

RAYLEIGH WINDMILL

MANAGEMENT ARRANGEMENTS AND RESPONSIBILITIES

This document sets out the Management arrangements for the Rayleigh Windmill. The document provides details as to the roles and responsibilities of the group, and of each of the individual organisations forming part of the group.

The actual Management Group members may change from time to time, as organisations' roles vary. The initial membership of the group is as follows;

- Council facilitator / manager
- One member of Rochford District Council
- Two members of the National Trust Local Committee
- Two members of the Rayleigh Historical Society
- One member of the Essex Museums Service
- One member of Holmes Place, the Council's leisure contractor if appropriate**

** subject to Agreement from Holmes Place

Other groups may be invited to attend as required, with the agreement of a simple majority of the Management Group.

The Group will be responsible, through the Council lead officer, to the Members of Rochford District Council and any policy decisions will need to be referred back to Council Committee for agreement.

1 MANAGEMENT OF THE BUILDING

1.1 OWNERSHIP OF THE WINDMILL

Rayleigh Windmill is a Grade 2 listed building owned by Rochford District Council. Following refurbishment with funding provided by Thames Gateway South East, the Windmill will remain in the ownership of the District Council.

1.2 MAINTENANCE OF THE BUILDING

The District Council is therefore responsible for the upkeep of the building and those internal fittings supplied and installed as part of the refurbishment project. The Council will regularly inspect the structure and internal fixtures and fittings of the building and ensure that all systems are functioning correctly and arrange for any maintenance works to be carried out. This will be managed by the Property Services section of the Council, who will also manage revenue budgets for the building. Inspection reports will be fed back to 'the group', at each meeting of the group.

The District Council will also arrange any necessary service contracts, alarms, CCTV, IT, etc. and ensure they are maintained.

1.3 INSURANCE

The District Council will provide insurance cover for the building and its contents and for volunteers who will be working in the building from time to time, including visiting displays that may have a higher value. Members of the group will supply an up to date list of volunteers for insurance.

All users of the building will be responsible for their own actions, under the Health and Safety at Work Act (1974) and should ensure that any faults identified, are reported to the property maintenance section of the District Council.

To ensure safe working, volunteers will have an 'induction' including Health & Safety, reporting of accidents/incidents and management of people within the Windmill and the evacuation procedure. Volunteers will be required to sign for training.

The Evacuation procedure will be produced by Rochford District Council, in conjunction with the Council's Health and Safety Manager. The location of a muster point will be agreed.

1.4 PROVISION OF UTILITIES

The District Council will be responsible for ensuring that all services are installed and kept up to date and will provide for payment of utility charges, as required.

1.5 CLEANING OF THE BUILDING

The District Council will arrange for regular cleaning of the building, including floors, windows, stairways, glazing and equipment and maintain COSHH sheets for any chemicals on site. There will be basic supplies for cleaning up after activities.

1.6 CLEANING OF INSTALLATIONS

Groups using the building will be responsible for the cleaning of their own displays and materials within their care and ensure that these present no risk to the users of the building.

1.7 KEY HOLDING

Keys for the building will be kept by the Council at its offices in the Property Services Section and by Holmes Place at "The Mill" Arts and Events Centre in Bellingham Lane, Rayleigh. Access to keys will be made available to an agreed

list of representatives of the Management Group only. There will be an official agreement in writing with Holmes Place.

This list will be maintained by the RDC responsible lead officer, who is the responsible officer for the Management Group. Any changes to the list from groups will be notified to the responsible officer, at least 28 days before the person will be allowed to open the building.

Keys will only be provided for the main doors and relevant floors for the booking.

1.8 LETTINGS

Lettings will only be made with the agreement of the management group and within the policies agreed by the Council. Bookings will be made with the RDC Officer who will also manage the hire agreements.

Lettings will be either for Community use or for Commercial use, when appropriate charges, agreed by the Council, will be made.

Terms & Conditions of Hire are set out in the Hiring Agreement, which is an addendum to this agreement (standard legal document).

The terms and conditions include

- Displays to co-ordinate with cameras
- Fire doors to be kept closed
- Keys for relevant floors only
- H&S?
- Liability?
- Deposit?
- Cancellation fee?
- F&C?
- Limitations?
- Emergency contact's
- Emergency procedures?

