

A meeting of the Trustees was held on Tuesday 20 November 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

1. The Minutes of the meetings held on 18/09/07 and 24/10/07 were approved and signed after month corrected to October for date of last meeting

2. Matters arising: Clarification given on the meaning of external works and explanation for why the Housing Corporation grant was not covering all expenditure for phase 4 due to rise in costs of 6% since July

3. Clerk's Report

Cheques	Since the last meeting cheques/ transfers have been signed for Powergen (No 8, £1.95 and No 7 £1.96 during refurbishment) South Gloucestershire Council (Licence for concert) D Bishop (Tog Hill Farm re Mr Cook, rent 29/10 to 28/11) Guy Barker Hall (repair to No 7 windows) Candlelight Tablemats Grout & Judge for Phase 4 Insurance Me & My Van (Move out No 6) Grout Insurance Brokers Powergen (re closing down gas boiler) K Keasey (5 grass cuts from 28/6/07 to 26/09/07 plus £13 weedkill)	£3.91 £21.00 £600.00 £70.00 £71.15 £458.38 £117.50 £4.98 £21.81 £65.00
Direct Debits and Standing Orders	Powergen (gas and electricity) on 14/09/07 Powergen (gas and electricity) on 14/10/07 M & G Investments (CIF Accumulation Units) on 24/09/07	£180.00 £180.00 £750.00
	Total Expenditure	£2,543.79
Income	Dividends received CIF Income Units on Dividends received CIF Income Units (Montpelier) on Dividend (re-invested) CIF Accumulation Shares on Interest retained COIF Deposit Fund (no 1) on 30/09/07 Interest retained COIF Deposit Fund (refurbishment no 2) on 30/09/07 Interest retained Giro Deposit on 24/09/07 Contributions to 30/09/07 Contributions to 31/10/07 Quiz Sheets on 4/10/07 Blank cards on 29/10/07 Grout & Judge (full refund engineering & Inspection contract) Cards on	£ £ £ £210.12 £731.29 £69.94 £1,791.97 £2,281.57 £15.00 £7.50 £323.64 £2.50
Income	Total Income	£5,109.89
Transfers	From Giro to COIF refurbishment a/c 002 on 5/10/07 From Giro to COIF a/c 001 on 5/10/07 From COIF refurbishment a/c 002 TO Giro a/c on	£431.50 £2000.00
Balances	Giro Account at 09/11/07 Giro Deposit Account at 24/09/07 COIF Charities Deposit Account at 30/09/07 COIF Charities Deposit (refurbishment) a/c at 30/09/07 699 CIF Income Shares market value at 30/06/07 (396 Montpelier) 448.636 CIF Accumulation Shares market value at 30/06/07 16.396 CIF Accumulation shares on 24/09/07	£2548.44 £101.89 £16,949.29 £40,660.43 £573.18 £21,064.36 £750.00
Repairs & maintenance	Estimate from Dave Tuck to paint front of Almshouses next spring/summer 2008. Doors: rub down, fill & touch prime, undercoat & gloss paint (colour to be agreed) £435.00 All windows: rub down, fill & replace loose putty, touch prime, undercoat & gloss paint white £675.00 Last painted by W. Brookman in 2004 (doors only £648 +VAT) Guy Baker Hall repaired the hinges on the front windows at No 7 on 17/09/07 BT supplied new junction box for No 2's phone	

Trusts	Application made to Veneziana fund on 22/09/07 and letter sent Lord Cairns Bolehyde Manor, Allington on 23/09/07. Reply dated 12/10/07 that fully committed and suggested contacting Gloucestershire Community Foundation. Update on finances and progress with Phase 4 sent to Percy Bilton Charity on 16/10/07 for consideration at their December meeting. Application made to Mercers' Charitable Trust on 17/10/07 To be considered by their committee on 15/01/08. No donation from Sobell Foundation on 6/11/07 or Venziana fund on 10/11/07
Band Concert	Left over from last band concert sufficient tea, coffee, sugar and squash. Mr Gillian recommends that lights need hiring. Geoff Hall has negotiated hire of 6 lights at special price £20 including VAT. Geoff has offered to collect & return. Mr Gillian issued list of contact names. David Colbourne agreed to stage manage the event. Set up for staging to start at 2pm. Mr Artingstall to run bar. Posters ready for Craft Fair and Mr Gillian has sent outline poster to School for Children to colour and display in their windows. Draft running order for programme issued. If extra chairs are needed will have to hire from Legion hall or church as they must be linked for public event.
Phase 4 Refurbishment	QS sent figures to Biggs on 21/09/07 suggesting a 5.4% increase on internal construction costs for Phase 4 but externals for Phase 3 & 4 to cost £26,224(Kathy estimated £23,620 actual cost £16,861 Phase 1 & 2). Clerk spoke to Patrick Wilde on 24/09/07 to discuss loan. Request for increase to £52,000 under discussion but not expected to be a problem. Arranged to use loan from Jan 2008. As the estimated costs were below the 6% agreed by the Trustees, the architect issued an AI instruction to Biggs on 13 October for work to start on Phase 4, internal only at this stage. Although grant confirmation not received yet, Kathy has had an assurance from the Housing Corporation that the grant is secure. Work to start on 29 October and it has been arranged for Mr Cook to move to Tog Hill farm on that date and his furniture to be stored at his father's house.
Gardening	Ted Boffey has sown grass seed on the patches left bare by the electrical work and he would like to do some gardening next year.
Maintenance Inspection	The Chairman and Mrs Kitley inspected the houses on 2/10/07. List of defects mainly for Biggs to rectify passed to the Clerk who will meet with Architect and Terry on 14 Nov.
Insurance	Grout Insurance Brokers informed that Phase 4 to start on 29/10/07. Cost of cover £458.38. They have cancelled Engineering insurance on boiler as from 29/10/07, Full refund expected on inspection and pro rata on premium. Resident at No 4 has asked to be included on residents' content insurance with Almshouses Insurance package. Cost to Charity £4.98
Craft Fair	As the deadline for Christmas orders for Candlelight crafts is 10 Nov, a display has been put in the newsagent's window.
Gas/Boiler	Clerk requested final gas bill as the boiler was shut down on 29/10/07. In arrears by £21.81. This had been paid off so that variable direct debit can be paid quarterly for electricity to cover electricity to Chapel and outside lights. However unless the gas meter is removed, a standing charge will have to be paid. E-on will only quote a price when a form has been completed. Must choose either to have meter removed or meter removed plus gas capped off completely.
Archaeological Roadshow	Margaret Jones is organising this event on Friday 4 th April 2008. She would like the proceeds to be split between the Legion Hall and the Almshouses.
Corresspondence	Investing in independence, Housing for vulnerable people strategy form Housing Corporation. Housing Corporation Annual Report. Advance warning of change from Housing Corporation RSL online submission of annual data to NROSH system. Housing association Guide to Disability from Habinteg

