

**A meeting of the Trustees was held on Tuesday 11 November 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 16/09/08 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 D M Hammond (drinks film & Christmas concert) Marshfield Church Hall L J Mc Manus( 200 envelopes for postcards) C Matthews ( Sept gardening) B Sowler ( Sept gardening) Licence for Christmas Concert	£143.64 £20.00 £18.44 £126.00 £18.00 £21.00
<b>Direct Debits and Standing Orders</b>	E-On electricity quarter on 14/10/08 Almshouses Association loan repayment on M & G( Nat Assoc of Almshouses Common Invest Fund Acc on 22/09/08 <b>Total Expenditure</b>	£5.15 £750.00 <b>£1,102.23</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 30/09/08 Interest retained COIF Deposit Fund (refurbishment no 2) on 30/09/08 Interest retained Giro Deposit on 23 /09/08 Contributions to 30/09/08 Contributions to 31/10/08 Anon Donation on 10/09/08 Film Evening on 22/09/08 Standing order on 1/10/08 Table Top sale on 7/10/08 Candlelight crafts chopping board on 7/10/08 Donation on 23/10/08 Sponsorship Christmas Concert Jill Down on 24/10/08 Spirax Sarco Charitable Trust on 28/10/08 <b>Total Income</b>	£   £152.46 £672.11 £649.54 £2,802.37 £2,013.70 £4,000.00 £288.00 £100.00 £33.00 £7.50 £20.00 £60.00 £500.00 <b>£11,298.68</b>
<b>Transfers</b>	From Giro a/c to COIF2C on 19/09/08 From Giro a/c to COIF2C on 03/11/08	£4,000.00 £1,008.50
<b>Balances</b>	Giro Account at 1/11/08 Giro Deposit Account at 23/09/08 COIF Charities Deposit Account at 30/09/08 COIF Charities Deposit (refurbishment) a/c at 03/11/08 699 CIF Income Shares market value at 30/09/08 465.032 CIF Accumulation Shares market value at 30/09/08	£6752.98 £656.43 £11,150.28 £54,924.77 £419.40 £17,810.39
<b>Repairs</b>	Estimate from Mike Philpott to build new <b>shed door for No 7</b> is £180.00	
<b>Film Evening</b>	Takings: Door £160 ( 32 @ £5), Raffle £32, Bar £96 Costs: drinks £52.35, Licence £21, Hire Hall £20 Profit £288-£85.85 = £194.65 Food donated by MP, RK, MH & RA	
<b>Main Roof insulation</b>	14/10/08 informed that Utilities companies had met their targets so no funding made available in September. Another auction will be run in November.	
<b>Leaks in Tower</b>	Estimate from Ellis & Co to rake out and re-point all stonework in lime mortar. £3,449.00 +VAT based on 1 week's work for two men. [ Note Minerva quote based on 2 men but no time specified] Not included in either quote the repair of windows or repointing of back wall. Following Trustees discussion, the Clerk asked to contact Ellis & Co to ask them to undertake the work but to add in replacing windows and re-pointing back wall. Ellis will only charge for glass if work is within the week and similarly for re-pointing back wall (men	

	charged at £490.00 per day for 2 men). Clerk also asked Ellis " Will glass just break again?". Letter dated 13/10/08 from Ellis saying they will examine glass & back wall when work commences on site
<b>Defects Phase 1-4</b>	Architect visited site on 1/10/08. Architect & Builder inspected on 24/10/08 and drew up a final defect list. An additive is to be put into the boiler system at No 1 to try to stop the leak and consequent frequent fall in pressure in the system. The Clerk has asked that the boiler be considered an on-going issue if the pressure continues to fall in the boiler at No 1 despite the additive being put in. One further problem is the walls in sitting rooms on adjoining walls between Nos 2 & 3 and 6 & 7 still showing large damp patches. This is probably a long term damp problem which showed up when the walls were painted. Architect intends to take advice on this matter as she does not want to re-decorate in the chapel until the problem is understood. Biggs will be asked to investigate problem with chapel ceiling under defects. Clerk contacted Terry Jenkins to ask him to put limescale remover in upstairs toilet as it has not been used very much to help prevent limescale build up. Under defects leak into pan will be investigated.
<b>Phase 5</b>	Architect is sending her drawings for Phase 5 & the QS's list of quantities to Biggs without the QS's estimated figures showing for Biggs to fix a price. Architect will add in removal of water tanks above chapel into cost for Phase 5 + outside water tap). Architect is considering a moulding to go all along back wall of extension to help drain water away from outside wall plus putting grooves into the doors to counteract the water problem with the back doors.
<b>Everyclick</b>	Clerk contacted Charities Trust on 13/10/08 to ask why no money had been received from them. Problem arisen as Charities Trust took over disbursement of funds at the beginning of August and some the money due to the Almshouses is from before this date. An investigation is being undertaken.
<b>Front Path</b>	Mr Artingstall had an assurance from P J Construction that the path will not be dusty so Clerk contacted David Haigh, South Gloucs Conservation Officer. He intends to visit before deciding whether consent will be given.
<b>Correspondence</b>	

