

A meeting of the Trustees was held on Tuesday 22 May 2007

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

Apologies: Mrs S Watkins

1. The Minutes of the meeting held on 6 March and the extraordinary meeting held on 4 April were approved and signed

2. Matters arising: none

3. Clerk's Report

Cheques	Since the last meeting cheques/ transfers have been signed for Knox Cropper J L Siney boiler service Ken Biggs Contractors (Phase 2 first payment) F Rawlings (Clockwinder) Me & My Van Bare, Leaning & Bare (80% Phase2 due -50% already paid +landscaping) Ken Biggs Contractors (Phase 1 & 2 less retention of £6572.58) St John's Hospital for No 3's stay during refurbishment J L Siney (leak in boiler room) D Bishop, Tog Hill for No 8's stay during refurbishment, month 1 J L Siney (new toilet cistern no 6) Grout Insurance brokers(building insurance for nos 7& 8) F Rawlings (repair garden wall) npower (electricity no 4 during refurbishment) npower (electricity no 3 during refurbishment) Powergen (gas during refurbishment no2,3 & 4) Ken Biggs Contractors Ltd on 14/05/07 (Phase 1, 2 & landscape) Powergen (gas during refurbishment no 1)	£851.88 £68.15 £50,048.47 £30.00 £282.00 £1136.91 £34,491.71 £904.80 £124.53 £600.00 £267.49 £408.23 £100.00 £34.25 £10.88 £82.47 £21,128.38 £14.39
Direct Debits and Standing Orders	Powergen (gas and electricity) on 14/03/07 Powergen (gas and electricity) on 14/04/07	£260.00 £260.00
	Total Expenditure	£111,104.54
Income	Dividends received CIF Income Units on 28/02/07 Dividends received CIF Income Units (Montpelier) on 28/02/07 Dividend (re-invested) CIF Accumulation Shares on 28/02/07 Interest retained COIF Deposit Fund (no 1) on 31/03/07 Interest retained COIF Deposit Fund (refurbishment no 2) on 31/03/07 Interest retained Giro Deposit on Contributions to 30/02/07 Contributions to 31/03/07 Auction on 26/02/07 Auction on 27/02/07 Auction on 01/03/07 Auction on 02/03/07 Knight Funeral on 05/03/07 Auction (£24 +25 donation) on 7/03/07 Auction donations on 7/03/07 Auction donation on 8/03/07 Donation on 8/03/07 Auction on 8/03/07 Auction on 15/03/07 Auction on19/03/07 Donation on 22/03/07 Auction on 24/03/07 Donation on 27/03/07 Housing Corporation on 4/04/07 Table Top Sale on 2/04/07	£139.28 £1,358.06 £1549.38 £1443.06 £200.00 £220.00 £121.00 £80.00 £145.00 £49.00 £200.00 £50.00 £500.00 £18.00 £18.00 £7.00 £10.00 £20.00 £10.00 £52,287.00 £102.00
Income	Standing Order on 04/04/07 Clothworkers Foundation on11/04/07	£100.00 £35,000.00

