

A meeting of the Trustees was held on Tuesday 18 September 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, Mrs S Watkins

Kathy Green attended for Development Agent Report

1. The Minutes of the meetings held on 26 June and 1 August 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 Ltd Grout & Judge Insurance (£1093.88 +engineering policy £347.34) DesignNotes (web hosting annual charge) David Flint Cleaning services South Gloucestershire Council inspection Nos 7 & 8 Ken Biggs contractors Ltd Me & My Van on 9/07/07 (move No 4 to No 7) Bare, Leaning & Bare(Final 20% on Houses 3 & 4(£599.37)+ 60% Houses 7 & 8 (£1512.73)) npower (electricity no 7 during refurbishment) Rebecca & Kathryn Eves (concert soloists) Me & My Van move No 5 to No 4 npower(electricity no 4) Ken Biggs Contractors Ltd on15/08/07 Cancer Research UK (Craft Fair table) Bristol Wessex Billing Services npower electricity no 8 during refurbishment Mann Williams (engineering advice for building control) College Cleaners (for no 4 re Open Day) Mrs G C Seagrave (quiz sheet prize)	£51,691.97 £1,441.22 £42.00 £50.00 £867.16 £42,031.06 £47.00 £2,112.10 £4.42 £150.00 £141.00 £2.04 £17,892.07 £6.00 £845.30 £3.00 £420.06 £70.50 £10.00
Direct Debits and Standing Orders	Powergen (gas and electricity) on 14/07/07 Powergen (gas and electricity) on 14/08/07	£100.00 £180.00
	Total Expenditure	£118,106.90
Income	Dividends received CIF Income Units on 31/08/07 Dividends received CIF Income Units (Montpelier) on 31/08/07 Dividend (re-invested) CIF Accumulation Shares on 31/08/07 Interest retained COIF Deposit Fund (no 1) on 30/06/07 Interest retained COIF Deposit Fund (refurbishment no 2) on 30/06/07 Interest retained Giro Deposit on Contributions to 30/06/07 Contributions to 31/07/07 Contributions to 31/08/07 Open Day Gift on 5/07/07 Marshfield Parish Council on 9/07/07 (direct to COIF refurb a/c) Standing Order on 5/07/07 Open Day Gift on 11/07/07 Quiz Sheets Open Day Gifts on 14/07/07 Open Day Gifts Concert cash on 16/07/07 Concert cheques on 16/07/07 Concert CAF cheque on 01/08/07 Local History walk donation on 30/07/07 Quiz sheets on 2/08/07 Local history walk donation on 13/08/07 Coffee morning on 13/08/07 Quiz sheets on13/08/07 Quiz sheets on 31/08/07 The Verdon-Smith Charitable Trust on 1/09/07 Quiz Sheets	£3.56 £2.73 £231.61 £192.66 £1,640.59 £1496.70 £1877.45 £1620.92 £100.00 £1,000.00 £100.00 £100.00 £7.00 £581.65 £50.00 £410.00 £130.00 £10.00 £25.00 £31.00 £14.00 £148.50 £18.00 £5.00 £100.00 £16.00

