

A meeting of the Trustees was held on Tuesday 26 June 2007

at 7.30pm in the Almshouse Chapel.

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

Apologies: Mr R Artingstall

1. The Minutes of the meeting held on 25 May were approved and signed

2. Matters arising: none

3. Clerk's Report

Cheques	Since the last meeting cheques/ transfers have been signed for Ken Biggs Contractors (Phase 3 +VAT from Phase 1 & 2) on 18/05/07 Tog Hill Farm (accommodation for no 8 from 21 May to 20 June South Gloucs Building control for Nos 5 & 6 (£144.53 each) K Keasey 5 grass cuts @ reduced rate £16 per cut Tog Hill Farm (from 21 June to 6 July)	. . £11,891.45 £600.00 £289.06 £80.00 £300.00
Direct Debits and Standing Orders	Powergen (gas and electricity) on 14/05/07 Powergen (gas and electricity) on 14/06/07	£260.00 £100.00
	Total Expenditure	£13,595.51
Income	Dividends received CIF Income Units on 31/05/07 Dividends received CIF Income Units (Montpelier) on 31/05/07 Dividend (re-invested) CIF Accumulation Shares on 31/05/07 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 30/04/07 Contributions to 31/05/07 Table Top sale final sale Denby china on 17/05/07 Donation on 17/05/07 Anon Donation (2 nd half of pledge) on 19/05/07 donation on 29/05/07 NGS Teas +stall Donation on 11/06/07 e-on/ central networks on 11/06/07 Quiz sales on 21/06/07	£2.61 £3.41 £219.04 £1096.75 £2278.32 £30.00 £10.00 £15,000.00 £20.00 £1,009.20 £5.00 £5.75 £35.00
Income	Total Income	£19,715.08
Transfers	From COIF refurbishment a/c 002 TO Giro a/c on 14/05/07 From Giro to COIF refurbishment a/c on 29/05/07 From COIF refurbishment a/c 002 TO Giro a/c on 22/06//07	£11,800.00 £15,287.50 £51,000.00
Balances	Giro Account at 19/06/07 Giro Deposit Account at 22/03/07 COIF Charities Deposit Account at 31/03/07 COIF Charities Deposit (refurbishment) a/c at 29/05/07 699 CIF Income Shares market value at 31/12/06 (396 Montpelier) 448.636 CIF Accumulation Shares market value at 12/03/07	£4,954.57 £31.95 £14,546.51 £147,418.91 £571.08 £20,615.27
Open Garden	Teas Sat £483.10 +Sun £474.15 –Legion Hall £20 = £937.25 Stall Sat £32.50 +Sun 39.45 = £71.95. Grand Total £1,009.20	
Stock	On 4/06/07 Packs of cards: 34 + 8 with Marion. Bags: 4, Tea Towels: 42, Prints: 14 Green & 24 White	
Trusts	Applications made to Chase Charity(now amalgamated with LLankelly), Lyndhurst Settlement (now wound up), Verdon-Smith Family Charitable Settlement on 15/05/07. Tudor Trust no grant on 13/06/07	
Refurbishment	Site meeting on 1/06/07. Completion expected on 6/07/07. Electricity contractors not prepared to give Biggs information on requirements for excavation until legal documents	

