

A meeting of the Trustees was held on Tuesday 18 July 2006

at 7.30pm in the Almshouse Chapel.

Present: Mr M Pullin in the chair, Mr R Artingstall, Mrs J Down, Mr M Gillian , Mrs M Hammond, Mrs R Kitley, Mrs S Watkins

1. The Minutes of the meeting held on 9 May were approved and signed

2. Matters arising: none

3. Clerk's Report

Cheques	Since the last meeting cheques/giro transfers have been signed for S Gloucestershire Council Building Regs for nos 3 & 4 DAC photocopy for Gift Days K Keasey (grass cuts 5/4, 27/4 & 10/5) Grout Insurance Brokers (insurance £1052.62 +engineering policy £347.34) (overall 6.1% increase) K Keasey (grass cuts on 5/6, 20/6, 5/7 +£4 for spraying weedkiller)	£289.06 £19.50 £72.00 £1399.96 £76.00
Direct Debits and Standing Orders	Powergen (gas and electricity) on 14/05/06 Powergen (gas and electricity) on 14/06/06 Total Expenditure	£236.32 £236.32 £2253.16
Income	Dividends received CIF Income Units on 31/05/06 Dividends received CIF Income Units (Montpelier) on 31/05/06 Dividend (re-invested) CIF Accumulation Shares on 31/05/06 Interest retained COIF Deposit Fund (no 1) on 31/03/06 Interest retained COIF Deposit Fund (refurbishment no 2) on 31/03/06 Interest retained Giro Deposit on Contributions to 28/05/06 Contributions to 31/06/06 Donation on 11/05/06 May Fair (after table expenses) on 15/05/06 Donation from WI Quiz evening on 15/05/06 History Society Teas on 18/05/06 History Soc Teas on 22/05/06 Gift Days on 22/05/06 Merchandise on 22/05/06 Gift Days on 22/05/06 Merchandise on 22/05/06 Gift Days on 24/05/06 Gift Day CAF cheque on Gift Days on 26/05/06 Gift Days on 30/05/06 Gift Days on 1/06/06 Gift Days on 3/06/06 Gift Days on /06/06 Donation on 05/06/06 NGS Teas on 05/06/06 Gift days on 12/06/06 R J Harris Charitable Trust on 16/06/06 Charities Aid Gift Days donation on 15/06/06 Marshfield Parish Council on 21/06/06 Gift days on 26/06/06 Donation on 07/07/06 Standing order donation 5/07/06 Total Income	£2.55 £3.33 £786.90 £2,439.93 £1,618.42 £20.00 £96.95 £200.00 £69.00 £1.00 £1,063.42 £22.00 £55.00 £3.50 £2,059.00 £25.00 £55.00 £35.00 £17.00 £50.00 £15.00 £10.00 £329.40 £25.00 £1,000.00 £25.00 £1,000.00 £100.00 £10.00 £100.00
Transfers	From Giro a/c to COIF Charities Refurbishment Deposit on 28/04/06 From Giro a/c to COIF Charities Refurbishment Deposit on 05/06/06 From Giro a/c to COIF Charities Refurbishment Deposit on 26/06/06 From Marshfield Parish Council to COIF Charities Refurbishment Deposit on 26/06/06	£25,100.00 £3,615.12 £1,431.40