1.9 SECURITY CAMERAS

Security cameras are located in "The Mill" and are monitored in The Mill Arts and Events Centre. The recording facility is a new digital system, which is maintained by RDC and managed by Holmes Place.

1.10 AIR-CONDITIONING AND VENTILATION

The extract ventilation units situated at high level on each floor are to be run continually on the low setting. The air conditioning units on each floor are to be

run continually, to maintain a modest temperature throughout the year - controllers are available for each floor, these will not be available to users.

It will be the responsibility of the organisation bringing in special collections, to ensure that any special conditions required are managed through the Property Services section of RDC.

2 PARTIES TO THE MANAGEMENT GROUP

2.1 OVERALL CONTROL AND REPORTING

The District Council will retain the overall control of the Management Group, and the Council representative will from time to time report on the use, activities and future policies of the Management Group, to the relevant Council Committee. The group will meet on a quarterly basis, either at the Windmill or at a location booked by the Responsible Officer.

All policies will be required to be approved by the relevant Council Committee, and any changes / updates will also be required to be reported.

3 ROLE OF THE MANAGEMENT GROUP

3.1 PRIMARY RESPONSIBILITY

The Management Group, under the Policy decisions made by the Council, shall ensure that the Windmill is used within the Policies agreed by the Council, and that the usage positively promotes the Cultural & Tourism development of the District.

- 3.2 The management group will work to co-ordinate the usage of the Windmill, to both maximise it's use and to ensure that groups operating within the Windmill, are aware of their responsibilities and usage requirements. The Chair of the group will have the final decision making authority, in the event of no agreement.

- 3.3 The management group will ensure that all volunteers staffing the Windmill and taking part in any activities are CRB checked, as required under the Child Protection Policy of Rochford District Council. RDC will act as umbrella body for this purpose.

- 3.4 The management Group will be responsible for ensuring that all bookings comply with the relevant numbers of people allowed on each floor, to allow safe egress in the event of an emergency. The relevant numbers will be set through a risk assessment, produced by the RDC Health and Safety Manager, and strictly managed during usage of the building.

When taking bookings, the number of occupants will be identified by the hirer, to be included in the hire agreement.

4 INDIVIDUAL GROUP ROLES

4.1 ROCHFORD DISTRICT COUNCIL

Rochford District Council will seek to use the Windmill as a focus for Cultural Projects and Events, for the benefit of the whole District. The Council has overall responsibility for the maintenance and upkeep of the Windmill and will manage the Windmill within the Policies agreed by the Council.

These projects and events will occur predominantly on the ground, second and third floors, although when the Historical Society is involved, may include use of the first floor.

4.2 THE HISTORICAL SOCIETY OF RAYLEIGH

The primary role of the Historical Society of Rayleigh will be to develop and maintain a local museum, based on an agreed collections policy. The Society will proactively seek to develop it's own members, to be able to ensure that the museum is run in a way that would be aiming to become a "registered museum". A timetable set to ensure this process is managed and identifies a reasonable timescale for achievement.

The Society will develop displays that can change and add interest to the Windmill and generate repeat visits. The rotation of the exhibits will be agreed by the Management Group, to co-ordinate the exhibition with other uses of the building.

The Society will aim to assist the Council and The National Trust Local Committee, in supplying volunteers to open and staff the Windmill.

The Historical Society will seek to develop an IT database of the documentation it holds in it's possession, to enable more comprehensive viewing by the Public, for interest and research.

4.3 THE NATIONAL TRUST LOCAL COMMITTEE

The National Trust Local Committee will develop and maintain an "interpretation" of the Rayleigh Mount Castle, on the third floor. This will be in conjunction with a historical time line display of the District, also to be placed on the third floor by the District Council.

The NTLC will also seek to develop and enhance its existing Guardianship Scheme and expand to schools across and potentially beyond the boundaries of the District. The NTLC will assist RDC in producing an educational package, linked to the windmill. Links with schools will be established both by RDC and the NTLC.

The NTLC will work in partnership with the District Council, as set out in the agreed Partnership document.