshire County Council – Councillors A Broadhurst and Davidovitz

Representing Bursledon Parish Council – Councillor Misselbrook

Ian Douch	- County Museums and Archives Service
Jo Lawler	- County Museums and Archives Service
Mr Jackson	- Hampshire Buildings Preservation Trust
Mrs Sutton	- Hampshire Buildings Preservation Trust
Diccon Bright	- Area Co-ordinator

Apologies for absence were received from Mr Egleston (Hampshire Buildings Preservation Trust)

The Chairman welcomed Diccon Bright, the new Area Co-ordinator for Bursledon, Hamble-le-Rice and Hound, to the meeting

1. MINUTES

The Minutes of the meeting held on 11 February 2008 were agreed as a correct record.

2. CURATOR'S REPORT

The Visitors Services Manager (VSM) introduced a report detailing events and activities at the Windmill from October 2008 to March 2009.

A number of successful activities had taken place during this period, including Big Draw events, Christmas celebration dancing and games, and a February half term flour pictures activity.

To celebrate National Science and Engineering Week, it had been decided to run the French milling machine as an extra to each Sunday visit. However, it had not been possible to do this on the first Sunday, due to staff sickness. Other staff were now to be trained in the use of the machine for the future. It was confirmed that all training would be recorded on staff files and that liaison would take place with Health and Safety staff at Museum Headquarters. The suggestion was made that short refresher talks should also be provided, with a note made of topics discussed and who was present at the session.

A school from Berkshire had visited the site between 11am and 2pm, bringing their own packed lunch. The children had been of reception age and would be visiting again next year. It was noted that Bursledon Brickworks provided catering for visitors and the VSM agreed to contact the Brickworks with a view to investigating the possibility of catering for the Windmill also.

The Southern Co-op was launching a range of local produce at stores in Stockbridge, Alresford and Wickham and orders for Windmill flour were due to arrive at the end of the following week. Labels and bar codes for the flour bags were on order. It had cost £100 to register the site and £100 per year from then on. The VSM had not yet visited the delicatessen in Warsash to discuss the sale of flour, but would be doing so in the near future. She would also be contacting three local bakers and approaching local farm shops.

With regard to the site, it was queried whether the ownership of the land to the north east had been established, as trees prevented milling when the wind was from that direction. The Borough Council managed the site and, if ownership could be confirmed, it might be possible to request that tree works be carried out. Councillor Broadhurst agreed to investigate the current situation with the Borough Council's Estates department and to liaise with the Area Co-ordinator.

It was confirmed that the new education package would be ready for the start of the new school year in September. The VSM was working with the Senior Education Officer and would be contacting all local infant schools. Appropriate paperwork was also in place to address the Health and Safety implications for visiting children. The VSM would also check that all electrical inspections were carried out as required.

Reference was made to the recent article on the history of the Windmill published in the Hampshire Chronicle. The VSM agreed to follow this up and to provide current information details.

It was queried whether weddings could take place at the Windmill. The VSM confirmed that receptions had been held there, but that there was very limited parking at the site. The suggestion was made that a licence for ceremonies could be obtained for the site, and that a possible link could be made with the neighbouring restaurant for receptions and parking.

It was AGREED that the report be noted.

3. DATE AND VENUE OF NEXT MEETING

It was agreed that the next meeting would be held on Wednesday 14 October at 3pm at the Civic Offices.

Acting Site Managers Report

Report of the acting site manager of Bursledon Windmill
 Contact: Jo Lawler Tel: 023 80 404999

1 Introduction

This report covers the period April 2009 to Oct 2009. It updates the members on the activities and events at the museum.

2 Activities and Events

2.1 School holiday events programme April – Dec.

A different activity every week of the school holidays, through out the year. These are family friendly and either free drop in or bookable at £2.50 per child taking part.

Date	Male Adult	Female Adult	Child	Activity
07/04/09	1	7	14	Dough Monsters Book
08/04/09	2	4	8	Dough Monsters Book
14/04/09	0	4	7	Spring Flour Pictures Book
15/04/09	0	3	4	Spring Flour Pictures Book
26/05/09	0	2	4	Windmills from paper & willow Book
27/05/09	1	5	11	Windmills from paper & willow Book
28/07/09	4	10	20	Dough craft – double session Book
29/07/09	1	13	26	Dough craft – double session Book
04/08/09	1	11	21	Mosaic Windmills Book
05/08/09	0	8	13	Mosaic Windmills Book