Income	Total Income	£9,912.37
Transfers	From Giro to COIF refurbishment a/c 002 on 9/07/07 Marshfield Parish Council to COIF refurbishment a/c 002 on 9/07/07 From COIF refurbishment a/c 002 TO Giro a/c on 13/07/07 From COIF refurbishment a/c 002 TO Giro a/c on 15/07/07 From COIF refurbishment a/c 002 TO Giro a/c on 07/08/07	£1,269.20 £1,000.00 £42,031.06 £2,000.00 £16,800.00
Balances	Giro Account at 8/09/07 Giro Deposit Account at 23/06/07 COIF Charities Deposit Account at 30/06/07 COIF Charities Deposit (refurbishment) a/c at 07/08/07 699 CIF Income Shares market value at 30/06/07 (396 Montpelier) 448.636 CIF Accumulation Shares market value at 30/06/07	£3,911.19 £31.95 £14,546.51 £39,497.64 £573.18 £21,064.36
Refurbishment	Carpet in No 8 very stained by builders. It needed professional cleaning. Cost £50 Leak in roof and no down pipe and also rooflight in no 8 reported to builders via Pippa.	
Cancer Research Christmas Fair	Craft Fair on 24 th November: Booking form sent in for table in conjunction with Local History Society.	
Insurance	Grout & Judge extended the Contract Works insurance until 17 September as Central Networks and the builder still needed to return to the site. Central Networks started work week beginning 6 August but following complaint from resident on the corner of the High Street with George Lane that tractors were damaging his drainpipes, the trench in George Lane was filled in without the cables. The road is now to be closed when work starts again on 10 th and 13 th September.	
Open Day	Total Gifts £831.65 + gift aid £169.23 = £1,000.88	
Concert	Concert. Total receipts £550+ gift aid £107.18 = £657.18 Payment to musicians £150. Profit on concert £507.18	
Vacancy no 5	Elizabeth Sykes having been offered the vacancy declined because she was unable to make alternative arrangements for her cat (both Chairman and Clerk received letters of explanation). Therefore, Mrs Joan Moules was offered the vacancy and has accepted. However, the Clerk has contacted Mrs Moules's daughter and written to Mrs Moules to explain that as a grant has become available work will start shortly on Phase 4 so that Mrs Moules will not be able to move in until the end of Feb 2008.	
Trusts	Applications made to the Sobell Foundation and initial application to the Allchurches Trust on 20/08/07. Application to Percy Bilton deferred until December meeting as grant from Housing Corporation had not been received in time. Will still consider as long as work not finished and we have at least 75% of the funds. Update details to be sent to them by 2/11/07 Progress report, as requested by them, sent to Clothworkers' Foundation on 31/08/07	
Key Safe	The Chairman gave permission for the South Gloucestershire Care Team to install a key safe on the wall outside no 1 Almshouses for the benefit of Mrs Rea.	
Coffee Morning	Donations £28, Door £21, Raffle £34, Sales £65.50 Total £148.50	
Seat	The Clerk dismantled one of the outside benches because it was unsafe.	
Refurbishment	Following a very good audit report as a result of the inspection by the Housing Corporation on 16 th August, Kathy Green received a phone call from the Housing Corporation on 20 th August to say that grants have been allocated to the Charity for this year (£133,000). To do that Kathy writes: - "This means that we need to draw down the start on site and the PC claims by 1 st week on March. Start on site – have agreed a price with the contractor and given possession under a building contract (or an AI as before). This is no problem for phase 3 which has already commenced, but phase 4 needs sorting asap. Practical Completion – completed the works substantially, with a PC certificate issued for both phases (the PC for phase 3 currently excludes the externals) – given that we want funding for the external works also, we really need to have everything done on site by beginning of Feb, to give Geoff Evans time to do the final account with the Contractor and	

	<p>confirm the figures to me.”</p> <p>Grant dependent on fulfilling SAP requirements (brought up during audit). Pippa Wrigley asked to verify that compliant. Her reply</p> <p>“SAP ratings are not always required by Building Control particularly when dealing with listed buildings. They were not provided in this case and Building Control recognized that we were doing what we could to improve and upgrade the buildings to meet the current standards and legislation as far as it was possible to do so. We did obtain energy advice in 2002 from Faber Maunsell under The Action Energy Scheme organised by the BRE. Please find attached a statement I have written which should show how we have implemented many of the recommendations made. This should satisfy the requirement to provide evidence that energy efficient measures have been incorporated cost effectively.”</p> <p>Discussion continuing on this as Kathy says that the SAP ratings must be done but Pippa saying this will involve consultants (approx £100 per house +VAT) and SAP could give poor rating as individual boilers been installed.</p> <p>Further discussion between Bob Wilkins (Ken Biggs), Geoff Evans (Quantity Surveyor) and Pippa that costs for Phase 4 will need to be recalculated as a result of pay rises in building industry in the summer and building industry costs rising at double the general inflation level so sub contractors costs will have to be re-quoted.</p> <p>Meeting held on 30 August : Kathy wanted to check on the financial position. She anticipates that to complete to the end of Phase 4 by Feb, a loan will still be needed as all outstanding invoices will need to be paid to fulfill the grant requirement by the end of March 2008. The Clerk asked to contact Patrick Wilde(Almshouses Association) to see if the agreed loan can be increased to £52, 000 if necessary. For work to be finished by Feb a start on site is needed by the middle of October. Geoff Evans to contact the builders to see if they have had cost estimates back from the subcontractors. Provided that these costs are no more than with a 5% uplift, a contract price can be agreed. Pippa stated that another factor affecting start on site is the availability of Terry(foreman) as she would not like work to go ahead without him, although some of the external work could start before he became available. Kathy to prepare report for the Trustees ready for meeting on 18th September if costs are known.</p>
Compliance Audit Report	<p>Received 7/09/07. Key Findings: Good quality improvement work. Architect had been able to carefully & sympathetically restore 1970's extension. Scheme appears to have been very well run & audit files provides a thorough account of the works carried out.</p> <p>Main Recommendations: Quality; compliance reached right standard and no recommendations. Procedural Compliance; had reached required standard and no recommendations necessary.</p>
Quiz Sheets	Sheets sold approx: 145

