

**A meeting of the Trustees was held on Tuesday 15 July 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

The meeting scheduled for Tuesday 24 June was cancelled and re-arranged for Tuesday 15 July 2008

**1. The Minutes** of the meeting held on 29/04/08 were approved and signed

**2. Matters arising:** New Letters of appointment had been sent to all residents. Nos 6 & 7 still to be returned **Replacement Back Doors** Mrs Kitley expressed concern that a decision taken at the last meeting to write to the Architect was subsequently changed between meetings albeit after full discussion with all the Trustees. The subsequent discussion had made the point that the proposed letter was too strong and would not achieve anything since the Trustees had agreed to pay for the weatherstrips and only if that failed should stronger action be taken. The Chairman was not convinced that the more expensive option would achieve a better result. It was therefore proposed by Mr Gillian and seconded by Mr Artingstall and all were in favour that the Trustees should write to the Architect stating "The Trustees have concerns about the effectiveness of the door seals and if the weatherstrips fail would seek to have further discussion with her."

**3. Clerk's Report to 24 June**

<b>Cheques</b>	Since the last meeting cheques/ transfers have been signed for C Matthews garden B Sowler garden Bare, Leaning & Bare ( final payment) Laurence Gillian web page renewal Kathy Green Phases 1-4 fee R & J Artingstall ( food for open garden lunches) K Keasey Grass cut Octagon Heating service ( nos 3,4,7,& 8)	£180.00 £204.00 £1,001.99 £25.00 £20,875.00 £40.00 £60.00 £376.00
<b>Direct Debits and Standing Orders</b>	E-On electricity quarter to  <b>Total Expenditure</b>	£  <b>£22,761.99</b>
<b>Income</b>	Dividends received CIF Income Units on 31/05/08 Dividends received CIF Income Units (Montpelier) on 31/05/08 Dividend (re-invested) CIF Accumulation Shares on 31/05/08 Interest retained COIF Deposit Fund (no 1) on Interest retained COIF Deposit Fund (refurbishment no 2) on Interest retained Giro Deposit on Contributions to 30/04/08 Contributions to 31/05/08 Contributions to 30/06/08 Colerne Garden Club ( Re Joy & Mervyn Pierce) Almshouse Handbook May Fair on 12/05/08 Donation on 12/05/08 NGS Open gardens on 2/06/08 Donation on 2/06/08 NGS Open gardens on 5/06/08	£2.64 £3.45 £241.47   £904.80 £2,751.82 £ £51.00 £2.50 £170.05 £20.00 £1,171.88 £10.0 £3.00
<b>Income</b>	<b>Total Income</b>	<b>£5,332.61</b>
<b>Transfers</b>	From Giro to COIF refurbishment a/c 002 on 29/02/08 From COIF refurbishment a/c 002 TO Giro a/c From Giro savings to Giro on 30/05/08	  £20,875
<b>Balances</b>	Giro Account at 19/06/08 Giro Deposit Account at 30/05/08 COIF Charities Deposit Account at 24/04/08 COIF Charities Deposit (refurbishment) a/c at 24/04/08 699 CIF Income Shares market value at 31/03/08 465.032 CIF Accumulation Shares market value at 31/03/08	£26,702.41 £45,726.89 £14,367.51 £53,920.99 £512.07 £19,092.82
<b>Repairs &amp; maintenance</b>	Gutter leaking at the front at No 6. Biggs to be asked to repair	

