

A meeting of the Trustees was held on Tuesday 20 February 2008

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

Pippa Wrigley, Architect, attended the start of the meeting to present her proposals for **Phase 5** showing the removal of the boiler house, the construction of a conservatory and the restoration of the Chapel windows. Budget estimate including fees and VAT on fees: £59,930. It was noted that the structured glass content amounted to £23,600. She also explained the problem, that in severe weather, water is penetrating into the kitchens around the back doors. A temporary solution would be to fit steel weather strips above the door (estimated cost £800) but she felt that a longer term solution, to move the rear screens in 10cms so that the wall provides an overhang, would be much better. Although the refurbished doors are installed in the same place as before refurbishment, they no longer have the protection of the roof overhang. She also feels that an improved seal and sill is required between the door and floor. Cost £1709 per screen, total £13,762 excluding VAT. Architect to establish if VAT is payable. The Trustees agreed that a permanent solution would be the better option but when this can be done depends on finance being available. However, sorting the problem of the rear screens was seen as the immediate priority over Phase 5. The Clerk agreed to ask Kathy Green for the current position on finances as nearly all the costs for Phases 1-4 were confirmed and to establish if any funds remained. **[Post meeting note:** One Trustee raised the question "should the Architect have considered this design at the start as the overhang from the roof was being removed and therefore should some accommodation be made by the Architect now". The Clerk to discuss with Kathy Green]

1. The Minutes of the meeting held on 20/11/07 were approved and signed after a correction to the contributions to 30/09/07 was noted (correct figure £1451.99 giving total income of £4,769.89)

2. Matters arising: none

3. Clerk's Report

Cheques	Since the last meeting cheques/ transfers have been signed for	
	TV Licensing	£7.50
	South Gloucestershire building Inspection fee No 5	£433.58
	Ken Biggs valuation no 10	£45,469.43
	S Watkins (Sainsbury Concert drinks)	£168.20
	Country Stores (Concert plants)	£9.98
	Tog Hill Farm 29/12/07 to 28/01/08	£600.00
	Marshfield Community Centre	£61.20
	Bare, Leaning& Bare(90% Pre & post Phase 3 £712.24 plus 70% phase 4 +landscaping £2,337.97)	£3050.21
	Ken Biggs valuation no 11	£43,211.18
	Candlelight Tablemats	£211.26
	npower electricity no 5 & 6 29/10/07 to 31/12/07	£65.24
	Almshouse Association subscription	£137.00
	Wessex Water	£791.47
	David Flint Cleaning services (carpet no 6 to be reimbursed by Biggs)	£50.00
	Tog Hill House Farm (accommodation no 6 28/01 to 31/01)	£77.42
	South Gloucestershire Council Inspection no 6	£433.58
	Me & My Van	£98.70
	Grout insurance Brokers (contents insurance no 5)	£3.06
	E-On (No 6 Gas during refurbishment	£65.92
Direct Debits and Standing Orders	e-on electricity on 16/01/08	£105.70
	Audit certificate +VAT on 17/01/08	£29.37
	Total Expenditure	£95,080.00
Income	Dividends received CIF Income Units on 15/12/07	£3.97
	Dividends received CIF Income Units (Montpelier) on 15/12/07	£5.19
	Dividend (re-invested) CIF Accumulation Shares on 15/12/07	£353.44
	Interest retained COIF Deposit Fund (no 1) on 31/12/07	£234.45
	Interest retained COIF Deposit Fund (refurbishment no 2) on 31/12/07	£466.36
	Interest retained Giro Deposit on 24/09/07	£
	Contributions to 30/11/07	£1,394.72
	Contributions to 31/12/07	£1,639.59
	Contributions to 31/01/08	