	<p>Anonymous donation on 13/04/07 Table Top sale on 16/04/07 Allotment rent +donation on 19/04/07 Auction on 24/04/07 Donation on 26/04/07 Anonymous Donation (pledge recorded Jan 07) on 26/04/07 Donation on 4/05/07 WI Quiz donation on 4/05/07 Donation Christine Partington on 11/05/07 May Fair on 14/05/07</p> <p>Total Income</p>	<p>£15,000.00 £30.00 £16.00 £25.00 £10.00 £5000.00 £10.00 £150.00 £25.00 £62.50</p> <p>£113,995.28</p>
Transfers	<p>From Giro a/c to COIF Charities Refurbishment Deposit on 01/03/07 M & G sold on 12/03/07 to Giro a/c on 19/03/07 From COIF refurbishment a/c 002 TO Giro a/c on 22-03-07 From COIF refurbishment a/c 002 TO Giro a/c on 11/04/07 From Giro a/c to COIF refurbishment on 23/04/07 Housing Corporation funding arrived the day after request for withdrawal of £34,000 from COIF. The letter to COIF took too long in the post and action on it got held up by Easter. Hence, what appear to be unnecessary transactions From Giro a/c to COIF refurbishment on 23/04/07 From Giro a/c to COIF refurbishment on 23/04/07 From COIF refurbishment a/c 002 TO Giro a/c on 08/05/07</p>	<p>£13,431.60 £16,000.00 £32,952.00 £34,000.00 £53,044.29</p> <p>£34,000.00 £15,000.00 £16,000</p>
Balances	<p>Giro Account at 01/05/07 Giro Deposit Account at 22/03/07 COIF Charities Deposit Account at 31/03/07 COIF Charities Deposit (refurbishment) a/c at 08/05/07 699 CIF Income Shares market value at 31/12/06 (396 Montpelier) 448.636 CIF Accumulation Shares market value at 12/03/07</p>	<p>£7,701.98 £31.95 £14,546.51 £143,931.41 £571.08 £20,615.27</p>
Repairs	<p>Boiler serviced on 26th February. J L Siney called on 16/03/07 to repair leak in hot water pipe in boiler room/wall to No 5. Toilet failed at No 6.and flooded carpet. Toilet too old for spare parts so new toilet fitted by J L Siney.</p>	
Risk Assessment	<p>Clerk's work backed up on CD and given to Chairman on 8/05/07</p>	
Garden	<p>Mr Boffey (No 2) has dug up the back grass in front of No 1 as a vegetable patch. He has done this without asking permission.</p>	
Temporary Accommodation	<p>No 7 moved to No 4 temporarily on 16 April and no 8 moved to Tog Hill Farm on 21 April for the duration of the refurbishment.</p>	
Trusts	<p>£35,000 received from Clothworkers Foundation. Progress report to be submitted by 4/10/07 and accounts by 04/04/08. Applications made to Austin & Hope Pilkington Trust, Percy Bilton Charity (to be considered at meeting in September but up date on finances needed by 3 August and must be able to confirm that funding will be used within year of September's meeting), Tudor Trust(first stage application) on 4/05/07</p>	
Housing Corporation	<p>Annual on line return completed and signed by Chairman on 16/04/07</p>	
Refurbishment	<p>The site meeting on 20th March was inconclusive. Kathy confirmed that the Housing Corporation does not have any funds available at the end of this financial year 2006/7. Kathy agreed to keep trying them as they will consider supporting another application if made at the next bid round in the Autumn. Mr Pullin informed the meeting that £30,000 has been promised by an anonymous donor (£15,000 before the end of the financial year and £15, 000 after 5 April). In the light of this promise, Kathy is to re-visit the cash flow to see if Phase 3 can be started without Housing Corporation funding if the builders are prepared to wait for some of their money. This would probably mean taking up the Almshouses Association loan. But the estimate from Energy Services to replace the electrical cable underground amounts to £27,000 including VAT. This work has to be done and has a quoted lead in time of 12 weeks before work starts. This estimate is being urgently</p>	

	challenged. Kathy will ask for a meeting of Trustees if she believes that Phase 3 can go ahead. Confirmed that completion on Phase 2 to be 20 March when Mrs Neville will move back to No 3. Note of Site meeting 2 April recorded in minutes of extraordinary meeting held on 2 April at 7.30pm. Site meeting on 4 May progress as expected on Nos 7 & 8. Expected completion beginning of July. Formal letter to be sent to Biggs to ask them to forward fund final payment up to £30,000, if necessary, for period up to end of March 2008. The Clerk has been unable to make any further progress with Central Networks on electrical costs. Central Networks have acknowledged the order submitted by Biggs but have still to send a ducting layout or advise when the work is to be done. However, Chairman signed Wayleave Agreement on 11/05/07. Landscaping cost to increase above estimate for Phase 1 & 2 as the wall alongside the allotments had not been taken into account. Gas to be installed to all 4 remaining properties at the same time to save future hold ups.
Auction of Promises	Final total on 24/04/07 was £3,934.60
Parish Council	Chairman & Clerk attended Annual Parish Council meeting. Chairman gave progress report.
Insurance	Grout & Judge informed on 4/04/07 that work is continuing to Phase 3, expected completion end of July. Building Insurance for Nos 7 & 8 costing £408.23
St John's Hospital	Letter of thanks sent 22/03/07
Home Choice Lettings	Letter dated 10 April received from Kirsty Eastham, Project Manager, following the Clerks meeting with her. The Clerk had stated at their meeting that it was unreasonable to charge a specialist housing provider, such as an Almshouse which has very strict local letting agreements, with advertising costs for advertisements which were not needed. Kirsty had promised to raise the issue at a meeting and the letter confirms that Almshouses will be treated as a special case and only have to pay £10 for advertising on South Gloucestershire's Home Choice website rather than £65 for advertising in Bristol Evening post and Observer Newspapers for each vacancy.
Change of Signatories	The Clerk phoned on 7/03/07 Alliance & Leicester to ask for confirmation of the Change of Signatories details which had been sent in with letter dated 21 Dec 2006. As only half the changes had taken place, the Clerk wrote again on 8/03/07 to request all changes be made and received letter back dated 15 March simply stating that "the account data will shortly be updated to reflect this".
Correspondence	Letter dated April 2007 received from Communities & Local Government re Commencement of sections 26 & 27 of the Police & Justice Act 2006

