

18 March 2021

## NOTICE OF MEETING

### **Bursledon Windmill Joint Management Committee**

*will meet on*

**Thursday, 18 March 2021**

*beginning at*

**10:30 am**

*Microsoft Teams*

**TO:** Councillors Broadhurst, and Cross  
County Councillors Grajewski, House and Kyrle  
Mrs Sutton, Hampshire Buildings Preservation Trust  
Parish Councillors Mrs Andrewes and Mrs Rich  
Matt Blythe, Local Area Manager  
Cerian Gale, and Deborah Neubauer - Hampshire Cultural Trust

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## AGENDA

1. Apologies
2. Minutes (Pages 3 - 6)
3. Fundraising - Stacey Court-Martin
4. Curator's Report (Pages 7 - 12)
5. Finance Report (Pages 13 - 14)
6. Date and Venue of Next Meeting

Next meeting will take place on Thursday 15 July 2021 at 10am, location TBC

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## BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

Friday, 11 December 2020 (10:16 am – 11:30 am)

### PRESENT:

Representing Eastleigh Borough Council - Councillors Neubauer and Banks, Ross McClean, Local Area Manager

Representing Hampshire County Council – Councillors Neubauer and Banks

Wayne Irish, Advisor

Apologies for absence were received from Councillor Rupert Kyrle, Councillor Judith Grajewski, Councillor Keith House and Mrs Sutton

### 1. MINUTES

#### **RESOLVED –**

**That the minutes of the meeting held on the 27<sup>th</sup> of February 2020 were agreed as a correct record.**

Councillor Broadhurst noted that the proposed letter to Hampshire County Council regarding repairs had been drafted and had not yet been dealt with due to the pandemic.

### 2. ELECTION OF CHAIR FOR 2020/2021

The Chairmanship of the Joint Management Committee alternates annually between the two authorities. For the year 2020/2021 the Chairman should be appointed from the County Council members of the committee.

**It was agreed that no Chair be appointed in this meeting, as there were no County Council members present.**

### 3. ELECTION OF VICE CHAIR FOR 2020/2021

The Vice-Chairmanship alternates annually between the two authorities. For the year 2020/2021 the Vice-Chairmanship should be appointed from the Borough Council members of the Committee.

#### **RESOLVED –**

**That Councillor Broadhurst be appointed Vice-Chair of the Joint Management Committee for the 2020/2021 municipal year.**

#### 4. CURATOR'S REPORT

Emma Banks, the Community Manager representing the Hampshire Cultural Trust, presented a report on activities at or relating to Bursledon Windmill, which covered the period January 2020 to November 2020.

For the first two weekends of March 2020 visitor numbers to the Windmill were high, most likely due to special events being held. The national lockdown forced a closure of Bursledon Windmill at the end of March 2020. Prior to the windmill reopening, a Covid-19 risk assessment was carried out, and measures introduced as necessary. These included hand sanitiser stations, increased signage and all team members attending a training session.

The site reopening on the 25<sup>th</sup> of July, seeing over 700 visitors from July through to October. Outdoor events were especially popular.

In June a condition inspection report was carried out. The windmill closed at the end of October to allow some of the suggested repairs to be carried out.

#### 5. FINANCE REPORT

Consideration was given to the Financial Report presented by Emma Banks from Hampshire Cultural Trust, which provided an overview of Bursledon Mill's performance during Q2 against the 2020/21 budget.

Report gave a reforecast budget because of the pandemic, showing that it should be 25% of what the budget was originally intended to be.

Visitor Services Assistant received 100% of their salary, thanks to the furlough scheme and topping up from the windmill.

Acknowledged that Events had overspent according to the budget, but that by having increased events more income was brought in, and future budgets will be adjusted to acknowledge this.

Larger spending on central costs to cover PPE and other sanitising necessities.

Bursledon Windmill secured a grant of £10,000 from the Government Business Support Grants, to support them through the pandemic.

Hampshire Cultural Trust was able to secure additional funding due to Covid-19. This included the Government Business Support Grant, the Cultural Recovery Fund, and the National Heritage Lottery Fund Emergency Fund.

The Eastleigh Borough Council annual grant was discussed, and it was agreed that more communication was needed around any changes in the 2021/2022 figure.

6. WINDMILL REPAIRS UPDATE

The mill was inspected on the 16<sup>th</sup> of May by Luke Bonwick, and the report was discussed.

