

A meeting of the Trustees was held on Tuesday 29 April 2008

at 7.30pm in the Almshouse Chapel.

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

Apologies: Mrs J Down

1. The Minutes of the meeting held on 19/02/08 were approved and signed after a spelling correction to Candlelight sales and a missing figure under transfers From a/c 001 to Giro a/c on 10/12/07 of £4,000.00 was inserted

2. Matters arising: none

3. Clerk's Report

Cheques	Since the last meeting cheques/ transfers have been signed for npower no 6 final 31/12/07 to 31/01/08 E-On no 5 final 31/12/07 to 07/02/08 npower No 5 final 31/12/07 to 07/02/08 Independent Housing Ombudsman Ken Biggs Contractors Ltd valuation 12 F Rawlings Clock Winder honorarium Marshfield Band (Christmas concert) Marshfield Primary School (Christmas concert) Knox Cropper Octagon Heating (service no 1 & 2 boilers) Community Centre (for Christmas concert 12 Dec 2008) Candlelight Tablemats	£16.05 £75.83 £15.64 £10.24 £31,178.49 £30.00 £100.00 £30.00 £969.38 £188.00 £86.25 £123.60
Direct Debits and Standing Orders	E-On electricity quarter to 26/03/08 Total Expenditure	£145.60 £32,969.08
Income	Dividends received CIF Income Units on 29/02/08 Dividends received CIF Income Units (Montpelier) on 29/02/08 Dividend (re-invested) CIF Accumulation Shares on 29/02/08 Interest retained COIF Deposit Fund (no 1) on 31/03/08 Interest retained COIF Deposit Fund (refurbishment no 2) on 31/03/08 Interest retained Giro Deposit on Contributions to 31/01/08 Contributions to 29/02/08 Contributions to 31/03/08 Ex Gratia payment Alliance & Leicester for inconvenience caused by loss of new signatories form Donation (from Post Office, sale of Calendars) on 22/02/08 Mummers Donation M Jones Housing Corporation 2 nd half Phase 3 & 4 on 29/02/08 Allotment Rent on 4/03/08 WI Quiz Donation on 6/03/08 Tea Towel on 27/03/08 Allotment Rent on 27/03/08 Stephen Clark 1957 Charitable Trust on 3/04/08 Archaeological Roadshow on 10/04/08 Legacy of Vivian Millicent Garner	£2.55 £3.33 £230.46 £183.77 £286.02 £1,564.97 £1,922.88 £2,337.40 £10.00 £60.00 £16.00 £66,499.00 £6.00 £200.00 £3.50 £6.00 £2,000.00 £128.68 £2,000.00
Income	Total Income	£77,460.56
Transfers	From Giro to COIF refurbishment a/c 002 on 29/02/08 From Giro savings to Giro ac on 25/02/08 From Giro to Giro savings on 04/03/08 From COIF refurbishment a/c 002 TO Giro a/c From COIF a/c 001 TO Giro a/c on From Giro to COIF refurbishment a/c 002 on 11/04/08 From Giro to COIF refurbishment a/c 002 on 22/04/08 From Giro to COIF a/c 001 on 22/04/08	£38,389.00 £27,000.00 £28,500.00 £2,232.18 £2,000.00 £1,000.00
Balances	Giro Account at 19/04/08 Giro Deposit Account at 26/03/08 COIF Charities Deposit Account at 31/03/08	£5,130.37 £66,601.89 £13,367.51