4. Matters arising from Clerk's Report: The word "each" was removed under section on Band Concert to read hire of 6 lights at special price of £20 including VAT

5. Refurbishment Progress: Development Agent: Grant Confirmation done and awaiting approval
Architect's Report: The Architect has organised a site meeting for Tuesday 27th November at 9.30pm.

Clerk to raise with Architect at this meeting the need to provide Energy Performance Certificates each time a property is offered for rent from 1 October 2008

Gas Meter: cost to remove meter in boiler room removed £390.11 +VAT. To have meter removed and gas capped requires a further 28 days and site visit before estimate can be given. Decision deferred until cost of standing charge is obtained. [**post meeting note:** Powergen now say that since we swapped to online billing and a residential tariff, there will be no standing charge after all] To be discussed at the next site meeting

6. Fundraising Events: Christmas Concert Saturday 15 December; The Clerk reported that Mr Gillian would finalise the programme by the 1 Dec so that the Clerk could type up and give to Mrs Hammond for photocopying. Mr Gillian had circulated a running order and contact phone numbers and confirmed that Paul Egan would be playing with his saxophone jazz quartet in the small hall from 6.20pm to 6.55pm and in agreement with the chairman would pay travelling expenses of £10. M J ChurchPlant Ltd have agreed to help with sponsoring the event and have sent cheque for £200 and Marshfield Bakery are to give the mince pies and not charge at cost price. Mrs Down to bring them to Community Centre. The wording on the back of the programme to read " This event has been kindly sponsored by the following:

Central Stores

M J Church Plant Ltd

Cotswold Spring Brewery

R W Knight & Son

Marshfield Bakery

Mr Pullin suggested giving vote of thanks at the interval before the start of the second half. Mr Artingstall to deliver beer to Community Centre on Friday night (liaise with Clerk re key) Raffle & door RK, MP & MH. Mulled wine SW & JD. Clerk to give 2 posters to SW for laminating for display outside shop. Mince pies to be served cold. RK to buy napkins. MH to bring float. Drinks to be set up at 5pm

Craft Fair Saturday 24 November. An additional item has been ordered from Candlelight crafts: small tray 12 x 10 to sold at £9 per tray. Clerk to update price list. It was agreed that the prints should be reduced from £5.50 to £4.50 (cost £2.71) but the price for framing to remain at £15. It was agreed that the price of bags should be reduced from £6.75 to £5. MH to provide float and Clerk to bring stamp for cheques. Rota: Set up 8.30am Clerk & MH. 10am to 12pm, JD & RK 12pm to 2pm MH & SW, 2pm to 3.30pm MP & Clerk & RA. Clear away Clerk & MH

WI Quiz The Clerk reported that the WI are organising their annual quiz on **Friday 22nd February 2008** in the Community Centre and would like to donate the proceeds to the Almshouses and Legion Hall again.

Archaeological Roadshow Friday 4th April. Tickets will be £5 to include a glass of wine. Margaret Jones would appreciate help selling the tickets

7. Gardening Contract: Draft letter agreed to be sent out in January. Trustees 9 Mrs Hammond, Mrs Watkins and Mrs Down) agreed to investigate finding a gardener

8. AOB. All Around Marshfield: Mrs Hammond and Mrs Kitley to draft article. Trustees agreed to give £2 each to Mr Pullin for bottle for Mr Rawlings. The Clerk to complete Evaluating Support & Guidance survey.

Date of next meeting:

Tuesday 19th February 2008 at 7.30pm.

The meeting closed at 9.00pm