SAMPLE ONLY 20.2.19

RULES OF OCCUPATION 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 maintenance & management of the almshouses each calendar month in advance on the first day of the month. If you receive Housing Benefit, you can make arrangements for it to be paid direct to Adkin. 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. It is ultimately the responsibility of the resident to ensure that payments are made on the due date. Non-Payment for any reason, unless notified in advance to the Clerk, 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. At St John's and Tomkins, a telephone line is necessary for the personal call system to function. Under current legislation Residents under 60 years of age, or working over 16 hours per week, are required to provide their own television license

3. **Access for Governors and Others**
   Residents must permit reasonable access to the Governors and staff and those authorised by them for repairs, decoration, general and routine inspections which are to be carried out to their almshouses. These persons should be carrying valid identification and you should not allow them access without it. Notice will be given of visitors and contractors where possible.

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 where damage has been directly caused by residents or their visitors and may require the resident to pay for the repair.

6. **Alterations or Additions**
   Residents must not make any alteration to their almshouse nor alter the plumbing or electrical installations. Any requests for changes or maintenance required should be made to the Almshouse Administrator in the first instance.

7. **Fixtures, Fittings & Furniture**
   Residents must not install any fixtures or fittings to the walls, doors, windows or woodwork of the almshouses. All furniture must comply with the current version of the Furniture and Fittings Act 1988 (ie be fire retardant). This will be checked by the Almshouse Administrator when you move in and any items which do not comply will not be permitted.

   Portable electrical items will be tested annually. The date will be notified to you. Please ensure they are available on the day of the test.

   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 Almshouse Administrator is to be contacted before anything is done.

8. **Peaceful Occupation**
   Residents are required to occupy their property quietly and with consideration for the other residents, particularly their immediate neighbours. You are also responsible for the conduct of any visitors you have invited to your almshouse.

9. **Keys**
   Residents are provided with two sets of keys to their almshouse (one for themselves and one for a relative or friend for safekeeping - we recommend the Next of Kin). In addition to the front door key, one key is provided to each other door necessary for their occupation of the almshouse i.e. gates to gardens, washrooms and store rooms. On vacating an almshouse **ALL** keys must be handed to the Almshouse Administrator.

   Lost keys must be reported immediately to the Almshouse Administrator

   The Almshouse Administrator and Clerk will also hold an individual or master key to every almshouse.

   Under no circumstances can additional copies of these keys be made without permission. If a Resident considers it necessary to obtain further keys to hand to a relative, neighbour or friend for any reason, written approval must be obtained from the Clerk. This will only be given in exceptional circumstances.

10. **Absence from Almshouse**
    The Almshouse Administrator must be informed if Residents intend to be away overnight or beyond.

11. **Period of Occupation**
    If they abide by the rules herein, 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. 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 it is considered advisable for the Resident's own well-being, a Governor will consult with the Resident and their Next of Kin and the decision may be taken that the resident 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 if a financial

windfall is received) they must notify the Clerk. The Governors will consider the details and may decide to 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. The W.M.C. is 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. **Gardens**
The Gardens are maintained by the Charity's Park-Keeper cum Groundsman/Handyman and in the case of St Helen's Churchyard, by the Council. However, there are small opportunities for you to place pots and tend small patches of garden if you wish. Please try to establish if someone is already 'working' an area of garden before you do so. Any pots or other items you place outside your almshouse must not cause a hazard or obstruction to staff or other residents. If in doubt, ask the Almshouse Administrator who will consult the Clerk - the Charity's decision if final, should any dispute arise on these matters.

14. **Cleanliness**
Residents are expected to keep their almshouse in a clean, tidy and hygienic state to preserve their own health and that of visitors/staff/contractors. Provision of equipment and cleaning materials are the responsibility of the resident. (You can apply for a grant for equipment if you are unable to afford it).

Communal bins are provided for recycling, food disposal and general waste - Please ensure that you use these correctly.

15. **Smoking**
Tomkins: Whilst smoking is permitted in these almshouses, you should be aware of the dangers of fire in old buildings such as ours. We request that you are always mindful of the safety of the property and the health implications for your visitors and the staff. We suggest that you might wish only to smoke outside your almshouse. Please ensure that cigarette ends are disposed of responsibly.
The Church Group and St John's: No smoking is allowed within any almshouse on these sites, Smoking is permitted in the grounds, at a reasonable distance, but please ensure that cigarette ends are disposed of responsibly.

Smoking is not permitted in any communal areas such as the laundry, boiler room or the Long Alley Hall.

16. **Heating**
The use of portable heaters is strictly prohibited.

17. **Medical Facilities**
The Almshouse Administrator is not medically qualified and neither they nor the Governors are able to provide medical assistance.

18. **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 whilst works are carried out if they do not wish to move to an alternative almshouse.

19. Next of Kin

The name and contact details of the Resident's Next of Kin must be supplied upon appointment to the almshouse, and any changes notified to the Almshouse Administrator immediately. It is expected that your Next of Kin will keep in regular contact with you and be willing to be contacted by us if deemed necessary. Please advise them that the personal alarm call-out responders may also contact them if they cannot reach a member of the Charity staff.

20. **Doctor**

The name and contact details of the Resident's doctor and any current medication must be supplied to the Charity in case of emergency. A form is supplied for this upon appointment and any changes to this should be notified to the Almshouse Administrator.

21. **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 and carries different legal right to those of a tenancy.

22. **Visitors**

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 suitable to accommodate extra people. If you would like a friend or relative to stay with you the Almshouse Administrator must be informed for reasons of safety and security. This visit cannot exceed one week. You are responsible for informing your visitor of the rules surrounding the almshouses during this time and making sure they are aware of evacuation procedure in the event of an emergency.

23. **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.

24. **Letter of Appointment to an Almshouse & Induction**

It is a condition of appointment that **prior** to taking occupation in an almshouse a new Resident must sign a copy of these Rules of Occupation signifying agreement to abide by these rules. Similarly, the Next of Kin is also required to sign the Rules of Occupation thus agreeing their responsibilities towards the Resident. This form is returned to the Clerk who will sign to receipt the Rules and provide a photocopy to each of the Resident and the Next of Kin. The Resident and Next of Kin are required to attend an induction **before** the Resident can take occupation

25. **Setting Aside the Appointment**

This is not undertaken lightly, but the Governors retain the absolute right to set aside a Resident's appointment to the almshouse for any breach of these rules or other good cause such as unruly behaviour or serious misconduct. These areas mentioned are by no means exhaustive.

26. **Complaints Procedure**

Minor matters such as maintenance, noise or incorrect use of bins should be referred to the Almshouse Administrator who will try to resolve them.

If the above cannot be resolved satisfactorily or the complaint is of a more serious nature it should be made in writing to the Clerk, who will acknowledge receipt of your letter, and investigate its contents. All communications will be treated as confidential.

If the Clerk is unable to deal with the complaint to your satisfaction or if there is a complaint about the Clerk, please address this in writing to Governor in Charge of Residents. They will acknowledge receipt of your letter and investigate its contents. The Governor in Charge's decision is final on all matters.

End.