	COIF Charities Deposit (refurbishment) a/c at 16/04/08 699 CIF Income Shares market value at 31/12/07 465.032 CIF Accumulation Shares market value at 31/12/07/07	£51,920.99 £524.25 £20,559.99
Repairs & maintenance	Alan White asked to investigate water damage to ceiling of Chapel as result of northerly storm on 11 th Jan. He believes that it is coming in through a west facing window. Although the windows are cracked and have been for years, on 3 visits to the tower, D Colbourne and the Clerk have not seen the volume of water that had been on the lower floor again. A few drips of water may be coming in higher up the tower and a piece of cardboard has been put on the upper floor to see if this becomes wet. Some of the staining on the upper floor is due to oil. Fred Rawlings has been looking out for water leaks but has not reported any. No water penetration in chapel as result of westerly winds during week beg 8 th March, (but during this week, water soaked front lobby at no 3. D Colbourne re-drilled the drain holes in the door sill.) However, around the time of 11 th Jan, the builders installed the final two boilers in no 5 & 6 so that the old system became redundant and was shut down. They then drained the two water tanks directly above the wet chapel ceiling so that they could drain the old system completely and remove the old hot water tank. Maybe they left a pipe with water still in it?	
Boiler House Gas Meter	It is causing confusion with E-On and billing that the gas meter remains whilst not being used. Clerk had invoice for £700 as online billing does not accept same reading and they are unable(!) to reconfigure online billing account to just electricity until the meter is removed.	
Gardening	The gardeners started work on 4/03/08. It has taken longer than anticipated to bring the garden up to a maintenance standard. Request from Mr Cook to use part of his rear garden as vegetable patch. The chairman agreed that he could do this provided that some of it was left to grass.	
Donation	Joan Moules has donated some very original & high quality knitted toys with the suggestion that they be raffled in aid of the Almshouses.	
Christmas Concert	Thank you letters from School & band received for donations to concert 07. Community Centre booked for Friday 12 December 2008 for joint concert with Marshfield School and Marshfield Band	
Craft Fair	Provisional booking made for table on 22 Nov	
Grab Rails	Mrs Moules asked if a grab rail could be fitted in her shower. Clerk advised her that a rail could be fitted on the recommendation of Social Services but that she would need to pursue this matter through the surgery.	
Loft Insulation	Clerk had investigated whether almshouses could take advantage of free loft insulation for over 70's but residents have to own their property to take advantage of this offer.	
Alliance & Leicester	New signatories in operation from 17 March 2008	
Wheelie Bins	It has proved difficult to re-instate the procedure whereby the bins are always collected from outside each house. South Gloucestershire have issued defaults to SITA who are now liable for penalty payments if they do not collect the bins. E-mail complaint about poor service sent to Street Care on 14/04/08 with copies to Sandra Grant, Local Councillor and Chief Executive of the Council on 14/04/06 as bins still not emptied despite a promise to empty both by 11/04/08. Emptied the next day on 15/04/08	
Final account to Biggs: Landscaping, Gutters and Weather trims	Biggs put grass seed down on 2/04/04 as the last thing to be done under the landscaping phase. Although it was raked over where the workmen's shed had been, they failed to dig up the compacted soil on the path leading to the shed and put grass seed directly onto compacted soil. However, in discussion with the Chairman, it was felt that little would be achieved by making a fuss about it. Architect issued final completion certificate for the landscaping on 7/04/08 and the defects period ends on 7/10/08. She noted that the gutters from the main roof to the extension had been propped up and they are in a bad state. She suggests removing the existing gutters completely as there is a large overhang onto the lead roof. This will allow water to drip off at a more even rate than using gutters. These gutters were not included in the original contract and there will be a small charge for	

	removing and making good. This can be done when Biggs return for the defects. QS has allowed in the final account for back door trims to help stop water puddling on the top of the doors and leaking into the kitchens. Trustees are asked to make a decision as to whether the weather trims should be fitted when the builders return for the defects.
Statistical Returns	Housing Corporation Regulatory & Statistical return completed on 4/04/08 and South Gloucestershire Housing return completed on 7/04/08. Charity Commission return completed on line after the last meeting
Correspondence	CCLA final year end accounts

4. Matters arising from Clerk's Report: Garden: Mrs Kitley reported that Mrs Moules was concerned about the tree in the back garden outside no 5. The Clerk asked to contact the council to see if it can be removed. Paula Church has offered plants from her garden before she moves. Clerk to liaise with the gardeners and Paula. The gardeners reported that they had finished their initial blitz and would move onto maintenance. They estimate that it will take 4 hours per week. Following discussion that more allowance will have to be made in the service contributions next year to cover this cost more fully, it was agreed that the gardeners should be asked to try to keep to 3 hours per week but this would be reviewed if necessary (based on 20 weeks work). Discussion followed on the state of the front path and the Clerk was asked to ask Keith Keasey to weed kill as necessary.

