

***Seymour Fieldhouse Homes
Wootton Wawen
Warwickshire
B95 6BE***

MINUTES OF THE INCORPORATED CHARITY (1196715)

**For the Trustees' Half Yearly Meeting and AGM
held on Thursday 13th April 2023
at the offices of Earles, 74 High Street, Henley-in-Arden
at 6pm**

Present:

Mr Peter Cornford (Chairman), Mrs Joan Bucknall, Mr Mike Cooney, Mr Norman Gascoigne and Mrs Julia Perrin (Treasurer)

In Attendance: Mr John Mead (Clerk to the Trustees)

1/23 Apologies

Mrs Marijana Bainbridge, Mrs Pat Hughes (Treasurer) and Mrs Sue Norman

2/23 Minutes of the Half Yearly Meeting held on 10th November 2022

These had been circulated to the Trustees.

3/23 Matters arising from Half Yearly Meeting held on 10th November 2022

The Chairman raised the question of a new Trustee, as mentioned under '18/22' in the minutes of the previous meeting and the Clerk was able to inform the Trustees that he had spoken to Mr Ray Evans, the Clerk to the Trustees of Beaudesert and Henley Parish Council, who volunteered his services.

After a brief discussion, it was suggested that, as there are local Parish Council elections in May 2023, the Clerk should approach Ray Evans again (following those elections) and ask him to nominate a Trustee.

4/23 Acceptance of the Minutes for the Meeting of 10th November 2022

It was agreed that the minutes were a true record of the meeting and were accepted and signed by the Chairman.

Chairman's Annual Report

The Chairman thanked everyone for coming and acknowledged the sad and premature loss of Mrs Sally Harfield on 8th July 2022.

He confirmed that the Charity was now fully functional as a CIO and thanked Norman Gascoigne, Pat Hughes and Julia Perrin for their hard work and perseverance.

He commented that Units 1 and 4 were now fully refurbished and occupied, and that the Charity was not paying the heating bills for these two units.

It would appear that the two new occupiers have settled in well so the remit of the Charity has been fulfilled.

The gardeners have changed since the last meeting and this appears to have worked successfully.

The Chairman wished to record his thanks for the organisation of the Christmas gifts for the residents, which Joan Bucknall and Julia Perrin undertook as usual.

He informed the Trustees that Mr Terry Layton has undergone a kidney transplant that had worked out well and he was now almost back to normal.

The subject of the Baron Davenport grant was raised and will be dealt with under another item.

The Chairman then talked briefly about planning applications in Wootton Wawen village and this will be discussed with in AOB.

End of Year Accounts (31st December 2022)

In the absence of the Treasurer (Pat Hughes), Julia Perrin presented the figures to the Trustees. These were not totally up-to-date for the current year and they would need to be signed off before any returns could be made to the Charity Commission.

The situation for 2022 showed a net loss of approximately £26,000 and this was due, in the main, to the refurbishment and repairs costing £35,000 for the year.

Although this was a reversal of our previous position, these expenses would not occur again in the coming years.

The only other item that was drawn to the attention of the Trustees was the electricity costs and this was to be debated later in the meeting.

Julia Perrin confirmed that the new accounts for the CIO were up and running, and that she had endured considerable difficulties with Lloyds Bank, but these problems had now been resolved.

6b/23

Up-to-date Financial Statement

Julia Perrin explained that the statements were not completely up-to-date, but the situation so far this year was that there was a small profit. She drew the Trustees' attention to the electricity bills and informed them that they were due a refund from the electricity company, which would be reflected in the accounts later in the year.

It was agreed that more up-to-date figures for 2023 would be circulated to the Trustees, when available, upon the return of the Treasurer.

7/23

Occupants' Contribution Reviews

The Trustees agreed that there was a need to even up the situation with regard to the contributions received. Following the refurbishment of Units 1 and 4, the current situation is that those two units pay for their own electricity.

Once Unit 3 has been vacated and refurbished, the new occupant will also pay for their own electricity.

Currently, the Charity pays the electricity for Units 5 and 7, and this will have to be taken into account when looking at the new contribution structure.

In addition, Terry Layton (from Unit 5) is given a monthly allowance of £50 to cover the caretaker role that he fulfils.

Norman Gascoigne felt that, in light of the current rate of inflation, any increase should be kept as low as possible because everyone was under financial pressure at this time.

The Trustees instructed the Clerk to inform the residents that an increase was being considered, taking into account the current energy costs, but that no decision had yet been taken. However, the residents would be contacted before 1st July 2023, which is the date that any increases have traditionally taken place.