Income	Allchurches Trust on 19/11/07 Donation on 21/11/07 Sponsorship for Christmas concert on 21/11/07 Gift Aid tax reclaim on 12/11/07 Craft Fair on 26/11/07 Additional auction donation on 4/12/07 Christmas Concert tickets on 7/12/07 Mummers(made by M Jones) donation on 11/12/07 Christmas Concert tickets on 14/12/07 Christmas Concert tickets on 17/12/07 Bag on 21/12/07 Christmas Concert on 22/12/07 Candlelight craft sales on 22/12/07 Additional Auction donation + cards on 27/12/07 Candlelight sales on 5/01/08 Christmas cards on 5/01/08 Almshouse Association loan on 8/01/0/08	£500.00 £25.00 £200.00 £389.33 £77.78 £30.00 £237.00 £50.00 £253.00 £715.52 £5.00 £20.00 £258.65 £12.50 £9.00 £7.50 £52,000.00
Income	Candlecraft sales on 18/01/08 s/o on 4/01/08 Housing Corporation 1 st half grant(Phase 3 £31,499 & Phase 4 £35,000) on 25/01/08 The Percy Bilton Charity on 31/01/08 Total Income	£13.00 £100.00 £66,499.00 £3,000.00 £128,500.00
Transfers	From Giro to COIF refurbishment a/c 002 on 18/01/08 From Giro c/a to Giro savings ac on 26/01/08 From COIF refurbishment a/c 002 TO Giro a/c on 10/12/07 From COIF a/c 001 TO Giro a/c on 10/12/07	£9,101.48 £65,000.00
Balances	Giro Account at 1/02/08 Giro Deposit Account at 25/01/08 COIF Charities Deposit Account at 31/12/07 COIF Charities Deposit (refurbishment) a/c at 18/01/08 699 CIF Income Shares market value at 31/12/07 465.032 CIF Accumulation Shares market value at 31/12/07/07	£2048.29 £65,101.89 £13,183.74 £11,013.79 £524.25 £20,559.99
Repairs & maintenance	Octagon Heating submitted a written quotation for servicing the boilers @ £80 per boiler + Vat to include Gas Safety Certificate. They would gradually align the services to be able to do them all in one go. J L Siney (although saying that they would put it in writing) gave a quote over the phone in excess of this amount. In discussion with the Chairman, it was agreed to go ahead with Octagon Heating. Boilers serviced and gas safety check done at no 1 & 2 on 24/01/08	
Gardening	Letter sent to residents requesting their choice between doing their own garden or paying an extra £1 per week service charge to have their garden done for them. Residents wanting their garden done for them: Nos 1,3,4,5,7 Quotation from Becky Sowler: £12 per hour but she will assess what needs to be done to put the garden straight and quote the number of hours needed and then separately assess the number of hours to maintain.	
Christmas Concert	Total Income including sponsorship £1,485.52. Total Expenditure £320.38 Profit £1,165.14. 151 tickets sold.	
Electricity	Bill for use of Electricity £105.70. This is 3 times the usual bill as now using electrical heating in chapel	
Craft Fair	Total takings £84.20 – 10% to cancer = £75.78 +£2 donation. Stock remaining at 31/12/07 1 packs Christmas cards 24 packs blank cards 37 prints 39 Tea towels Candlelight Tablemats : 2 sets coasters, 2 Cheese boards, 4 Large Chopping Boards, 1	Cost of stock £0.98 £23.52 £106.00 £77.17

