

A meeting of the Trustees was held on Tuesday 6 March 2007

at 7.30pm in the Almshouse Chapel.

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

Apologies: Mr M Gillian

Residents had been invited but none attended

1. The Minutes of the meeting held on 28 November were approved and signed

2. Matters arising: none

3. Clerk's Report

Cheques	Since the last meeting cheques/giro transfers have been signed for South Gloucs Building Inspection for No 1 South Gloucs Building Inspection for No 2 Honorarium+ expenses Toghill Farm(1 week extra for No 2) Powerfactor(UK) Ltd for PAT testing no 3's appliances Local History Soc for framing 4 prints Grout Insurance Brokers Me & My Van (No 3 to St John's Hospital) TV Licensing Me & My Van (No 2 back to Almshouses0 South Gloucs Building Inspection for No 3 South Gloucs Building Inspection for No 4 Bare Leaning & Bare(£604.51 final post contract fee Phase 1 & £1269.61 50% pre contract fee phase 2) Ken Biggs Contractors Ltd P Mills(DAC photocopy for auction) J L Siney Bristol Wessex Water Wrigley Associates for Building Regs Phase 3 npower electricity no 1 & 2 during refurbishment Audit certificate +VAT Almshouses Association Housing Ombudsman Marshfield Church Hall (auction hire)	£433.58 £398.33 £783.23 £150.00 £52.88 £32.00 £210.00 £282.00 £10.00 £159.80 £433.58 £433.58 £1865.12 . £38,568.18 £17.50 £126.99 £1042.05 £289.06 £26.02 £29.37 £126.00 £9.84 £80.00
Direct Debits and Standing Orders	Powergen (gas and electricity) on 14/11/06 Powergen (gas and electricity) on 14/12/06 Powergen (gas and electricity) on 14/01/07 Powergen (gas and electricity) on 14/02/07	£260.00 £260.00 £260.00 £260.00
	Total Expenditure	£46,599.11
Income	Dividends received CIF Income Units on 15/12/06 Dividends received CIF Income Units (Montpelier) on 15/12/06 Dividend (re-invested) CIF Accumulation Shares on 15/12/06 Interest retained COIF Deposit Fund (no 1) on 31/12/06 Interest retained COIF Deposit Fund (refurbishment no 2) on 31/12/06 Interest retained Giro Deposit on Contributions to 30/11/06 Contributions to 31/12/06 Contributions to 30/01/07 Framing on 5/12/06 Gift Aid Tax final reclaim for 06 M Jones (sale of Mummings) on 11/12/06 Print framed on 21/12/06	£3.03 £3.96 £967.84 £99.76 £1265.85 . £1747.12 £1201.99 £1400.16 £24.50 £121.28 £60.00 £15.00

Income	Housing Corporation on 20/12/06 1 st payment Phase 2 Leach No 14 Trust on 22/12/06 Cards on 4 /01/07 Donation on 4/01/07 Standing order on 4/01/06 TV licence refund Donation on 16/01/07 Mummers donation on 19/01/07 M & G compensation on 08/02/07 Knight Funeral on 26/01/07 Knight Funeral on 6/02/07 Knight Funeral on 9/02/07 Knight Funeral on /02/07 Donation (Auction publicity) Anonymous donation on 15/02/07 Donation (auction) on 22/02/07 Donation (auction) on 22/02/07 Donation (auction) on 22/02/07 garden allotment rent Auction of Promises on the night Total Income	£25,000.00 £1,000.00 £10.00 £20.00 £100.00 £5.00 £10.00 £50.00 £35.00 £780.00 £53.27 £130.00 £50.00 £100.00 £10,000.00 £20.00 £50.00 £200.00 £6.00 £2656.60 £47,186.36
Transfers	From Giro a/c to COIF Charities Refurbishment Deposit on 11/12/06 From Giro savings to Giro current a/c on 22/11/06 From Giro current a/c to Giro savings on 21/12/06 From M& G (NAACIF) on 21/12/06 to Giro c/a on 16/01/07 From Giro savings to Giro current a/c on 05/01/07 From Giro savings to Giro current a/c on 12/01/07 From COIF Refurbishment Deposit to Giro a/c on 12/01/07 From Giro a/c to COIF refurbishment Deposit on 19/01/07 From Giro a/c to COIF Charities Refurbishment Deposit on 19/02/07 From Giro a/c to COIF Charities Deposit 001 on 19/02/07	£1064.25 £25,000.00 £25,000.00 £25,000.00 £2,000.00 £23,000.00 £16,000.00 £17,205.00 £1,163.27 £6,000.00
Balances	Giro Account at 26/02/07 Giro Deposit Account at 21/02/07 COIF Charities Deposit Account at 19/02/07 COIF Charities Deposit (refurbishment) a/c at 19/02/07 699 CIF Income Shares market value at 31/12/06 (396 Montpelier) 797.06 CIF Accumulation Shares market value at 31/12/06	£14,796.83 £31.95 £14,407.23 £110,049.46 £571.08 £36,510.93
M & G	The Clerk wrote to M & G on 9/01/07 expressing serious concern about their service in selling the shares before Christmas. In sending the contract note to the Clerk, they omitted to state that they could not complete the transaction because the signature on the form of renunciation did not state the capacity of the signature. They waited over a week before telling the Clerk and then failed to send the cheque when promised resulting in the Clerk having to transfer further funds to meet a payment to Ken Biggs. Phone call to state "they have accepted that this was unacceptable service". Compensation £35 received	
Housing Corporation	Housing Corporation agreed to bring forward next year's grant for Phase 2 to this financial year as matched funding was in place. Kathy put in request for grant confirmation for Phase 2 on 3 Dec. Received letter dated 14/12/06.	
Architect's Report	Site meetings held on 4/12/07 & 12/01/07 and 13/02/07. Due to water leak which caused drop in pressure to boiler at No1, kitchen floor covering to be replaced when No 3 & 4 flooring done. Problem that the mains electricity cable needs replacing to all meters. Temporary repair made by Electricity Board but awaiting quote from Electricity Board. This an extra cost. Landscaping (widening the back path & housing wheelie bins) to be included in Phase 1&2 as VAT less than expected. Completion date for Phase 2 16 th March. Trustees decided that lino should be fitted as standard in all front lobbies. Resident at No 3 booked with Me & My Van to move back on 20 March. Builders likely to finish 10 days before completion date. Kathy to make end of year bid for Phase 3, likely to know in 2 -3 weeks from date last site meeting. Biggs need to know urgently whether they are to	

