

RULES FOR RESIDENTS OF ALMSHOUSES

AT

**LONG ALLEY, ST. HELEN'S CHURCHYARD, ABINGDON
BRICK ALLEY, ST. HELEN'S CHURCHYARD, ABINGDON
NO'S 3 & 4 ST. HELEN'S WHARF, ABINGDON
TWITTY'S, ST. HELEN'S CHURCHYARD, ABINGDON
TOMKINS', OCK STREET, ABINGDON
ST. JOHN'S, THE VINEYARD, ABINGDON**

1. Weekly Maintenance Contributions

A Weekly Maintenance Contribution (WMC) towards the management, maintenance, running and support costs is payable to Messrs. Adkin, the Managing Agents of the Charity (see Note 20) each calendar month in advance on the first day of the month. The WMC will be reviewed annually on 1st April based on costs for the previous year. Residents will be given at least four weeks' notice of any change.

Payments must be received on the due date unless advance notice has been given to either Adkin or The Clerk. Non-Payment for any reason other than financial that notified will be considered a breach of our rules.

2. Other Payments

Residents are responsible for paying the Council Tax levied by the District Council (subject to any rebate to which they may be entitled), and their personal telephone account.

3. Access for Governors and Others

Residents must permit reasonable access to the Governors and those authorised by them for repairs and decoration and general inspection to be carried out to their almshouses.

4. Insurance

Residents are responsible for the insurance of their own contents in the almshouse, and for other items of property or risks, which they consider necessary.

5. Repairs and Decorations

The Governors are responsible for all repairs and internal and external decorations to the Almshouse. The Governors will use their discretion for any damage caused by residents.

6. Alterations or Additions

Residents must not make any alteration to their almshouse nor alter the plumbing or electrical installation.

7. Fixtures and Fittings

Residents must not install any fixtures or fittings to the walls, doors, windows or woodwork of the Almshouses.

The only permitted type of fixing to walls for the hanging of pictures and similar are “pin” picture hooks. If anything more substantial is needed, the office is to be contacted before anything is done.

8. Peaceful Occupation

Residents are required to occupy their property quietly and with thought for the other residents.

9. Keys

Residents are provided with two sets of keys to their almshouse and in addition one key to other doors i.e. gates to gardens, washrooms and store rooms necessary for their occupation of the almshouse. On vacating an almshouse **ALL** keys must be handed to The Clerk. The Clerk and the Warden will also hold an individual or master key to every almshouse.

Under no circumstances can additional copies of these keys be made. If a Resident wishes to hand one of the almshouse keys to a relative, neighbour or friend to either caretake or use in an emergency, written approval must be obtained from the Clerk to the Governors.

10. Absence from Almshouse

The Clerk or the Warden must be informed if Residents intend to be away overnight.

11. Period of Occupation

Residents may expect to continue in occupation of an almshouse for as long as they need the accommodation and are able to look after themselves and the almshouse to an adequate and satisfactory standard. Should their health deteriorate either physically or mentally they must be willing to seek advice and guidance from their doctor, and make this available to the Governors. If the Governors consider it advisable for the well being of the resident a Governor will consult with the Resident and their next of kin and they may be required to vacate their almshouse and move to more suitable accommodation.

If the financial or other circumstances of a Resident change so that they no longer fulfil the terms of appointment set out in the Governing Scheme, for example a financial windfall is received; then the Governors may give 3 months written notice to the resident to vacate the almshouse.

Residents may give one month's notice in writing if they wish to vacate their almshouse. W.M.C. are still due during this notice period even if the resident has left.

12. Pets

Pets must not be kept in or outside the Almshouse.

13. Heating

The use of portable heaters is strictly prohibited.

14. Medical Facilities

The Warden is not medically qualified and neither he/she nor the Governors are able to provide medical facilities.