	Large Tray, 3 small trays	£68.32
Trusts	Percy Bilton Charity will donate £3,000 dependent on accepting their terms & conditions. Need to give them at least one months notice and then send them details of current financial position plus and invoice covering their donation. So cannot claim before Mid Jan 08 No grant from The Mercers Company(cannot reapply for 3 years)	
Accountant	Knox Cropper will increase their fees by £100 per year for the next 3 years to bring fees in line with their other Almshouses. Currently Marshfield pay the least of their Almshouse audits. In conjunction with the Chairman, it was agreed that Knox Cropper should audit the accounts for at least the next set of accounts.	
Alliance & Leicester	Clerk wrote a letter of complaint to Customer Care Team on 28/01/08 after being told on the phone that she was not a signatory (along with Mrs Watkins and Mrs Down)when trying to make a transfer to the savings account. This despite written communication with Alliance& Leicester last year confirming that they had received our application (& phone call asking if I could use new list of signatories). Their contact number with us turned out to be the village shop! They are expecting new signatories form to be filled out despite the illegal signatories doing so for the last year. Complaints department accept that our form has been lost by them and will credit the account by £10 for the cost of phone calls which have been made over the issue	
Correspondence	Communication with South Gloucestershire Council asking them to withdraw council tax charges during refurbishment	
Phase 4 Refurbishment	<p>The QS was asked to prepare figures for the remainder of the external work and to include in the cost paving in front of the boiler house. The recalculations amounted to £29,232. Kathy Green prepared figures looking at whether the Charity could afford to include the external work in the present contract. She agreed to delay payment of some of her fee if necessary. Letter received from the Almshouse Association on 7/12/07 that the Association will make an interest free loan of £52,000 to the Charity. This will be repayable over 10 years and an arrangement fee of 5% (£2600) will be added to the loan. Repayment will be by half-yearly instalments of £2,730.(£105 per week). All the Trustees in discussion with the Chairman were in favour that the external work should proceed immediately. The current financial position submitted by Kathy on Monday 10 December showed that with the increase in loan +plus the Percy Bilton Charity offer of £3000 + the unused contingency of £4000 from Phase 3 + Vat not payable on the externals meant that the Charity was covered to complete the externals. Kathy still offered to delay part of her fee in case there were unforeseen expenditures. Financial Assessment form, Budget for 2008, current financial position on refurbishment, accounts and minute of Trustees agreement to loan conditions sent to Almshouses Association on 13/12/07 as the Almshouse Association wanted to make payment before Christmas.</p> <p>Site Meeting on 17/01/08 Internal work on Phase 4 will be finished by end of Jan and No 6 to move back in on 1/02/08.. Would have been earlier but the kitchen floors have got to be re-laid(poor fitting and shrinkage). Landscaping to take a further 6 weeks. Defects list discussed in particular the problem with water seeping through the back doors at Nos 3 & 4. This is thought to be blown in through the top of the doors. Therefore, it was agreed to look at fitting weather strips above all the back doors. No 4 could have a further problem with a poor seal around the windows in the back door. The chairman agreed to talk to the resident at no 7 as he is still not using the extractor fans and to point out that this will give rise to a damp problem (Clerk had previously sent written request to use the extractors and not cover up the smoke alarm).</p>	
Phase 4 Refurbishment	<p>It was also noted that resident no 7 did not leave any heating on in his house whilst he was away for 6 weeks. It was suggested that the Letter of Appointment might need an additional clause to state that some heating should be left on during periods of absence in the winter. Boiler in No 3 had lost pressure and caused a leak of water. Although a plumber had restored the pressure easily, Bob Wilkins of Biggs agreed to talk to Octagon Heating as this was not something that should happen without a cause. Following this meeting the Architect made an inspection, several items needed attention and in particular she was not happy with the flooring in the shower rooms at No 5. The matter was taken up with Bob Wilkins of Biggs.</p> <p>Further site visit on 25/01/08 all matters attended too with the exception of a) problem with ingress of water at the back doors. Pippa is re-thinking about how to deal with this issue in the longer term with a more radical solution to give better protection from elements and will discuss this and temporary solution of weather strips at the next Trustees meeting</p>	

	<p>b) although a vast improvement noted in the shower room floors, a repaired tear can still be seen in the shower unit of no 5.</p> <p>It was also noted that resident at no 7 had his extractor fans turned off again, the day after the visit by the chairman</p> <p>Clerk met with N & S Flooring & Terry on 01/02/08 to discuss the repaired tear in shower. N & S flooring were trying to say that it was the fault of the wall until another tear was spotted which had not been sealed. They immediately agreed to remove the whole floor and relay. Further inspection after shower floor had been replaced on 6/02/08 revealed air pockets in several places so floor to be replaced for third time.</p> <p>At the site meeting in December, Kathy had suggested that the Trustees needed to review the form that Phase 5 should take so that Pippa offered to prepare some drawings and if possible obtain some outline costings from the QS to aid a decision as to the way forward. Although it was agreed that fundraising could take some years, Kathy pointed out that if fundraising was not continued then all the good will built up would disappear. The Chairman contacted Trustees to obtain views as to whether the Architect should produce drawings at this stage. This was agreed so that Kathy & Pippa will attend this item on the agenda at the next Trustees meeting on 19 February at 7.30pm</p>
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4. Matters arising from Clerk's Report: Letter of Appointment will be reviewed at the next meeting and an additional clause will be considered along the lines: If residents are away at any time from the end of October to the end of March, the resident will leave their heating on as usual but the temperature setting can be reduced (minimum temperature of 10°C). The Trustees reserve the right to visit the house during the period of absence. **Heating in the Chapel:** to considered at the next meeting