	continue. The chairman to alert residents no 7 & 8 to possible move in March. Tog Hill Farm do have vacancy if needed
Refurbishment	Present resident at no 1 had asked if the kitchen flooring could also be put down in the lobby by the front door. This to be done when flooring put down in nos 3 & 4 in March. Valuation no 2 from QS for £38,568.18 (less 5% retention). Kathy & QS still in discussion on 13/02/07 about final details. Faults reported: No 2 shower water seeping under door post. No 1 radiator leak in sitting room, kitchen cupboard door hits hanging light, loose light fitting at bottom of stairs. pump failure on 30 Jan. problem contacting plumber. Biggs plumber visited site on 3/01/07 as pressure too low in boiler.
Temporary Accommodation	No 3 resident moved to St John's Hospital on 7 Dec. No 2 moved back on 12 Dec and No 4 moved to no 1 on 12 Dec. She has signed new letter of agreement as the move is permanent to No1.
Trusts	Leach no 14 Trust (£1000) on 21/12/06. Application made to Henry Smith Charity, acknowledged 23/01/06. Further information supplied to Clothworkers Foundation on 6/02/07. Anonymous pledge £5000 on 30/01/07. No funding from Col.W H Whitbread Charitable Trust (changing funding priorities) on 13/02/07
Anonymous donation	Letter dated 12 Feb congratulating Trustees for their excellent progress and wishing them further success in fundraising and enclosing gift of £10,000. Asks to acknowledge receipt of this sum in next edition of "All Around Marshfield"
Auction of Promises	No promise from Marks & Spencer on 30/12/06. Mrs Kitley has organised for display of promises in newsagent's window. Post Office donated 6 reams of paper for promises list and Knights agreed to photocopy 700 sheets*4 for circulation around village. As at 25/02/07, £3515 will have been raised which includes £290 in donations. (£589 still to be paid for)
Concert	Eric & Jill Roseberry are organising another concert in aid of the Almshouses appeal for Sat 14 th July. Kathryn Eves who played the piano at the recent Bach in Marshfield concert will be performing with her sister on the violin. They have obtained half the sponsorship for the hire of the piano but need a further £250. The Chairman agreed to organise this.
Insurance	Grout Insurance Brokers charged £210 for the extension of the Contractors Insurance policy to cover work to houses 3 & 4.
TV Licence	Although no 8 resident over 60, he is still working more than 15 hours per week and therefore not entitled to concessionary licence. £5 to be returned
Repairs	Toilet cistern from No 4 saved and installed in no 7 on 8/01/07 (£126.99)
Change of Signatories	COIF signatories updated on 19/02/07 (MP, RK & JD to sign). Alliance & Leicester have asked for more information before opening Community Deposit account and have not written to confirm change of signatories on current account
correspondence	Housing Corporation strategy: Tackling homelessness NCVO magazine asking Charity to sign up to receiving National Hubs. National Hubs aims to improve support for the voluntary and community sector, providing free services, information and support to Charities.