11/08/09	0	7	11	Harry the Harvest Mouse Book
12/08/09	2	7	11	Harry the Harvest Mouse Book
18/08/09	1	7	11	Pond Creatures Investigation Book
19/08/09	0	2	6	Pond Creatures Investigation Book
25/08/09	2	4	7	Gears and Windmills Book
26/08/09	3	8	11	Gears and Windmills Book
01/09/09	0	6	15	Weaving With Nature (double length session) Book
02/09/09	1	5	14	Weaving With Nature (double length session) Book
27/10/09				Big Draw at the Windmill Free
28/10/09				Big Draw at the Windmill Free
22/12/09				Christmas celebrations in the Barn Free
23/12/09				Christmas celebrations in the Barn Free
29/12/09				New Year celebrations in the Barn Free
30/12/09				New Year celebrations in the Barn Free

2.2 Added value days

These events are days, usually Sundays, when an added attraction is included in the normal visit to the Windmill. This added interest attraction is free to those visiting whether they decide to pay to do the standard Mill visit or just drop in for a coffee. The next of these will take place on Tuesday 27th October when we will be running two free Spider Sessions at the same time as the free Big Draw at the Windmill event.

2.3 Forthcoming fairs

The Meet the Chef event was set up by Hampshire Fare to promote Hampshire Fare members products to the managers and chefs of the 16/18 Fuller's pubs in Hampshire. This year the fairs we are involved in to advertise the windmill both as a visitor attraction

and as a working mill, all happen in the latter half of the tax year. We will also be trialling the new small rotary quern at the Pumpkin festival. This quern was purchased this year as a piece of equipment to take to events and as an easier to work quern for the younger visitor at the mill.

Date	Male adult	Female Adult	Child	Activity
18/05/2009	35	25	0	Meet the Chef – Hampshire Fare event
10/10/2009				Autumn Pumpkin Festival - RVCP
16/10/2009				Octoberfest – Milestones
17/10/2009				Octoberfest – Milestones
18/10/2009				Octoberfest – Milestones
March 2010				Bitterne Local History Society

2.4 Group Visits

Booked visits to the mill take place on Tuesdays and Wednesdays. Occasionally named groups also visit on Sundays in these cases they are counted as drop in visitors not as a group in our visitor figures. To give an idea of the sorts of groups interested in visiting the mill I have included Sunday visiting ones in the following chart.

Date	Male adult	Female Adult	Child	Group Name
08/04/09	1	1	2	family visit
26/04/09	approx 25	approx 20	approx 6	4 Classic Car groups as part of “National Drive In Day”
20/05/09	0	7	15	1 st Locksheath Brownies
27/05/09	2	2	5	2 family visits
14/07/09	5	2	0	Yinnon & new Councillors
15/07/09	6	30	0	Bursledon WI
19/07/09	0	2	0	Local Art Group

21/07/09	3	8	15	7 th Itchen Beavers Group (Southern)
04/08/09	0	2	0	small group visit
11/08/09	1	0	2	family group visit
19/08/09	2	2	0	family group visit
01/09/09	1	1	2	family group visit
09/09/09	0	2	0	family group visit
27/09/09	approx 6	approx 4	0	Durley Camera Club

3 Education

Following the workshop in December 2008 two sessions were worked up and trialled as family activities during the summer. These were the Harry the Harvest mouse and the Gears and windmills. This was done with the expectation that these will become part of the educational offer for Reception & Yr1 children. Money has also been acquired to purchase a stuffed Barn Owl for use in both family and educational activities.

Date	Male adult	Female Adult	Child	School
01/04/09	0	2	11	Mark Way School
21/04/09	1	6	14	Out of School Club Steiner Waldorf School
29/04/09	0	5	17	Ladybird Nursery, Highbury College
02/09/09	3	5	12	Out of School Club Steiner Waldorf School

4 Visitor figures for April –Sept 2009

A comparison with the figures for the same period last year show for the most part a healthy increase. The dip in numbers in June 2009 may in part be put to the fact that June 2008 included an added interest Sunday for National Insect week. This was not offered in 2009.

Visitor Figures	2009	2008	% change
April	520	384	35%
May	509	312	63%
June	192	354	-46%
July	425	317	34%
August	720	641	12%
September	390	219	78%

5 Flour sales & Production April – Sept 2009

Sales of the blended flour stopped in early June 2009. From then on we have only sold wholemeal flour in the three qualities, fine, medium and coarse. We began to supply the Southern Co-op with 500g bags of fine, medium and coarse flour in May of 2009. We now supply the Southern Co-op branches in Stockbridge, Wickham, Alresford, Lee-on-Solent, Denmead, Milford-on-Sea, Romsey, Bishops Waltham, Titchfield, Overton, Odiham, Alderholt, and Tadley. The figures in brackets are the amounts of flour supplied to Southern Co-op in those months (the total figure is inclusive of the Co-op flour).