A contractor has been commissioned for removal of the stocks and sails. Work will begin in the week beginning the 14<sup>th</sup> of December, provided the weather is acceptable. The chain gear will also be replaced at this time, and issues with the turning wheel have been included in the quoted price for the work.

Neighbours have been informed that work will be taking place and there will be a crane present.

Concern was raised over the waterproofing of the windmill, and a discussion was had over repairs which had been suggested in 2018.

Small, routine tasks such as greasing the cogs was raised as something which could be included as ongoing maintenance, and this has been done.

A review of the operational manual and maintenance program will happen whilst the sails are off the mill.

Concerns were raised over the end cap of windshaft, which has been made but not yet fitted. It was suggested that a temporary fit may be beneficial to provide protection for another winter and asked whether this could be included in the forthcoming repairs.

A request has been submitted for Hampshire County Council to fund repairs in 2021/22. This has been submitted and a decision is awaited.

7. DATE AND VENUE OF NEXT MEETING

It was agreed that the next meeting would take place on the 25<sup>th</sup> of February 2021, on Microsoft Teams.

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## AGENDA ITEM NO. x

<b>Committee:</b>	BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE
<b>Date of Meeting:</b>	THURSDAY 18 MARCH
<b>Title of Report:</b>	COMMUNITY MANAGER'S REPORT
<b>Author:</b>	EMMA BANKS

### Purpose:

Report on activities at or relating to Bursledon Windmill  
Covering period Dec 2020 2019-Feb 2021

## **1 Providing a Welcoming and Well Maintained Site**

### **1.1 Windmill Service Delivery**

Due to work being carried out to the Windmill cap and concerns regarding the condition of the stocks and sails the Windmill closed at the end of October 2020.

Since the latest Covid-19 lockdown the Visitor Services Assistant, Jeff Witcher has been furloughed. The Miller/Caretaker, Gary Freeman and Community Manager, Emma Banks are flexi-furloughed but continue to ensure regular Health & Safety checks and essential maintenance are carried out.

The current plan is that the site will reopen to the public at the end of May 2021. The events programme is currently being reviewed in light of the recent government roadmap.

### **1.2 Visitor Figures**

The 2020-21 season was challenging, however we were pleased to welcome over 700 visitors from mid-July until October. This was due primarily to the popularity of the event offer and a regular flow of weekend visitors to the site. As we were unable to run some of the larger scale regular summer events so there was an obvious impact on visitor numbers.

Year	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals
2011 – 2012	581	645	389	435	408	244	261	258	86	159	227	173	<b>3866</b>
2012 – 2013	385	285	227	251	332	316	433	253	188	62	228	364	<b>3314</b>
2013 – 2014	252	299	278	388	489	784	275	215	95	85	227	332	<b>3719</b>
2014 – 2015	252	422	318	362	0	121	90	290	72	390	332	503	<b>3152</b>

2015-2016	298	383	315	282	563	274	431	129	24	109	142	263	3213
2016-2017	170	124	150	142	309	160	148	59	Closed	Closed	Closed	142	1404
2017 – 2018	152	124	171	208	519	377	350	106	169 Closed	Closed	Closed	174	2350
2018 – 2019	208	178	295	179	434	915	323	197	207 Closed	Closed	Closed	323	3259
2019-2020	206	276	567	238	869	805	339	409	399 Closed	Closed	Closed	153	4261
2020-2021	Closed	Closed	Closed	34	198	345	99	47	Closed	Closed	Closed	Closed	723

## **2 Caring for Collections, Promoting Access, and Providing Specialist Knowledge and Advice**

### **2.1 Caring for collections**

During June 2020 an annual condition inspection report for the Windmill was carried out by Bonwick Heritage Consultancy. The report highlighted a number of areas where repair works are required and highlighted the risks associated with lack of action. Hampshire Cultural Trust is now working with Hampshire County Council to produce a timetable for these repairs to be carried out.

Emergency works to remove the stocks and sails were carried out in December 2020. HCT commissioned windmill conservation specialist Luke Bonwick to survey the condition (see attached report). Under the current agreements HCC are responsible for any structural works needed.



*Figure 1 Equipment on site ready for the removal of the stocks and sails*



A decision regarding allocation of budget from HCC for repairs to the Windmill is due at the end of March and HCC are currently establishing the full cost of the required repairs.

In the meantime Hampshire Cultural Trust have developed a fundraising campaign, aiming to raise £40,000 to support the required works. It is planned that £5,000 of this target will be raised through community fundraising including a series of special onsite activities and donation initiatives. Fundraising Officer Stacey Court-Martin will give more detail on these plans at the JMC meeting.