	<p>drawn up following signing of Wayleave agreement. They could then take 12 weeks before installing new cable. However, Nos 7 & 8 can still be occupied using old cable and Biggs will then have to come back at a later date. Gas meters are also not giving a time for installation but it is hoped that this will be before the end of contract in 5 weeks. Kathy to make bid to Housing Corporation this month but Biggs need to know by 25 June if Phase 4 to proceed immediately as after this date Terry will be assigned to a different job. Request to remove fireplace from No 4. As listed building, the architect has to consult conservation officer before this can done. 11/06/07 Biggs now have details of trenches required for cables. Architect instructed them to dig trench behind garden retaining wall, then in pairs to the houses lifting 8 new paving stones and providing 3 access manholes. Gas meters to be fitted 25/06/07 to 4 remaining houses</p> <p>Site meeting 20/06/07. Completion a week earlier than anticipated on Friday 28 June. No decision yet on Housing Corporation bid. Biggs will assume by Monday 25 June that work will not be continuing immediately to Phase 4 unless told otherwise and Terry will be relocated to another project after his return from his 2 week holiday. If grant awarded by Housing Corporation, work would not start on Phase 4 until 16 July so open afternoon/evening can be organised for Friday 13th July. Friday 6th July is too soon as earliest date for moving Barry is 5th July and then No 4 needs cleaning (quote from Biggs Cleaners £20 per hour and probably cost £100). Mr Beedell to move back to No 8 on weekend 7/8 July. Electricity ducting complete but Central Networks not doing their job for about 5 weeks so Biggs will have to return to complete their work. The front hearth to be removed from no 4 on 21/06/07 (estimate £150) to make extra room for Mrs Hanlan.</p>
Central Networks	Cheque received 9/06/07 for £5.75. Payment made to the Charity in return for e-on/Central Network's right to keep and maintain its equipment on the Charity's land. Payment period 01/01/2007 to 01/01/2012.
Parish Council	Letter requesting help with funding sent on 17/05/07
Boiler	Inspected by Allianz engineering on 14/05/07. No defects reported
Web page	Request on 01/06/07 for information on vacancies. Clerk e-mailed accounts and fundraising totals plus introduction for fundraising page to M Gillian for inclusion on web page.
Correspondence	E-mail letter on 11/06/07 from Housing Corporation inviting Registered Social landlords to participate in pilot scheme for Energy Performance Certificates. Closing date 18/06/07 However, Energy Performance Certificates to be introduced on sale, rent & construction of all properties by Oct 2008 for social housing.

4. Matters arising from Clerk's Report: none

5. Refurbishment Progress: Kathy made an in-year bid to the Housing Corporation on 13 June but no reply has been received yet. However, Kathy has been informed that the first two phases are subject to an audit compliance check which the Housing Corporation hope to do in August. Kathy believes it may be that the Corporation want to see how efficient we are before allocating further finance. The Clerk issued copies of a cash flow so that Trustees could assess the current position

6. Open Day: Agreement that Open Day should be held on Friday 13th July from 2-8pm (as not enough time to arrange for a week earlier). Mr Shapland to move from No 4 back to No 7 on Monday 9th July. Me & My Van booked. The Clerk to arrange for Biggs cleaners to clean No 4 before Friday 13th July. Mrs Down to arrange for Les Chivers to garden around No 4& 5 and around entrance gate. The Clerk to arrange for Keith Keasey to weed kill path. Carpets to be left down in No 4 until after Open Day. The Clerk to ask Mr & Mrs Jenkins if they can arrange removal of carpet in No 4 by their carpet fitters but at the Charities' expense. Provisional date to move Mrs Hanlan into No 4 from No 5 on Thursday 19th July (Mr Pullin agreed to pay Me & My Van as Clerk on holiday and take meter readings at No 4). Letter agreed to be sent to all supporting organisations in the village plus outside Trusts, South Glos Council and other interested parties. Mrs Down agreed to write envelopes and deliver local letters. Poster to be displayed in village inviting everyone. The Clerk to provide table for donations, gift aid forms, teatowels, quiz sheets and cards. The Clerk to send note to residents advising them of Open Day. Reminders: 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.

7. Vacancy at No 5: to be advertised with closing date 27th July. As Clerk away 15th -28th July, Chairman's contact details to be put on advertisement as well. On details of Almshouse which are sent to potential residents, sentence to be added that the vacant house has not yet been refurbished and a

new resident needs to be prepared to move into temporary accommodation arranged by Trustees for the duration of the refurbishment. Trustees' selection meeting arranged for Thursday 2nd August so that the Clerk can circulate details of potential residents in advance of meeting.

8. Future Fundraising Events: Concert 14th July. Posters handed out for distribution. The Clerk to have available Gift aids forms available for retiring collection. Mrs Hammond agreed to ask Pauline Miller if she could provide 3 single roses for the musicians and Jill Roseberry. The Clerk had been informed last week that the musicians will need some payment from the takings. The piano to be put in the centre of the nave below the pulpit so no rearrangement of chairs necessary. **Christmas Concert:** confirmed as Saturday 15th Dec. The school will be involved and Mr Gillian had approached the dance teacher. Arrangements left to September meeting. **Coffee Morning:** booked for Sat 11th August in Legion Hall. Bring & Buy items needed. **Other Ideas:** Mrs Hammond showed a sample of Melamine tray. It was agreed to purchase up to £50 worth of goods (tray, chopping board, post-it board and fridge magnets) for sale at Craft Fair. Mrs Hammond to see if orders could be taken/time to produce goods etc

9. AOB

none.

Date of next meetings: Tuesday 18th September 2007 at 7.30pm.

The meeting closed at 9.20pm