	Total Flour sales in kg 2009	Total flour sales in kg 2008
April	144	73
May	231 (45)	72

June	342 (165)	101
July	160 (65)	140
August	222 (40)	206
September	174 (65)	101

6 Site and Buildings

This year saw the first major maintenance check of the pole end of the windshaft and the sails. This will be a yearly activity starting this year. All is satisfactory.

The sail canvases and ropes are also in good condition. The repair of an accidental tear earlier this year allowed the contractor to assess their current state.

BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

11 OCTOBER 2009

REVENUE BUDGET ESTIMATE 2010-11

**REPORT OF THE HEAD OF HAMPSHIRE COUNTY COUNCIL MUSEUMS
AND ARCHIVES SERVICE**

Contact: Ian Douth 01962 826708

1. Introduction

- 1.1 In Accordance with the agreement between Hampshire County Council and Eastleigh Borough Council, the net cost of running Bursledon Windmill is shared between the two partner authorities.
- 1.2 This report outlines progress with the current years budget and also deals with the forward estimate for 2010/11.

Revenue Budget 2009/10

- 2.1.1 At its meeting on 15 October 2008 the Committee agreed to recommend a cash limit for the 2009/10 financial year of £67,000 (£33,500 per partner). This took into account estimates for inflation of 2.0% for pay and 2.5% for other prices.
- 2.1.2 At a subsequent meeting, this figure was increased to £68,200 (£34,100 per partner). The non HCC half of the costs have been split between Eastleigh Borough Council and Bursledon Parish Council in the respective amounts of £31,238 and £2,862.
- 2.1.3 Monitoring of the budget at this stage of the year indicates that it will be possible to manage within the agreed cash limit.

3. Revenue Budget 2010/11

- 3.1 So that the two contributing partners can make provision in their 2010/11 budget planning process, it is necessary for the Joint Management Committee to recommend a forward budget in principle now.
- 3.2 Following the agreed format, the revenue estimate includes an element to pay for the use Bursledon Windmill makes of Central Support Services provided by Hampshire Museums Service's HQ in Winchester. Specialist services and

resources include marketing, design and exhibitions, conservation, education and interpretation, collections management, storage and workshops. Bursledon Windmill's requirement from next year's estimated c. £1.13m Central Services' budget is calculated as last year, at 0.3% (£3,500).

- 3.3 The table below shows the breakdown of estimated costs for next year. The estimate for 2010/11 is £66,800 which is a decrease of £1,400 on the 2009/10 Original Estimate. Each partner will therefore be required to contribute £33,400. The decrease is largely due to reduced staff costs, although the opportunity to reduce the income target has offset some of this saving. The staffing figures include the cost of increments and the proposed 1% pay award. Non staff costs have been frozen at 2009/10 levels. The County Council believes it is an accurate assessment of the Windmill's needs for the coming year.
- 3.4 **This is a cash limit and the final budget will be managed within this figure. No further inflation allocation will be made during the year.**

Bursledon Windmill: Revenue Budget estimate for 2010-11

	2008-09 Outturn	2009-10 Budget	2009-10 Actual to 30/09/09	2010-11 Estimates
	£	£	£	£
Employees				
Curator	23,616	24,200	8,422	25,300
Visitor Services Manager	11,397	23,500	9,447	21,200
Museums Assistants	12,237	19,900	6,698	16,700
Casual staff	1,728	1,000	1,292	1,500
Total Salaries	48,978	68,600	25,859	64,700
Premises	5,034	5,200	2,082	5,200
Transport	771	800	537	800
Supplies & Services	1,883	3,100	1,584	3,100
Central Museum Support Services	3,400	3,500	1,750	3,500
Total Expenditure	60,066	81,200	31,812	77,300
Income	4,931	13,000	3,885	10,500
Net Expenditure	55,135	68,200	27,927	66,800
Less: Bursledon P.C. grant		2,862		
		65,338		
<u>Contributions</u>				
Hampshire County Council		34,100		33,400
Eastleigh Borough Council		31,238		33,400

4. **Recommendation**

- 4.1 That the budget required to maintain the current levels of service be noted.