**Kettlestone Charities Trusts**

**Annual Report 2018 – 2019**

*1. Trustee Body*

There were no changes to the Trustee Body membership, or the Clerk to the Trustees.

The Trustees have regularised the standard Terms and Conditions of Occupancy for the occupants of both almshouses, including reference to GDPR *(General Data Protection Regulations).*

*2. Almshouses Charity* *(Registration number 810337)*

The weekly maintenance contributions for both Almshouses were subject to the usual annual review and the amounts were agreed, within the national guidelines.

*a) Schuldham Almshouse, 80 The Street, Kettlestone*

\* In January the occupant reported water leaking from the hot water cylinder and the Trustees took immediate action to avoid an emergency. A plumbing contractor checked the system, found the leak and installed a new immersion cylinder.

\* In February the occupant reported an electrical wiring fault and a repair was arranged.

*b) Kettlestone Almshouse, 114-116 The Street, Kettlestone*

\* The main roof had a number of well-weathered and crumbling pantiles that were deteriorating with the passing years. The Trustees considered estimates from three contractors to replace the roof, in compliance with current Building Regulations. The work was carried out in March.

\* The occupant reported four other maintenance items, namely:

i) a small crack in the bathroom soil pipe *(resolved);*

ii) scaled-up shower-head *(resolved);*

iii) outside light not working *(resolved);*

iv) a broken slab on the garden path *(to be resolved);*

*3. Other Charities* *(Joint Registration number 206079)*

*a) Fuel Allotment*

Within the terms of the Trust’s Shorthold Tenancy Agreement the outcome of the five-yearly rent review was duly notified to the Tenants of the Fuel Allotment. The agreed increase takes effect from October 2019.

As is usual practice, the Trustees gave consideration to providing grants to those in need, as defined within the terms of the Charity Trust’s aims and objectives; and in the Scheme issued by the Charity Commission.

*a) Fuel Allotment / Heating Cost Grant:* No grant applications were received this year.

*b) Education Grant:* The Trustees did not receive any applications.

*c) Discretionary Grant*: Two awards were made during 2018/19.

*4. Finance*

The Almshouses Charity pays an annual membership subscription to the National Almshouse Association (NAA). It also repays to the NAA the interest-free loan that was granted in 2010 to refurbish the almshouse at 114-116 The Street.

Annual Accounts for the year ending 31 March 2019 were agreed for presentation to Kettlestone Parish Council for information. A copy of the Almshouses Charity’s Accounts was sent to the NAA, as required within the 2010 loan agreement.

*5. General*

The Trustees fulfil their regulatory commitments by filing an annual return to the Charity Commission, which includes details of Trustee body membership and income and expenditure totals for the year.

The Chair wishes to thank her fellow Trustees for their ongoing support and commitment to uphold the objects of these Charity Trusts. In turn the Trustees wish to thank their Clerk for her valuable contribution towards the effective operation and administration of these Charities.

E&OE

*Anna Long*

*Chair, Kettlestone Charities Trustees*

*24 April 2019*