<b>Boilers</b>	Octagon heating serviced boilers in nos 3,4 7 & 8 on 12/05/08.
<b>Gardening</b>	Gardeners have asked if a water butt could be installed at the Almshouses
<b>Refurbishment Repairs</b>	Biggs were asked to come and repair a drawer front and sink front at No 4 as one had fallen on a carer's foot. Biggs asked to attend as a matter of urgency to repair water leaking through the ceiling into the lobby between the kitchen & bathroom at No 5 over the bank holiday weekend. Responded in under 24 hours and appear to have found the leak. Problem not helped by gutters still in place from main roof. Alan White asked to look at tower as matter of concern as water is also dripping from high up in the tower into the vicinity of the clock.
<b>Bus Shelter</b>	Letter received from Parish Council asking for Trustees' views on a possible bus shelter in the vicinity of the Almshouses
<b>May Fair</b>	Candlelight sales £77+Cards & Tea Towels £33.50 + Raffle £69.00 - cost of table £9.00 = £170.05 + donation £20.00
<b>Path</b>	Joan Moules No 5 has spoken to the Chairman about the difficulty walking on the stones outside the front of her house and asks if anything can be done.
<b>Tree No 5</b>	Clerk filled in South Gloucestershire form to apply for removal of tree which was registered on 14/05/08. If the Council has not given notice of their views within 6 weeks then the work may be carried out provided that it takes place within 2 years of the date of notification
<b>Home Choice Agreement</b>	Kirsty Eastham, Home Choice Project Manger for South Glos agreed that as the Almshouses were a small specialised RSL, amendments/deletions could be made to the Home Choice Contract as the Trustees thought appropriate . The amended version was returned to her on 12/05/08
<b>Open gardens</b>	Takings Tea & lunch Sat = £540.40, Takings Tea & lunch Sun = £603.55 Total Takings Tea & Lunch = £1,143.95 less expenses £89.97( Food £79.80, Legion hall £10)= £1053.98. Approx no lunches (40+28) Almshouses Table Total = £80.90 ( Almshouse book £10, Cards, Teatowels & Post cards £40, Candlelight £28.90, Donation £2) Net grand total = £1,134.88
<b>Correspondence</b>	Invitation to free conference organised by South Glos "Tackling Anti-social behaviour to prevent eviction" on 29/10/08

#### Clerk's Report 24 June to 15 Jult

<b>Cheques</b>	Since the last meeting cheques/ transfers have been signed for C Matthews garden B Sowler garden Wrigley Associates Grout Insurance Brokers Ken Biggs Ltd valuation no 13	£84.00 £96.00 £50,708.96 £980.45 £8,548.97
<b>Direct Debits and Standing Orders</b>	E-On electricity quarter on 1/07/08 Almshouses Association loan repayment on 30/06/08 <b>Total Expenditure</b>	£6.88 £2,730.00 <b>£63,155.26</b>
<b>Income</b>	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 Interest retained COIF Deposit Fund (refurbishment no 2) on Interest retained Giro Deposit on Contributions to 30/06/08 Donation to Open Garden Teas on 23/06/08 Auction of Promises ( further maths tuition) on 23/06/08 Standing order on 3/07/08 <b>Total Income</b>	£2,382.52 £10.00 £40.00 £100.00 <b>£2,532.52</b>
<b>Transfers</b>	From COIF a/c 001 TO Giro a/c on 30/06/08 From Giro savings to Giro on 01/07/08 From COIF refurbishment a/c 002 TO Giro a/c on 8/07/08	£3,560.53 £45,720.00 £8,548.97

<b>Balances</b>	Giro Account at 11/07/08 Giro Deposit Account at 01/07/08 COIF Charities Deposit Account at 30/0608 COIF Charities Deposit (refurbishment) a/c at 08/07/08 699 CIF Income Shares market value at 31/03/08 465.032 CIF Accumulation Shares market value at 31/03/08	£10,915.94 £6.89 £10,806.98 £46,089.16 £512.07 £19,092.82
<b>Insurance</b>	In discussion with the Chairman it was agreed to include accidental damage cover to the insurance policy now that the properties have been refurbished. An extra £63.53 had to be added to the premium of £916.92 for the year to 29 June 2009	
<b>Leaks in Tower</b>	Alan White visited the tower again on 7/07/08 during heavy rain and decided the job needed to be done by a specialist stone mason. Quote from his stonemason £200-£300 provided no stone needs replacing plus £1,000 for scaffold. Alan is checking that the scaffold can be left up for at least a month at no further charge to ensure that all possible leaks are repaired.	
<b>Tree No 5</b>	Permission given for work to fell trees at No 5 from South Gloucestershire Council on 23/6/08. must be cut down with in 2 years of this date. Estimate from Arbor-Care Tree services to fell to ground level, chip & remove all debris for £300. Estimate from Mark's Tree & Garden also for £300	
<b>Correspondence</b>	Hipstar Ltd advertising that their Domestic Energy Assessors can carry out Energy Performance Certificates( EPC). As from 1 October 2008, an EPC must be made available to any prospective new tenant at the time of the first enquiry. From Housing Corporation, details of requirement by 2010 to supply data to National Register of Social Housing (NROSH). As small registered social landlord data can be supplied in spreadsheet format. This will eventually replace current RSR survey	
<b>EU Stats Return</b>	Kathy Green completed the return on behalf of the charity	