4. Matters arising from Clerk's Report: none

5. Refurbishment Progress: Kathy Green issued the latest figures on expenditure to date and likely future expenditure together with figures on funding. She reported that constructions costs are not finalised yet for Phase 4 but that Geoff Evans, QS, expects a 6% increase on Phase 3 construction costs. It was proposed by Mr Gillian and seconded by Mr Artingstall and all were in favour that the contract for Phase 4 should be approved provided that the constructions costs are no more than a 6% increase on Phase 3. Kathy suggests that the contract for the internal work be awarded first and the externals later when the financial position can be better assessed. Kathy anticipates that the loan will be needed by January 2008 and the Clerk was asked to contact Patrick Wilde again to ask for the forms to be sent so that the loan is ready for January. Kathy also needs to do submission scheduling with the Housing Corporation before start on site. As the rules are changing the Housing Corporation is not requiring a SAP rating after all.

6. Fundraising Events: Christmas Concert Saturday 15 December; Mr Gillian had met with Dave Tuck to discuss concert. Marshfield Band to undertake the event free of charge. School and School of Dance to have slots in programme. Doors to open 6.30pm for 7pm start. Plan on 200 attending. Tickets £6 per adult, £3 per Child, £15 Family ticket for 4, to include free glass of mulled wine or fruit juice and mince pie. Sponsorship: Mrs Hammond to talk to H Knight re printing, Mrs Down to talk to Sally/Rachael re fruit juice and biscuits, to Lynne White re mince pies and to John Worlock re beer; Mrs Kitley to talk to Paula Church re wine. The band to club together to provide raffle prizes and Mr Artingstall to donate a turkey. Mr Gillian to try to arrange for “palm court” band to play in small hall prior to main event. Mrs Watkins to book wine and beer glasses. Clerk to organise licence. Other arrangements eg stage and seat set up to be discussed at next meeting. **Craft Fair Saturday 24 November.** It was agreed to order trays, chopping boards fridge magnets with Almshouse logo up to value £50+Vat +£10 delivery charge from Candlelight crafts. Rota to be arranged at next meeting

7. Gardening Contract: concern expressed that some residents were not looking after their gardens. It was agreed to continue with K Keasey cutting the lawn despite a patchy attendance this year. It was agreed that residents should be consulted and if they did not want to keep their garden tidy then they should be asked to increase their service charge to cover the cost of a gardener. The Clerk to ask Ted Boffey if he would like to take on the task of gardener and to pay him initially £100. This had been proposed by Mr Gillian and seconded by Mrs Hammond and all were in favour. Biggs had now filled in the holes on the back lawn but the area now needs seeding. The Clerk to talk to Ted Boffey.

8. AOB. Seat: Plaque to be taken off broken seat. Mrs Down to return to June Savage **Trustee**
Inspection: Mrs Kitley and Mr Pullin to visit all refurbished houses on Tuesday 2 October from 2pm.
Painting: the front doors in poor state. Biggs to be asked for quote to be done at the finish of Phase 4 next spring. Clerk to obtain additional estimate from D Tuck. **Wall:** Mr Pullin to meet with Fred Rawlings and inspect wall alongside field.

Date of next meetings:

Wednesday 24th October 7pm to discuss concert arrangements. Dave Tuck to be asked to attend.
Tuesday 20th November 2007 at 7.30pm.

The meeting closed at 9.30pm