

## A meeting of the Trustees was held on Tuesday 16 September 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

1. The Minutes of the meeting held on 15/07/08 were approved and signed

2. Matters arising: none

### 3. Clerk's Report

<b>Cheques</b>	Since the last meeting cheques/ transfers have been signed for South Gloucestershire Council Licence C Mathews garden 16/6 to 21/7 B Sowler garden 16/6 to 21/7 Dave Tuck painting Cancer Research UK for craft table on 22 November Aabor-Care Bristol Water K Keasey ( 5 grass cuts from 17/6/08 to 22/08/08)	£21.00 £162.00 £54.00 £1,277.97 £12.00 £300.00 £1,050.55 £102.00
<b>Direct Debits and Standing Orders</b>	E-On electricity quarter on Almshouses Association loan repayment on	<b>Total Expenditure</b> <b>£2,979.52</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 30/06/08 Interest retained COIF Deposit Fund (refurbishment no 2) on 30/06/08 Interest retained Giro Deposit on Contributions to 30/07/08 Contributions to 31/08/08 Cards on 17/07/08 From Local History (half share of table at Craft Fair) on 18/08/08 Marshfield Parish Council (direct to COIF2C a/c) on 11/08/08 Anon donation on 26/08/08 <b>Total Income</b>	£2.76 £3.60 £255.72 £190.84 £717.14 £1,731.47 £1,199.16 £5.00 £6.00 £1,000.00 £2,000.00 <b>£7,111.69</b>
<b>Transfers</b>	From Giro a/c to COIF2C on 11/08/08 From Marshfield Parish Council to COIF2C on 11/08/08 From Giro a/c to COIF2C on 5/09/08	£155.00 £1,000.00 £2,000.00
<b>Balances</b>	Giro Account at 01/09/08 Giro Deposit Account at 01/07/08 COIF Charities Deposit Account at 30/06/08 COIF Charities Deposit (refurbishment) a/c at 11/08/08 699 CIF Income Shares market value at 30/06/08 465.032 CIF Accumulation Shares market value at 30/06/08	£4,761.17 £6.89 £10,997.82 £47,244.16 £448.76 £18,022.32
<b>Outside Tap</b>	Mr Boffey has asked if outside tap can be fitted so that he can clean his bins. In the meantime he asks if the Trustees would consider employing a specialist cleaner. Mrs Moules has a water butt to be donated to the Almshouses and asks if it can be fitted in Phase 5.	
<b>Main Roof insulation</b>	At present only 50mm of insulation. Recommendation 250mm needed. Clerk had been put in touch with Severn Wye Energy Agency who agreed to look into obtaining grant. Also contacted Enact who run the Cross Funding Partnership for local authorities and RSLs to help them improve the energy efficiency of their housing stock. Application made for grant on the basis that 75% of the residents are either over 70 or on some form of benefit. Enact will put in a collective bid on behalf of RSLs to the energy companies at the end of August and if successful will inform us as to the amount of grant. Enact will recommend fitters and charge 5%. Bob Wilkins of Biggs says that these companies will supply at a much cheaper rate than they can so recommends that these fitters are used.	
<b>Leaks in Tower</b>	Alan White visited the tower again on 7/07/08 during heavy rain and decided the job needed	

	<p>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.</p> <p>Quotation from Minerva Conservation who recommends that all joints should be cut out and re-pointed with hydraulic lime mortar and weather vane be inspected with possible lead repairs. Estimate £5175.00 +VAT. Allowance in quotation of £200 for basic repairs to weather vane. They believe that the spire was re-built in 1950's (one of their employee's lives in village) which may mean it was rebuilt using cement. This is likely to be true as W Brookman &amp; Sons reported evidence of cement when they repaired the spire in 2001. K Biggs asked to quote but declined and said specialist was needed and suggested that Ellis &amp; Co be contacted. Meeting arranged with Ellis &amp; Co at 9am on Tuesday 9<sup>th</sup> Sept with estimate/report available for meeting.</p>
<b>Phase 5</b>	Clerk contacted the Architect to request estimate for scaled down version of Phase 5 after the meeting in July. Drawings/ Estimate will be available for meeting.
<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 form Arbor-Care Tree services to fell to ground level, chip & remove all debris for £300. Estimate from Mark's Tree & Garden also for £300. Cut down by Arbour-Care
<b>Painting</b>	Dave Tuck recommends that in 2/3 years time all front windows be inspected prior to re-painting as some windows will need to be replaced. He has supplied a list of which windows are in a poor condition. Farrow & Ball " Old White " paint used on front doors. Dave Tuck undertook the following extras: easing windows and fitting casement stay at No 7, re-fitting back gate latch, re-fitting staples to door catch at No 4, hung shed door at No 5 with new brackets, fitted hasp & staple to chapel door +painted it. Extras £167.97 Unable to repair shed door at No 7 as beyond repair
Architect website	Pippa asked if she could use photos and information about the Almshouses refurbishment on her web site. The Chairman agreed to this request
<b>Correspondence</b>	