5. Future Fundraising Events: May Fair Saturday 10th May: Candlelight sales plus tea towels. Mrs Watkins to raffle the 4 Scottish knitted dolls plus box of Chocolates @ £1 per strip.
Open Gardens: Chairs & table will be needed from Legion Hall. Clerk to check. Clerk to ask to borrow WI table cloths. Each Trustee asked to provide 3 cakes with the suggestion that they be ordered from the market if no time to make them. Clerk to ask Mrs Down if the Cancer Research cups etc could be borrowed. Joy Pierce is to donate the scones but shopping for the lunches will be done on the day. Mrs Watkins had obtained £5 Morrisons voucher. **Gift Days:** to be postponed until April 2009 **Short Films:** Mrs Hammond to book Church Hall (cost £80) for 13th Sept or 20th Sept for film evening, Clerk to obtain drinks licence. Tickets £5. **Christmas Concert:** sponsorship would be considered at the next meeting

6. Repairs: The Clerk reported that water was penetrating the spire and dripping down behind the clock face onto the high window sill during the heavy rain on 29/04/08. It had collected as 15cm circle on the wooden floor. The Clerk had contacted Alan White again who has agreed to bring a ladder to look at the outside but anticipates that scaffolding will be needed. It was also noted that all these high windows have broken panes.

7. Replacement back doors: There was unanimous agreement that the Architect should have foreseen, that in removing the roof overhang and installing the new doors back in the same position, that a problem could arise with water running down the wall and puddling on top of the back doors. It was agreed that a letter would be sent to the Architect expressing the Trustees' disappointment with the situation and saying that the Trustees would try the cheaper alternative of a metal weather strips above the doors first (costs already allowed for in phases 1-4). However if this failed and it was agreed that it was necessary to undertake the expensive option of repositioning the back doors(£13762 +VAT) then the Trustees would expect some recompense for this oversight. As this would be a 3 day job for each house further costs could be involved. The Chairman agreed to draft a letter and show it to Bryan Jones before sending it. If Bryan Jones did not want to look at the letter, then Mrs Hammond would ask her sister to look at it. All Trustees agreed to sign the letter.

8. Gutters: It was agreed that the gutters at the back should be removed when Biggs return in June during the defects period

9. Chapel: It was agreed to wait until a further electricity bill had been received before making a decision on the chapel heating. It was agreed that a letter would be sent to residents if further items appear to collect in the chapel.

10. Letter of Appointment: It was agreed that the following clause will added to the Letter of Appointment "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 to ensure that the heating is maintained at 10°C"

11. Annual Reviews: Reserves Policy. It was agreed to hold reserves to at least cover 6 months contributions £12, 480 (£59 x 8 x 26 based on average figures for 2008) so the reserves policy of maintaining £20,000 would be retained. [Post meeting note: The chairman agreed that as incorrect figures had been used at the meeting no change should be made to the amount] . Amendments were made to the Risk Assessment Policy and the last clause in the Financial Procedures will be reviewed at the next meeting after the relevant sections of the Standards in Almshouse Management are circulated.

12. AOB. Mr Gillian had updated the website and the Clerk agreed to scan the accounts to him. The **Home Choice Contract** had been circulated to all Trustees and the suggested deletions will be incorporated into the document to be returned to the Council. **Mature Student:** Clerk to meet student who is undertaking dissertation on the changing architectural features of the Almshouses over the years.

Date of next meeting:

Tuesday 24th June 2008 at 7.30pm.

The meeting closed at 9.40pm