**4. Future Fundraising Events: Craft Fair 22 Nov:** It was agreed to have a table to sell existing stock and if possible to share with the History Society. ( MP, RA and MH would not be available to help) **Film Evening:** arranged for 20<sup>th</sup> September at 7.30pm in Church Hall. Posters to go up by the August Bank Holiday. Details on Poster: Title: Director's Cut 3 Short Films with titles by award winning local film maker Frank Bond. Tickets £5 at the door or from Rodney Artingstall. Licensed bar. Clerk to obtain drinks licence and to check with anti clash diary that Gift Day have been cancelled **Christmas Concert Friday 12 Dec:** Clerk to write article for AAM asking people to keep Friday 12 Dec free. Sponsorship would be considered further at the next meeting **WI Table Top Sale Sat 4 October:** The Clerk asked to reserve a table.

**5. Repairs: Painting Front Doors:** Dave Tuck to start week beginning 21 July. The chairman to ask Dave Tuck to include chapel door. It was agreed to leave the decision as to make of paint to Dave Tuck but to use Farrow & Ball "Old White" or a colour as close as possible to it. **Trees at No 5.** it was agreed to ask Arbor-Care Tree Services to undertake the work. **Leaking Spire:**The Clerk reported that she was meeting a representative from Minerva on 17 July to give another estimate for the work. It was agreed to wait for this estimate before any decision was made. **Roof Insulation:** The Clerk asked if she could pursue looking into the costs involved to improve the insulation in the roof of the main building as this had not been included in the recent refurbishment. It was proposed by Mrs Kitley and seconded by Mrs Hammond and all were in favour of this request It was suggested that the Clerk contact the Almshouses Association for advice. **Front Footpath:** Mr Artingstall agreed to ask Paul Andrews for suggestions and advice

**6. Gardening Review:** It was agreed that there was no suitable position for a water butt but it was suggested that an outside tap be included in Phase 5. Paula Church is prepared to donate some more plants but the gardeners had suggested waiting until September

**7. Phase 5:** It was proposed by Mr Artingstall and seconded by Mr Gillian that Phase 5 should be scaled down to an outside seating area which would not be covered in by glass. All were in favour. The Trustees did not feel that a covered conservatory would be sufficiently used to justify the expense. It was agreed that the boiler house needed renovation. The Clerk was asked to contact the Architect to discuss the scaled down requirements which would include the removal of the boiler, an outside tap, outside seating, restoring the chapel windows, taking out redundant radiators in the chapel and installing a heating system suitable for occasional meetings, decorating the chapel and making good and to investigate the possibility of a sink in the chapel. The clerk presented figures showing that fundraising

for Phase 5 had reached £35,000 with a further £8,000 kept to cover costs of tower repairs, insulation etc and an allowance for the fall in M& G units

**8. Bus Shelter:** The opinion was that the only possible place was on the opposite side of the road to the Almshouses if it has to be.

**9. AOB. Review of Financial Procedures.** The wording circulated after the last meeting with the amendment to include "2 Trustees to visit" was proposed by Mr Gillian and seconded by Mr Artingstal. All were in favour. **Hooks to the back doors;** The resident at No 3 asked if hooks could be re-instated to the back doors to prevent them banging shut in the wind. The Clerk was asked to arrange for hooks to be fitted to all 8 houses

**Date of next meeting:**  
**Tuesday 16<sup>th</sup> September 2008 at 7.30pm.**

The meeting closed at 9.20pm