5. Financial Statements for year ending December 2007: These were approved but it was agreed to review the reserves policy and the risk assessment at the next meeting. The Clerk presented the Budget and it was agreed that the proposed increase on service contributions should be 50p per week. It was proposed by Mr Gillian and seconded by Mrs Hammond and all were in favour that the Budget and contribution rise from 1st May be approved. Weekly contribution to rise by £1.50 to £51.55 and service charge to rise by 50p to £7.00 per week. Total £58.55 per week

6. Fundraising Events: Before discussing the future fundraising events, the Trustees discussed what the long term objectives were and agreed to focus on fundraising for " A communal meeting room for all the residents" The Clerk asked for help in drawing up a new project summary so that Trusts could be approached for funding. **Archaeological Roadshow Friday 4th April.** The Chairman agreed to represent the Almshouses. **Open Gardens:** Mrs Hammond and Mrs Kitley agreed to liaise with Joy Pierce before the next meeting. **Gift Days:** 13th & 14th September. [Post meeting note: Clerk has recorded this date in anti clash diary] **Short Films:** It was agreed that Mrs Hammond should look further into this idea. **May Fair Saturday 10th May:** Mrs Hammond to look into placing another order from Candlelight Crafts

7. Painting Contract: The Trustees agreed that Dave Tuck should paint the front doors (estimate £435.00) and all front elevation windows (estimate £675.00) this summer. The Clerk asked the Trustees to be aware that some windows could need replacing. [Post meeting note: Dave Tuck has agreed to put this contract into his schedule this summer]

8. Gardening Contract: Becky Sowler estimates that 20 hours work (£12 per hour) is needed on the gardens to bring them up to standard and from then on 3hours per week would be needed to maintain them. Anne & Paul Bond's quotation (£10 per hour) was also discussed but they had not given an estimate for how long they would take to get the garden back to standard nor the time needed to maintain. It was agreed that Becky Sowler be offered the contract. Grass cutting still to be done by Keith Keasey.

9. Christmas Concert: Since the profit had been greater than expected, it was proposed by Mrs Kitley and seconded by Mrs Hammond and all were in agreement that the school should be reimbursed for their costs incurred (£30) and a donation of £100 made to Marshfield Town Band. Mr Gillian to inform the Clerk as to where these donations should be sent.

10. AOB: All Around Marshfield. Mrs Hammond and Mrs Kitley to draft article for 1st March deadline and pass to Chairman. The Chairman will thank the Post Office for their donation of £60 from **Sale of Calendars.** The chairman will investigate the cause of the **Damp on the Chapel Ceiling** before deciding who to contact. [post meeting note: Alan White to investigate as it appears water coming in from tower. Insurance sending claim form. Can claim if it can be shown that it is storm damage and not due to lack of repair] **Formal opening of Refurbished Almshouses:** should an approach be made to

HRH as patron of the Almshouses association? **Chapel Door:** the need to consider a lock on the door at the next meeting. **Home Choice Agreement:** The Clerk explained that as part of South Gloucestershire's support for the Housing Corporation bid, it had been agreed to inform South Gloucestershire of vacancies. This Home Choice agreement extends this to a more formal level as Home Choice gives potential applicants greater say over where they want to live. South Gloucestershire must therefore advertise vacancies more widely. It has already been agreed that this is not applicable for Marshfield Consolidated Charities and a reduced fee of £10 (normal fee £65) will be paid for advertising on their web site only and not through the papers. This document to be circulated is a standard contract which in many cases is not relevant for a small Housing Association. It has been agreed that Marshfield Consolidated Charities can delete clauses which do not apply. If the amended document is then returned to South Gloucestershire they will re-issue for signature. Document to be circulated to Trustees: further suggestions for amendments.

Clerk had sent information on **Selection Procedures** to Quentin Elston (Clerk at St John's Hospital) who is preparing a talk on this subject for an Almshouses Association Seminar

Date of next meeting:

Tuesday 22nd April 2008 at 7.30pm.

The meeting closed at 9.30pm