15. Transfer to another Almshouse

The Governors reserve the right to require Residents to move, either temporarily or permanently, to another almshouse. Such right will normally only be used in special circumstances for the redecoration, repair or modernisation of almshouses or for reasons of unsuitability. Residents may of course choose to find and resource their own alternative accommodation if they do not wish to move to an alternative almshouse.

16. Next of Kin and Doctor

The name and address of the Resident's next of kin and doctor must be supplied to the Governors on appointment to the almshouse, and any changes notified to the Warden or the Clerk immediately.

17. Term of Occupation

An appointment to an almshouse does not create a tenancy or legal interest of any type in the almshouse to the resident or any other person. The occupation is by way of a licence to occupy.

18. Relatives and Visitors

The Warden cannot take the place of your relatives or friends. It is hoped they will give you the same support as they would if you were living in ordinary housing. With their help and co-operation, and support from social services if necessary, we hope you will be independent for as long as you wish.

Your home has been designed as housing for one or two older people, dependent on whether you occupy a single or a double almshouse and is not really suitable to accommodate extra people. If you would like a friend or relative to stay with you the Warden must be informed for reasons of safety and security. This visit cannot exceed one week.

19. Amendment of Rules

The Governors may at any time amend these rules as they think proper in the administration of the Charity or for the welfare of the Residents. Any alteration to the rules will be notified in writing to each Resident.

20. Letter of Appointment to an Almshouse

It is a condition of appointment that prior to taking occupation in an almshouse a new Resident must sign a copy of the Letter of Appointment signifying agreement to abide by these rules, and return it to The Clerk. Similarly the next of kin is required to sign and return to the Clerk a copy of a letter outlining their agreed responsibilities towards the Resident. The Clerk will provide copies of both letters for the retention of the Resident and the next of kin respectively.

21. Managing Agents & Collection of WMC

The Managing Agents to the Charity for the collection of Weekly Maintenance Contributions and matters concerning housing-related benefits, and any other negotiation with the local authorities are Adkin, of Orpwood Lodge, School Road, Ardington, Wantage, Oxon, OX12 8PP (ref: PJP) telephone number 01235 862888, fax number 01235 862488. All other matters, queries or complaints relating to the Almshouse, should be submitted to The Clerk to the Governors, 1 Old Station Yard, Abingdon, OX14 3LQ.

22. Setting Aside The Appointment

The Governors retain the absolute right to set aside a Resident's appointment to the almshouse for good cause in special circumstances such as unruly behaviour, serious misconduct or breach of these rules.

**Clerk to the Governors of
Christ's Hospital of Abingdon
The administrators for
the above almshouses**

Declaration

I have read and understood the above and agree to abide by these Rules.

Signed.....
Resident

Date.....

As the next of kin to the above appointed resident I have read and understood the above Rules and will take every possible step to ensure that the resident abides by the Rules at all times during the term of the appointment.

Signed.....
Next of kin

Date.....

On behalf of the Governors of Christ’s Hospital, I acknowledge the above declarations.

Signed.....
Clerk to the Governors/Trustees

Date.....

No. 1 Old Station Yard
Abingdon
Oxfordshire
OX14 3LQ
Tel: 01235 526487
Fax: 01235 526481

To The Clerk
Christ's Hospital
1 Old Station Yard
Abingdon
OX14 3LQ

**Appointment to The Almshouse known as
(insert address)**

Further to the Letter of Appointment, which I have accepted, the additional information you require is as follows.

1. The name of my Doctor is

Address

I have informed my Doctor that I will be moving to the above Almshouse Yes/No

2. The name of my next of kin is

Address

Telephone Number

Relationship if any

3. I have made a Will

Yes/No

The original is held in security by

Name

Address

Signed

Date

Almsperson

N.B. (1) The Governors/Trustees have no need or authority to see your Will or what is written in it. It is helpful for them in an emergency to know where it is held.

(2) Please note that your next of kin should be a relation or close friend living nearby who is capable of accepting responsibility to take an interest in and care for you in a personal way.