

REYNOLDS TEAGUE HOMES

MINUTES OF THE ANNUAL GENERAL MEETING OF THE TRUSTEES

HELD ON WEDNESDAY 29th NOVEMBER 2023 AT 10 AM
AT THE TRUSTEES OFFICE
REYNOLDS TEAGUE HOMES, EVESHAM ROAD STOW-ON-THE-WOLD

Present:-

Mr Richard Davies	Secretary and Trustee
Mr David Glaisyer	Trustee
Mrs Kate Gum	Trustee
Mr Michael Gum	Trustee
Mrs Helen Keyte	Trustee
Mrs Bernice Magson	Treasurer and Trustee
Mrs Jill Roddan	Trustee
Mr Paul Teague	Trustee
Ms Joy Dimond (Warden)	Observer

1. **Warden's Report**

Joy Diamond confirmed that she and David had undertaken a premises inspection which identified some minor repairs. A list was circulated.

In her accommodation, the toilet cistern needs fixing and a quote will be obtained from Simon.

It was agreed that it would be helpful to have a list of Contractors. At present, the only organisations with whom RTH have contracts are Laser Alarms and HPR Boilers.

We need a list for Electricians, Plumbers and such like. One of the residents, Tim, does the drains.

Joy and Jill have problems with their heating, Bernice will look into it with HPR.

On welfare issues, we await hearing what will happen to Jean Wakefield but the Trustees are adamant that she is not able to look after herself and so should not return to the Homes. The question therefore, is when to ask for her belongings to be collected and her accommodation vacated. She is still paying her contributions.

Sue Driver has asked if she can move to accommodation with a smaller kitchen.

It was thought sensible to get to know the family of all potentially new residents and also to make sure that they register with a local GP surgery so that they can home visits, like Newlands.

2. **Apologies for Absence**

The Chairman – Derek Magson, was unable to attend having recently suffered a fall.

3. **Election of Officers**

In his absence Vice Chairman Jill Rodden was elected chairman, proposed by Richard Davies and seconded by David Glaisyer.

Kate Gunn was elected Vice Chair, proposed by Jill Rodden and seconded by Bernice Magson.

Bernice Magson was elected Treasurer, proposed by David Glaisyer and seconded by Richard Davies.

All Trustees stood for re-election and were duly re-elected.

Richard Davies's appointment as Secretary was confirmed.

4. **Minutes of the Last Meeting**

These were discussed.

The Secretary will check with Tayler & Fletcher with regard to annual inspections for the Warden's accommodation in January.

It was clarified that the annual increase in contributions of £25 per month from this April will also apply from next April, with a further increase of £25 per month, until further notice.

5. **Treasurer's Report**

The Treasurer presented papers to Bronsens in April but despite chasing them monthly only had the accounts in November.

It was pointed out that their charges are extremely reasonable and any move would cost significantly more.

The Accounts were presented and discussed and approved. The Treasurer also provided an up-to-date balance sheet showing currently £30,960 in the bank.

Cathy's boiler problems were discussed. During the meeting it has been established that she had been turning the boiler off at the mains switch. Steps were taken to prevent this happening again. Because she keeps turning it on and off it was thought that a new boiler might be necessary and a quote had been obtained by Bernice for a new one at a price of £3,000 but it was thought prudent to wait a few weeks to see if her problems had resolved themselves.

6. **Insurance**

It was decided to stay with Zurich for the time being.

7. **Any other Business**

- i) The Trustees send their best wishes to Derek for a speedy recovery.
- ii) A list of emergency numbers will be drawn up and circulated.

- iii) The apple trees, because of the glut in the Autumn, attracted a lot of rats. Advice will be sought on how to prune them.
- iv) It was suggested that local Clergyman and Ministers should be invited. Certainly Rev Karen Wellman from the Church of England in Stow, newly appointed as Priest in Charge. Joy had also mentioned before the meeting that there is an in place Baptist Minister.
- v) Christmas presents, in the form of potted plants or beer will be given to the residents via the Warden.