		£1,000.00
Balances	Giro Account at 10/07/06 Giro Deposit Account at 23/06/06 COIF Charities Deposit Account at 20/04/06 COIF Charities Deposit (refurbishment) a/c at 26/06/06 699 CIF Income Shares market value at 31/12/05 (396 Montpelier) 1726 CIF Accumulation Shares market value at 07/04/06	£2368.00 £31.83 £10,532.62 £99,323.67 £513.77 £72,335.88
Housing Corporation	Letter dated 11/05/06 from a Regulations Support Analyst stating that Almshouses had breached Housing Corporation rent restructuring guidelines. Kathy gave a detailed reply on 31/05/06 quoting her discussions with Pauline Vernon in another part of the Housing Corporation who had agreed that if their guidelines were strictly adhered to the Almshouses would be less than 70% of target rent by 2011 and the Charity would not be sustainable. Proposals as agreed with Pauline Vernon sent to Sahana Saiyed (Regulations Support Analyst). Draft reply seen by Chairman. Letter dated 12 June from HC requesting 5 year financial forecast, including income & expenditure account, balance sheet & cash flow, supplemented by contextual information, confirmation that complying with Rent Restructuring guidance and requirement to have Project Manager in place. Allocation of grant dependent on this information being supplied by 31 July. Kathy to reply	
Architect's Report	sds checklist completed & sent to Kathy on 15/05/06. Second Stage tender report received from Geoff Evans on 16/06/06. Proposed contract sum £82,317.40.(estimate given in project summary £87,494 plus vat & fees) Pippa had suggested in June, start date about 14 August if costs have been agreed and are acceptable to Trustees and if Kathy has completed negotiations with HC. Letter of intent will then need to be sent to contractor who needs 3 weeks to place orders. Building contract between Trustees & contractor, normally prepared by QS, can only be done once costs and start date have been agreed and Trustees have given instruction to proceed. Still awaiting reply from Kathy to confirm this timescale. Copy letter dated 28 June, further information sent to Planning Officer, South Glos from the Architect.	
Refurbishment	As no 1 is being kept vacant until after refurbishment, exclusions will apply to insurance policy after 45 days. Vacant since week ending 28/05/06 Insurance Brokers have requested details of the work to be undertaken as it may be the Charity are responsible for arranging some insurance cover. The Clerk has written to the insurance brokers to ask them to contact the QS directly. Me & My Van estimate for half day removal (£145 +VAT) plus about 4 weeks to book slot.	
St John's Hospital	Clerk informed St John's that August should be start date	
Trusts	Applications for grants sent to the Bernard Sunley Charitable Foundation & the Leach Fourteenth Trust	
Gift Days	Press release sent to Bath Chronicle, Chipping Sodbury Gazette & Western Daily Press. £3499.42 +Gift Aid £917.07 = £4416.49 raised from 58 envelopes (2004 : £4464 from 57 envelopes, 2002: £4152 from 77 envelopes)	
Repairs	David Colbourne installed draught excluder around the bedroom window at no 3. Toilet cistern plunger broke at no 3 on 26/06/06. Replaced by D Colbourne using the plunger from no 1.	
Everyclick	£6.65 raised to end of May 2006. payment made when total reaches £25	

4. Matters arising from Clerk's Report: Update given on funds raised at Gift Days. Amendment to statement on insurance under refurbishment heading to be noted

5. Development Agents Report: Kathy away until end of July. E-mail dated 11/07/06 stating that second stage tender looked okay and she will prepare report for Trustees on return. She will do grant confirmation at the end of July after which will be clear to sign contract. Start date cannot be agreed until then. It was proposed by Mr Gillian & seconded by Mrs Hammond & all were in favour that the second stage tender report be accepted. The Clerk to contact the Architect & QS to record that the

Trustees accept the second stage tender and should proceed. In addition, the Clerk to raise the following

1. Does the second stage tender include new cookers as this was discussed as a good idea at the meeting in Marshfield in April.
2. Does the second stage include lever taps throughout – there is a real problem with elderly people turning off conventional taps
3. unable to turn stop cock off in No 1. Is it possible to have easy ones such as surestop stop cock

Letter received from Housing Corporation dated 14/07/06 confirming that will be shortly receiving schedules confirming our resource expenditure & completion targets for 2006/7 & 2007/8. In addition, inviting bids for additional social rent homes as shortfall on completions been identified. **[Post meeting note:** copy letter sent to Kathy. Her reply dated 19/07/06 “Suggest we bid for final 2 phases - as much as we need to complete them”. Bids to be in by 4/08/06 & bidders to be notified within max of 4 weeks. She asks for details from Architect & QS in order to make bid]

6. Future Fundraising Events: Auction of Promises: Mrs Kitley agreed to ask Barry Meade if he would act as Auctioneer again. Further ideas for promises needed to be added to list started by Mrs Hammond. The Clerk & Mrs Hammond to meet on Friday 21/07/06 to update letter asking for promises. **Other Ideas:** The Clerk asked to book table at Cancer Research Craft Fayre on 18 November 10am to 3.30pm. The Clerk to investigate price for print of Almshouse in conjunction with History Society. Stock still of cards etc.

7. Web Page. It is now live at www.marshfieldalmshouses.co.uk The Clerk to send updated project summary and to check with accountant that financial statements can appear on website

8. AOB: Vetting Applicants Queries had been raised on criteria for choosing residents. The Clerk to send Trustees all documentation on application procedures with the minutes so that it can be reviewed at the next meeting. **Good Governance:** document from Charity Commission to be circulated to Trustees. The Clerk asked for approval to send letter to Wessex Water asking for further funding.

Date of next meeting: Tuesday 3 October at 7.30pm. (An additional meeting will need to be arranged when Kathy has the contract organised.)

The meeting closed at 8.40pm