

An extra ordinary meeting of the Trustees was held on Thursday 17 August 2006

at 7.00pm 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, Kathy Green (Project Manager)

Apologies: Mr M Gillian

1. A meeting was held to discuss the Building Contract Approval committee report Phase 1 issued by Kathy Green.

A presentation was given by Kathy Green with the following recommendations

- Issue letter of intent & sign contract for Phase 1
- Delegate to the Chairman to sign on behalf of all Trustees
- Arrange NAA loan as safeguard
- Agree Housing Corporation funding conditions#
- Suspend standing orders if required to enable Architect to vary contract
- Await result of bid before determining Phase 2 start

It was proposed by Mrs Hammond & seconded by Mrs Kitley and all were in favour that the recommendations be accepted. The Chairman duly signed 2 copies of the form stating

“It was resolved to enter into a Building Contract with Ken Biggs Contractors Ltd as outlined in the report by Kathy Green dated 9th August 2006, as supported by the Quantity Surveyor’s report”.

2. Letter to be sent to residents informing them of start date(11th September) & inviting them to meeting on 22 August to give their colour preferences for kitchens & bathrooms & discuss refurbishment was agreed. Kathy, Pippa, Chairman & Jill Down to attend.

3. Clerk to send further letter to residents regarding point of contact whilst Clerk away and raising safety issues whilst workman on site. Mrs Kitley agreed to be keyholder and point of contact with residents whilst Clerk away (30 August – 19 September). The Clerk to ask Mr Gillian if he would be e-mail contact with Project Manager & Architect.

4. The Clerk explained that the doctor had written about his concern for the health of Mr Boffey who was worried about a move to Bath. Mrs Hammond gave details of alternative accommodation at Tog Hill farm. Although this will raise removal costs by about £1000, it was agreed that Mr Boffey should be given the choice of accommodation. The Clerk to arrange a visit to Tog Hill farm. The Clerk explained that if furniture goes into self storage a Trustees has to appear in person at the self storage with 2 fotms of identification before it is accepted into the store. Mrs Watkins agreed to be available if necessary on 5 September.