8. Date of Next Meeting

A date will be fixed nearer the time in the Spring for the next meeting.

The meeting ended at 11.25 am.

REYNOLDS-TEAGUE HOMES

ACCOUNTS

YEAR TO 31 MARCH 2023

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BRONSENS
CHARTERED CERTIFIED ACCOUNTANTS
HILLSIDE
ALBION STREET
CHIPPING NORTON
OXFORDSHIRE
OX7 5BH

REYNOLDS-TEAGUE HOMES

GENERAL INFORMATION

YEAR TO 31 MARCH 2023

SECRETARY

R L Davies, Bourton-on-the-Water

TRUSTEES

Mr D Magson
Mr D Glaisyer
Mrs H Keyte
Mr P Teague
Mrs J Roddan
Mrs B Magson (Treasurer)
Mr M Gum
Mrs K Gum

ACCOUNTANTS

Bronsens Chartered Certified Accountants
Hillside
Albion Street
Chipping Norton
Oxfordshire
OX7 5BH

REGISTERED CHARITY NUMBER

L2/242558

REYNOLDS-TEAGUE HOMES
ACCOUNTANTS CERTIFICATE
YEAR ENDED 31 MARCH 2023

In order to assist you to fulfil your duties as trustees, we have prepared for your approval the financial statements of Reynolds-Teague Homes for the year ended 31 March 2023 which comprise the Profit and Loss Account, and the Balance Sheet from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com>.

This report is made solely to the trustees of Reynolds-Teague Homes, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Reynolds-Teague Homes and state those matters that we have agreed to state to the trustees of Reynolds-Teague Homes, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its trustees, as a body, for our work or for this report.

It is your duty to ensure that Reynolds-Teague Homes has kept adequate accounting records and to prepare financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Reynolds-Teague Homes. You consider that Reynolds-Teague Homes is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Reynolds-Teague Homes. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

BRONSENS
Chartered Certified Accountants
Hillside
Albion Street
Chipping Norton
Oxfordshire
OX7 5BH

Date

REYNOLDS-TEAGUE HOMES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
Receipts		
Residents' contributions	29,150.20	24,797.50
Interest – COIF Charities Deposit Fund	13.81	0.35
M & G Charity Multi Asset Fund Decrease in valuation during year	(92.25)	896.58
Donation	360.00	-
Electricity Refund	258.46	-
	29,690.22	25,694.43
Payments		
Alarm rental (careline)	235.22	371.90
Laser alarm – maintenance contract	637.05	559.78
Insurance	1,864.14	1,738.64
National association of alms houses	289.50	-
Accountants fee	240.00	216.00
General maintenance	526.96	433.56
Plumbing	244.10	-
Central heating boiler contract	1,268.76	1,406.23
Garden maintenance	2,623.96	2,821.43
Electricity and gas	205.76	394.37
Rates and water	-	493.51
Refurbishment of Reynolds House (Warden's Property)	22,774.44	-
Refurbishment of No.6	-	2,780.00
Refurbishment of No.5	13,973.40	-
Refurbishment of No.4	1,037.41	8,743.70
	45,920.70	19,959.12
(Deficit)/Excess Of Income Over Expenditure	(16,230.48)	5,735.31

REYNOLDS-TEAGUE HOMES**BALANCE SHEET****AS AT 31 MARCH 2023**

	2023 £	2022 £
BANK AND INVESTMENT ACCOUNTS		
Lloyds Bank Account	14,077.90	30,229.94
COIF Charities Deposit Fund	793.27	779.46
M & G Charity Multi Asset Fund	8,980.67	9,072.92
Total Bank and Investment accounts	23,851.84	40,082.32
CAPITAL ACCOUNT		
Balance at 1 April 2022	40,082.32	34,347.01
(Deficit) / Excess of Income over Expenditure	(16,230.48)	5,735.31
	23,851.84	40,082.32

We approve the Accounts and confirm that we have made available all relevant records and information for their preparation.

Secretary – Mr R L Davies

Trustee – Mr D Glaisyer

Date

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