**4. Matter's arising from Clerk's Report:** The Trustees agreed that it was residents' responsibility to keep their own wheelie bins clean. It was suggested that if an **outside tap** was installed for use by the gardeners then it should be fitted with a keyed tap. **Shed door no 7.** The Clerk was asked to contact Mike Philpot for quote to make new door

**5. Future Fundraising Events: Film Evening:** arrangements confirmed **Craft Fair 22 Nov:** It was agreed that the surplus prints be cut down to postcards and sold at 4 for £1. The Post Office are obtaining quote for envelopes. The Clerk to arrange. Mrs Kitley agreed to help am and clearing up if necessary. **Concert Friday 12 Dec:** Mr Artingstall still following up his contact re Sponsorship. Band will play in second half only. Mr Gillian to ask if Dance School would like to have slot in first half with school. [ **Post meeting note:** Dance school have agreed to join the concert] Mr Gillian to ask Geoff Hall for his help with lights again. Mrs Hammond to ask H Knight & Sons re: photocopying of programmes Posters to be up 1 month before and Mr Gillian to organise posters to be coloured in by school children. Glasses to be ordered when glasses picked up for film evening based on 200 attending. Mrs Down to contact Marshfield Bakery re mince pies and Cotswold Brewery re beer. The Clerk to organise licence. Another user wanted to use the hall in the morning but this was not seen as a problem but setting would be needed in the afternoon especially 4 men to lift the stage blocks.

**6. Repairs: Leaking Spire:** Estimate not yet available from Ellis & Co but they were suggesting the same solution as Minerva. Ellis & Co would prefer to wait until next year before undertaking the work but Minerva could probably do the work before January. It was therefore proposed by Mrs Watkins and seconded by Mrs Hammond and all were in favour that the contract be given to Minerva unless Ellis & Co had quoted by the end of the week [ **Post meeting note.** Quotation on 19/09/08 from Ellis & Co £3,449 + VAT to erect scaffold, rake out and repoint all stonework in lime mortar.] It was also agreed that the broken windows should be replaced in the tower. The Chairman asked if the stone wall below the spire but above the extension could also be made good. It was noted that the ceiling in the chapel continues to show signs of recent damp. The floor above the ceiling is dry. It was suggested that the floor boards be taken up to see if the emptying of the water tanks in January had caused the problem. The Clerk would contact the Architect to ask that this be investigated under the retention work and not be

included in Phase 5 **Roof Insulation:** Enact will report back at the end of September/beginning of October as the bid will be considered in the third week of September. **Front Footpath:** PJ Construction & Groundworks Ltd quoted £3320.70 +VAT to excavate, lay geotextile, sub base and finally hoggin. Mr Artingstall to check that the top surface will not be too dusty. The Clerk to discuss with planning/listed building. Provided these conditions are met, it was proposed by Mr Gillian and seconded by Mr Artingstall and all were in favour that the work on the path be done

**7. Phase 5:** It was proposed by Mrs Down and seconded by Mr Gillian and all were in favour that Phase 5 should proceed based on the scaled down drawings produced by the Architect and estimate of costs provided by Geoff Evans. Estimate given £17,762 including VAT and fees. It was agreed that the bench should not be included in the alcove but a table and chair set bought separately. The fixed benches alongside the grass retaining wall to be kept. Pippa has not included the water butt in the estimate but suggests that it is installed next to No 1

**8. AOB.** Draft article for the Almshouse Gazette. Amendments suggested.

**Date of next meeting:**  
**Tuesday 11<sup>th</sup> November 2008 at 7.30pm.**

The meeting closed at 9.05pm