

# Public Document Pack

**Date of meeting** Tuesday, 28th November, 2017  
**Time** 2.30 pm  
**Venue** Committee Room 2, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG  
**Contact**



**NEWCASTLE  
UNDER LYME**  
**BOROUGH COUNCIL**

Civic Offices  
Merrial Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

## **Newcastle-under-Lyme Almshouse Charity**

### **AGENDA**

#### **PART 1 – OPEN AGENDA**

- 1 APPOINTMENT OF CHAIR**  
To appoint a Chair for the year 2017/18.
- 2 DECLARATIONS OF INTEREST**  
To receive Declarations of Interest on items contained within this agenda.
- 3 MINUTES OF A PREVIOUS MEETING** (Pages 3 - 6)  
To agree as a correct record, the minutes of the meeting held on 25 October, 2016.
- 4 UPDATE ON REPAIRS AND MAINTENANCE FOR 2016-17**  
To receive a verbal update from Councillor Gill Williams on repairs and maintenance that have taken place including wet rooms and bedroom doors and to discuss projects for 2017-18.
- 5 Report of the Treasurer** (Pages 7 - 10)
- 6 WEEKLY MAINTENANCE CONTRIBUTION**  
To discuss any possible increase in the Weekly Maintenance Contribution for 2018-19.
- 7 Any other Business**

**Members:** Councillors G Williams and J Williams

**PLEASE NOTE:** The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

**Members of the Council:** If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

**Meeting Quorums :-** 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

**FIELD\_TITLE**

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

**NOTE:** THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY FOLLOWING THE FIRE EXIT SIGNS. PLEASE **DO NOT** USE THE LIFTS.

**COUNCIL CHAMBER:** FIRE EXITS ARE AT THE REAR OF THE CHAMBER AT BOTH SIDES AND THIS IS THE SAME FOR OCCUPANTS OF THE PUBLIC GALLERY.

**COMMITTEE ROOMS:** EXIT VIA THE WAY YOU ARRIVED AT THE MEETING OR AT THE FAR END OF THE COUNCIL CHAMBER.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE REAR OF THE ASPITRE HOUSING OFFICE OPPOSITE THE CIVIC OFFICES. DO NOT REENTER THE BUILDING UNTIL ADVISED TO DO SO.

**NEWCASTLE-UNDER-LYME ALMSHOUSE CHARITY**

Tuesday, 25th October, 2016  
Time of Commencement: Time Not Specified

**Present:-**

Councillors                    G Williams and J Williams  
Co-optees                      N Butler, S Butler and A Rushton  
Officers                        G Durham and C Roberts  
Apologies                      Councillor(s) Winfield

1. **APPOINTMENT OF TRUSTEES**

**Resolved:** That Councillors Gill Williams, John Williams and Joan Winfield be appointed as Trustees for a period of four years.

2. **APPOINTMENT OF CHAIR**

**Resolved:** That Councillor Gill Williams be appointed as Chair for the ensuing year.

*Councillor Gill Williams in the Chair.*

3. **MR ALAN RUSHTON**

The Chair welcomed Mr Alan Rushton to his first meeting as a Trustee of the Newcastle Almshouse Charity.

4. **DECLARATIONS OF INTEREST**

There were no Declarations of Interest stated.

5. **MINUTES OF PREVIOUS MEETING**

**Resolved:** That the minutes of the meeting held on 19 November, 2015 be agreed as a correct record.

6. **MATTERS ARISING**

The Trustees requested that Councillor Mark Olszewski be contacted as the County Councillor covering the Cross Heath area to ask if he would like to take on the vacant Trustee position for the Almshouse Charity.

**Resolved:** That the Clerk to the Trustees contact Councillor Olszewski.

7. **DISCUSSION REGARDING IMPROVEMENT PROGRAMME**

The Chair advised the Trustees that consideration had been put into upgrading the bathrooms at the Almshouses. Two residents had already expressed a preference for wet rooms.

A local firm had been contacted and had given a reasonable quote for carrying out the works including decorating, flooring and fixings. A further quote from another source was awaited.

The Trustees agreed that upon receipt of an acceptable quote, one bathroom be upgraded at first with the other four following on.

Trustees were advised that once the second quote was received, a further meeting would be called to discuss the project.