### **3 Inspiring Learning and Community Engagement**

#### **4.1 Community Engagement**

##### **Horizon 20:20**

The Horizon programme has continued to support vulnerable young people in The Bridge Education Centre.

The following face to face sessions have been delivered December-February;

- 5 full days x artist-led painting sessions at The Bridge Education Centre

The following activities have been delivered remotely;

- 12 Creative boxes and resources were provided for students at The Bridge Education Centre along with online Fashion Design workshops with artist Roz Shabazz
- A Teacher Wellbeing whole staff CPD session at The Bridge Education Centre – Ceramics with artist Jill Maguire via Zoom to support teachers in school classrooms or isolating at home.



*Figure 2 Ceramics by artist Jill Maguire*

## **4 Marketing and Communications**

Venues have been largely closed throughout Dec 20 – Jan 2021. During this time we have continued with online marketing and also our digital blog, Culture on Call. During the time period, this received 15.9k unique site views.

### **4.2 Online marketing**

The HCT monthly e-newsletter featuring exhibitions and events across the organisation has been sent to sign ups on the HCT database. Subscribers now number over 66,445.

### **4.3 Research**

Postcodes are now routinely collected from visitors at Bursledon Windmill on an ongoing basis. These are profiled annually using Mosaic software and provide ongoing information on which groups of people are using and not using our services and how individual visitor profiles compare to the local area. This feeds into the service and marketing planning processes and will be available in March.

Bursledon Windmill is also taking part in the Visitor Survey project, this involves taking questionnaires from a cross section of visitors to provide feedback from those who visit which we can then use to improve both our marketing and the service the Windmill provides. This project is currently on hold and will restart when the venue reopens.

### **4.4 Social Media**

HCT Facebook now has over 5160 “likes” and twitter 6500 followers. Events at Bursledon Windmill are promoted on both social media sites on an ongoing basis.

The Bursledon Windmill Facebook page is still growing steadily and now has 1900 followers and is proving to be a very strong marketing tool for special events. We have been actively posting and taking part in social media themes.

The Instagram page is also growing with a 682 followers since we started the page in June 2019.



Figure 3 Bursledon Windmill Instagram Account @bursledonwindmill

Emma Banks, March 2021

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## Bursledon Windmill JMC Finance Report

Expenditure	Description	Actual Q3 20-21	Budget 2020-21
<b>Staff Costs</b>			
Community Manager	1 day a week, operational magement	£7,820.46	£10,427.28
Miller/Caretaker	3 days a week from March to November, 1 day a week from December - February	£9,716.25	£12,955.00
Visitor Services Assistant	2 days a week from March to November, 1 day a month throughout the year	£5,625.50	£7,500.66
Collections team	2 days a month, windmill conservation, maintenance	£4,200.00	£5,600.00
Head of Community	1.5 days a month, strategic and team management	£3,739.50	£4,986.00
Casual Staff	Additional support for events and out of hours visits	£98.00	£350.00
<b>Programming</b>			
Events	workshops, family activities, event days	£1,660.00	£500.00
<b>Venue Management</b>			
Premises Costs	Business rates, cleaning, refuge	£475.00	£728.00
Operating Costs	Retail and Café	£348.00	£780.00
<b>Central Support</b>			
Central fundraising	3 days across the year - focused on fundraising campaign for windmill restoration	£455.06	£606.75
Central marketing	Website, social media, digital content development, local press promotion	£1,587.83	£2,117.10
Finance, HR and IT	Central costs around staff, facilities and finance	£12,852.47	£17,136.63
		<b>Total</b>	<b>£48,578.07</b>
			<b>£63,687.42</b>

Income	Description	Actual Q2 20-21	Budget 2020-21
HCT/HCC	Through core funding from HCC and HCT	£29,434.07	£34,624.42
Bursledon Earned Income	Admissions, Events, Retail, Café	£3,952.00	£8,987.00
Eastleigh Borough Council	Annual grant	£13,575.00	£18,056.00
Bursledon Windmill	Annual grant	£1,620.00	£2,200.00
		<b>Total</b>	<b>£48,581.07</b>
			<b>£63,867.42</b>

### Additional HCT funding secured during COVID-19

Government business support grant	£269,336.00
Culture Recovery Fund	£480,000.00
National Lottery Fund Emergency Fund	£41,000.00
Job Retention Scheme first and second lockdown- HCT reclaim	£275,692.00

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