**4. Matter's arising from Clerk's Report: Defects Phase 1-4:** have started. Strips have been put above the back doors and bathroom windows to try to prevent ingress of wind driven rain. Door stays fitted to all back doors. It was agreed that the Architect should seek the advice of the Building Research Establishment to ascertain the cause of the dampness between nos 2 & 3 and 6 & 7. She will inform the Charity before any costs are incurred

**5. Phase 5:** Biggs price for the works cost £13,774.20 +VAT. The Architect writes "This compares reasonably well with the costs produced by Geoff Evans ( £14 382.00 +VAT ) .Bob has included an extra provisional sum for the relocation of the existing electricity supply and meter, slightly less for the work to the chapel walls but more for the work to the chapel window. He has included less for the garden furniture as we omitted the furniture in the courtyard and his contingency sum is slightly lower. This cost does not include VAT (which Geoff has advised is zero rated), fees or the disconnection from the gas supply for which you are obtaining a quotation." Estimate given by QS including fees etc but excluding gas disconnect (£17,762). The Clerk has made the application to E-On for an estimate to remove the meter and cut off the supply to the boiler house (could be £1000). This could take a month. The Clerk circulated a financial statement showing balances held and commitments to further expenditure.

Available COIF 2C	54,925
Available COIF 1C	11,150
Deposit	656
<b>Total Funds available</b>	<b>£66,731</b>
To pay	12,970 Biggs defects plus extra to remove gutters
	4,053 tower plus extra for windows & wall
	3,902 path
<b>Balance available for Phase 5</b>	<b>£45,806</b>

M & G accumulation 30/09/08	17,810
M & G income units 30/09/08	419
<b>ERF Total</b>	<b>£18,229</b>

Available current account at 11/11/08 **£6,538**

It was proposed by Mr Gillian & seconded by Mrs Watkins and all were in favour that Biggs should be asked to undertake the reduced version of Phase 5. It was suggested that designating funds from COIF 1C to ERF reserves to regain minimum £20,000 be considered at the next meeting

**6. Repairs/Maintenance:** It was proposed by Mr Artingstall & seconded by Mrs Down and all were in favour that Mike Philpot be asked to construct a new **shed door and frame for No 7** provided that the quotation was based on hardwood & treated timber. It was also agreed that he be asked to look at the **broken hinge on the front gate. Insulation:** The Clerk contacted swea again who have now organised Domestic & General Insulation to survey/assess the property on Thursday 20 November. The Clerk asked to explore the possibility/feasibility of insulating the sloping eaves below the ceiling level with the insulation firm plus asking the advice of the architect.

**7. Future Fundraising Events: Craft Fair 22 Nov:** Set up Mrs Kitley & Clerk at 9.15am. Mrs Down to help from 11am and Mrs Watkins from 1pm. Clerk to clear up. Clerk to obtain float  
**Concert Friday 12 Dec:** Mr Artingstall still following up his contact re sponsorship. Mrs Hammond to supply paper & has arranged photocopying of programme at R W Knight & Sons. Mr Gillian to have agreed programme & Clerk to have ready for photocopy by Monday 8<sup>th</sup> Dec at the latest. Further purchases of wine, small beer barrel plus extra bottles of beer, fruit juice, squash & biscuits agreed by Mrs Down & Mrs Watkins. Glasses already ordered. Marshfield Bakery to supply 200 mince pies at cost. Raffle to be donated by band plus knitted Father Christmas. Raffle tickets ( provided by Mrs Hammond) to be pre-drawn before the interval and numbers called out at the start of interval. Prize winners to collect from table in small hall during interval. The Clerk to arrange for extra chairs from Legion Hall. Mrs Kitley to provide 6 table cloths for card tables for small hall and the Clerk pieces of holly. Prices agreed no concessions & child to be accompanied for child ticket. A donation would be made to the School of Dance (they had provided the silver paper for back of stage last year) rather than flowers. Clerk to loan slow cooker. Stage set up from 1pm. Still short of man power. Posters to be up 1 month before and Mr Gillian to organise posters to be coloured in by school children. Central Stores to be asked to sell tickets plus Artingstalls and 20 tickets to Mr Gillian for school. Float for the door (Mr Pullin) and float for raffle (Mrs Kitley). Clerk to type drinks price list (£1.50 glass of wine, £2.50 per pint beer, 50p juice)

**8. AOB.** Clerk advised that the TSA (Tenant Services Authority), new name for Housing Corporation, has issued new Target rent guidelines. To operate from 1/04/09, increases of 5.5%. This would be reflected in next year's budget. Energy Performance Certificates (EPC) will be needed when a vacancy occurs. The Clerk's honorarium & expenses was signed. Fred Rawlings to be given 2 bottles of wine, the chairman to organise.

**Date of next meeting:  
Tuesday 24<sup>th</sup> February 2009 at 7.30pm.**

The meeting closed at 9.10pm