8a & b/23

Update on Occupancy/Possession of Unit 3 and Baron Davenport Grant

The Clerk informed the Trustees that he had spoken to Mrs Kate Slater earlier this week, and she confirmed that the meeting to consider grants would be taking place on 25th May 2023 and we would then be informed of the panel's decision following that meeting.

Kate Slater asked when the work would be undertaken on Unit 3, but the Clerk had informed her that we had yet to obtain occupancy and therefore, could not give a date for when work could commence.

The Chairman suggested that the Clerk should contact Angels, the solicitors acting on behalf of Mrs June Maisey, and ask for a letter from them confirming when they considered occupancy would be available so that he could forward this onto Kate Slater.

9/23 Annual Review of Clerk's Remuneration

The Clerk left the meeting at this time and a discussion was carried out by the Trustees, in which it was agreed that the monthly remuneration for the Clerk should be increased from £140 per month to £160 per month.

10/23 Trustees' Resignation and Re-Election

The Trustees resigning by rotation were Norman Gascoigne and Sue Norman. They offered themselves for re-election, were duly re-elected and will be in place for the next four years.

In 2024, the Trustee standing for re-election will be Marijana Bainbridge, however, as the Charity is one Trustee short (following the passing of Sally Harfield), the Clerk was asked to contact Ray Evans, after the Parish Council elections in May 2023, to seek a nomination for the replacement of Sally Harfield.

11/23 AOB

– Social Housing Prospects in Wootton Wawen

The Chairman updated the Trustees on the likely availability of social housing in Wootton Wawen.

A discussion was then held on this matter and the general consensus of the Trustees was that it was best not to mix social housing and our current type of investment.

Mike Cooney said that there were numerous costs involved in social housing and it could require a full-time employee of Seymour Fieldhouse Homes.

12/23 Date of Next Meeting

The date of the next meeting will be Thursday 19th October 2023 at 6pm.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
SETHOUR KADHOUSE HOMES CIO

On accounts for the year
ended

31/12/22

Charity no
(if any)

1196715

Set out on pages

2 and 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Allan G Stewart

Date:

04/08/2023

Name:

ALLAN G STEWART

Relevant professional
qualification(s) or body

PERSONAL FINANCE SOCIETY

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Seymour Fieldhouse Homes

Profit and Loss Report

01 January, 2022 - 31 December, 2022

Sales

4000 - Rents Received	19,945.00	
4700 - NAACI Interest	618.71	
4701 - NAACI Growth	3,111.33	
Total Sales		£23,675.04

Direct Expenses

6102 - Residents' Xmas Gifts	145.00	
6202 - Miscellaneous Purchases	250.00	
Total Direct Expenses		£395.00

GROSS PROFIT / LOSS **£23,280.04**

Overheads

7002 - Water Rates	693.69
7003 - General Rates	913.61
7104 - Premises Insurance	1,026.01
7105 - Electricity	7,340.87
7106 - T V Licensing	15.00
7300 - Almshouse Association Subscription	153.00
7302 - Office Stationery	12.00
7303 - Secretarial Services	1,480.00
7352 - Computer and Software	248.78
7499 - Cleaning	554.00
7500 - Repairs and Renewals	35,136.27
7501 - Gardening	1,508.50
7502 - Fire Safety	154.44

7503 - Premises Expenses

168.00

7900 - Legal Fees

2,117.04

Total Overheads

£51,521.21

NET PROFIT / LOSS

-£28,241.17

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Seymour Fieldhouse Homes

Balance Sheet Report

To: 31 December, 2022

ASSETS

Fixed Assets

0010 - Property	81,948.00	
0040 - Furniture and Fixtures	35,624.00	
0120 - NAACI Fund	199,592.63	
	Total Fixed Assets	£317,164.63

Current Assets

1200 - Lloyds Bank	8,057.86	
	Total Current Assets	£8,057.86

TOTAL ASSETS **£325,222.49**

LIABILITIES

Current Liabilities

2100 - Creditors Control Account	116.40	
2109 - Cyclical Maintenance Reserve	21,463.23	
	Total Current Liabilities	£21,579.63

Future Liabilities

Total Future Liabilities **£0.00**

TOTAL LIABILITIES **£21,579.63**

TOTAL NET ASSETS **£303,642.86**

EQUITY		
3000 - Capital Account	308,471.18	
Net Profit / Loss	-4,828.32	
<i>3200 - Funds</i>	2,667.36	
<i>Net Profit / Loss (prior year(s))</i>	20,745.49	
<i>Net Profit / Loss (current year)</i>	-28,241.17	
TOTAL EQUITY		£303,642.86