The Chair informed the Trustees that the resident of number 19 had requested for repairs to her three internal doors. Following completion of the work, they still wouldn't fit and paint was peeling off them already. The resident had requested permission to have the works done and had stated that she would pay the costs. However, the Trustees stated that there was enough funding to cover the project.

The Chair also informed the Trustees that there was now enough money to purchase two planters following a donation from County Councillor Mark Olszewski. One planter was currently being looked at.

- Resolved:
- (i) That the information be received and the comments noted.
  - (ii) That a further meeting be arranged upon receipt of the second quote.
  - (iii) That one bathroom upgrade be carried out in the current financial year.
  - (iv) That the resident of number 19 be advised to go ahead with arranging repairs to her internal doors.

## **8. FINANCIAL POSITION**

Consideration was given to the Financial Report of the Almshouse Charity.

The Trustees were advised that funding was available for specific projects and were advised that one or two of the bathroom projects could be carried out within this financial year with the others being done next year.

Councillor John Williams queried the maintenance charges and asked if they could be broken down. The Council's Principal Accountant, Craig Turner agreed that this could be done and that the figures would be emailed out to the Trustees.

**Resolved:** That the information be received and the comments noted.

## **9. WEEKLY MAINTENANCE CONTRIBUTION**

The Trustees discussed the annual increase of the Weekly Maintenance Contribution and agreed that it be raised by £1.50 to £61.00 per week.

**Resolved:** That, from 1 April, 2017 the Weekly Maintenance Contribution be increased to £61.00 per week.

10. **DATE FOR CHRISTMAS SITE VISIT**

**Resolved:** That the site visit to the Almshouses be held on 9 December, 2016 at 2pm.

11. **ANY OTHER BUSINESS**

**Chair**

Meeting concluded at Time Not Specified

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Income and Expenditure Account for the Period Ended 31st March 2016

<u>Expenditure</u>	<u>2015/16</u>	<u>2016/17</u>	<u>Income</u>	<u>2015/16</u>	<u>2016/17</u>
<u>Running Expenses</u>					
Insurance	£ 117	£ 97	Rent	£ 14,508	£ 15,470
Maintenance of Buildings and Grounds	£ 2,515	£ 5,202	Investment Interest	£ 277	£ 275
Water	£ 735	£ 2,008	Contributions	£ -	£ -
TV Aerial Licence Fee/Digital Aerials	£ 136	£ 161			
Electricity	£ 135	£ 104			
Contributions to External Bodies	£ 124	£ 127			
<u>Gifts</u>					
Birthday, Christmas and Other	£ 156	£ 140			
Excess of Income Over Expenditure	£ 10,867	£ 7,907	Excess of Expenditure Over Income	£ -	£ -
	<u>£ 14,785</u>	<u>£ 15,745</u>		<u>£ 14,785</u>	<u>£ 15,745</u>

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**The Almshouses Trust of Newcastle-under-Lyme**  
**Balance Sheet as at 31st March 2016**

	2015/16	2016/17
<b>Current Assets</b>		
Investment Shares	£ 15,732 <i>(132.37 at £117.9631)</i>	£ 18,663 <i>(132.37 at £140.9947)</i>
Income Shares	£ 5,948 <i>(7924.038 at £0.7985)</i>	£ 6,754 <i>(7924.038 at £0.8523)</i>
Newcastle-under-Lyme Borough Council (Cash in Hand)	£ 36,001	£ 43,908
	£ 57,681	£ 69,325
<b>Current Liabilities</b>		
Newcastle-under-Lyme Borough Council (Overdrawn)	£ -	£ -
	£ -	£ -
<b>Non Current Assets</b>		
Land and Buildings	£ 336,054	£ 336,054
	£ 336,054	£ 336,054
<b>Net Assets</b>	<b><u>£ 393,735</u></b>	<b><u>£ 405,379</u></b>
<b>Represented By</b>		
Accumulated Fund Brought Forward	£ 367,515	£ 378,003
Revaluation of Land and Buildings	£ -	£ -
Less Shares Decrease in Value (Income Shares)	£ 380	£ -
Plus Shares Increase in Value (Income Shares)	£ -	£ 806
Extraordinary Repair Fund (Investment Shares)	£ 15,732	£ 18,663
Less Excess Expenditure over Income	£ -	£ -
Plus Excess Income over Expenditure	£ 10,867	£ 7,907
	<b><u>£ 393,735</u></b>	<b><u>£ 405,379</u></b>

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