4. Matters arising from Clerk's Report: Funeral: Trusts: Letter received from Percy Bilton Charity asking for update on additional funds by 3rd August so that it can be considered at their September meeting and it is very important to let them know if the project is unlikely to be completed within one year of their meeting. This could mean asking them to delay consideration of our application to a later meeting. Tudor Trust had rung the Clerk on 21 May to request more financial details before the first application is considered. **Lawn:** A letter to be written to Mr Boffey (No 2 resident) saying that he can carry on using the lawn in front of No 1 as a vegetable patch if it is kept tidy and as long as it is reinstated by him, or the Charity at his expense, in the event of a change of occupancy at either No 1 or No 2. Also to be pointed out that he should have sought the permission of the Trustees before digging up the lawn.

5. Refurbishment Progress: Covered in Clerk's report. It was proposed by Mrs Hammond and seconded by Mrs Kitley and all were in favour that Mrs Hanlan at No 5 should move permanently to No 4 on completion of Phase 3. It was accepted that this would result in No 5 having to be re-let before refurbishment. It was agreed to ask the builders to remove the fireplace at No 4 before Mrs Hanlan moved in at the Charities expense. **Open afternoon/evening:** to be held on Friday 6th July 2-8pm if Phase 3 completed by early July. An invitation to be sent out to all interested parties. Posters needed for village. Biggs to be asked for estimate of cleaning No 4 before open event. Mrs Down also to obtain estimate for cleaning No 4 and estimate/ availability of Les Chivers doing a few hours of gardening prior to the event. Mrs Hammond & Mrs Kitley to provide tea/coffee. All Trustees to provide 2 packets of biscuits. Mrs Down to borrow 1 crate of crockery from Cancer Research.

6. Future Fundraising Events: National Garden Scheme Teas Sat/Sun 2/3 June Mrs Hammond is liaising with Joy Pierce regarding the arrangements for the weekend. Legion tables/chairs to be hired.

Trustees asked to provide 3 cakes each plus bring trays. Mrs Hammond organising rota of helpers. Clerk to borrow WI plastic table cloths. Clerk will print price poster if needed. **Concert 14th July.** Posters will need distributing. The Clerk to have available Gift aids forms available for retiring collection. The Clerk to ask Jill Roseberry if flowers are needed for the musicians. **Christmas Concert:** A member of Marshfield Band did not arrive. Clerk asked to book Community Centre for 14th Dec and put in anti clash diary. [**post meeting note:** Community Centre booked long ago by Blood Donors for that date so alternative dates being looked at]. **Other Ideas:** Mrs Hammond & Mrs Kitley suggested coffee morning on 11th August in the Legion Hall. Mrs Kitley to book.

7. Risk Assessment Review : Last Quinquennial inspection in 1999, the next one will therefore be needed as soon as the refurbishment of the houses is complete. The following changes made to the Risk assessment: annual boiler inspection per premises. New Kitchen doors do have deadlocks but not installed by Avon Police "booby van". The chairman to check which front door keys he holds.

8. AOB

The Clerk asked to provide a cash flow of the refurbishment. Mr Pullin agreed to write letter of thanks to the Cotswold Wardens for their work on the wall.

Date of next meetings: Tuesday 26 June 2007 at 7.30pm.

The meeting closed at 9.05pm