4. Matters arising from Clerk's Report: Funeral: Donations from Knight funeral totalled £1,158.27
Trusts: No donation from Henry Smith Trust. Agreed not to apply again. **Auction:** Total banked to 8th March, £3,846.60. In e-mail communications with the Clerk, Paula Church wrote "If we can be of any help in the future, maybe some free skips etc." Mrs Hammond reported that the Post Office will supply paper anytime and Knights could be asked to photocopy for the Almshouses. **Change of Signatories:** The Clerk explained that since the Charity is a Trust, the bank requires all Trustees to complete a form of identification plus send two photocopies of proof of identity even if they are not going to be signatories. However, the Clerk is to write a letter of complaint about the loss of Mrs Kitley's proof of identity details and that the bank have only partially acted upon the instructions sent with the same letter on change of signatories to the current account. Consideration will be given to changing banks.

5. 2006 Financial Statements: The Clerk had received a letter from the accountants giving advanced warning of increased fees next year due to the increase in work re refurbishment. It was proposed by

Mrs Hammond and seconded by Mr Artingstall and all were in favour that the financial statements be adopted. The level of minimum reserves was reviewed. The Chairman stating that some organisations keep 25% of annual turnover. It was agreed that the Almshouses already set aside more than 25% of annual contributions. Budget: A total figure in the income column before increases was amended from £21,593.80 to £22,737.80. The adoption of the budget and suggested contribution rises were proposed by Mrs Down and seconded by Mrs Hammond and all were in favour. Therefore from 1st May, Nos 5, 6 & 7 will pay £47.81 per week (£34.31 +service charge £13.50) an increase of £3.91+ £1. No 8 will pay £63.55 per week (£50.05 +service charge £13.50), an increase of £1.46+£1. Nos 1-4 will pay £56.55(£50.05 + service charge £6.50), an increase of £1.46+£1.

5.Refurbishment Reports:. Payment for first half of Phase 2 expected soon. Clerk to use funds in M & G leaving only £20, 000 as reserves and the remainder from COIF funds. Landscaping at the back to start week commencing 12th March. Next site meeting 20th March: Subsequent actions are dependent on the outcome of this meeting. If no funds are forth coming from the Housing Corporation at the end of this financial year and Phase 3 does not go ahead immediately then a vacancy will be advertised (closing date 14 April, Trustees applications meeting 17 April, No 4 available for occupation 23rd April) But an Open afternoon/evening would be arranged for 20th April from 3.30pm to 7.30pm serving tea & cake. If Phase 3 is to go ahead then an Open evening will be deferred to a later date and no vacancy advertised.

6. Future Fundraising Events: WI Quiz Friday 27 April at the Community Centre. All Trustees agreed to try and bring a team. **Table Top Sale at the Church Hall Saturday 24th March** Mrs Hammond and Mrs Kitley asked for donations for the table. **May Fair Saturday 12th May:** 1 table to be booked selling merchandise and paper aeroplane competition. 50p per plane, prizes of £5 for longest male & female flights. Mrs Watkins agreed to run competition. Mrs Hammond to obtain ream of paper. Mrs Down to provide white board. Mrs Hammond to select questions for the Clerk to type up for **General Knowledge Quiz.** To be ready for May Fair, £1 per sheet. Closing date to be finalised. Extra copies to be sold through Mr Artingstall. Box for completed copies also in butchers. £10 prize.

National Garden Scheme Teas Sat/Sun 2/3 June Mrs Hammond to liaise with Joy Pierce regarding the arrangements for the weekend before the next Trustees meeting. **Other Ideas: Fashion Show .** Mrs Kitley to investigate further. **Christmas Concert:** Mr Gillian informed the meeting that Marshfield Town Band are keen to have a Christmas Concert and he believed that they would be willing to donate the proceeds to the Almshouses. It was felt that this was a good idea and Mr Gillian was asked to pursue it. Dates to avoid Bach in Marshfield (1st Dec), A Christmas Carol (7th/8th Dec) and Church carol service (16th Dec). Suggested dates 14th or 15 Dec.

8. AOB: Fire safety(The regulatory Reform Order 2005) Mr Gillian asked Trustees to consider the latest regulations. It was agreed that the whole Risk Assessment Policy should be reviewed as a main agenda item at the next meeting. The Clerk to send out copies with the minutes. **Home Choice Lettings:** The Clerk reported on a meeting with South Gloucestershire on 2 March. Home Choice Lettings will be mandatory by 2010. The implications are that on informing South Gloucestershire of a vacancy, they will advertise it in the Bristol papers. The Almshouses will be charged £65 for the advert. The Clerk to discuss this with the National Almshouse Association as it appears to be a system which only benefits large RSLs. **Auction:** it was agreed to give Marion flowers as a thank you for her help with the auction. **Mrs Neville:** The Clerk reported that she intends to find sheltered accommodation in due course

Date of next meetings: Tuesday 22 May 2007 at 7.30pm.

The meeting closed at 9.15pm