

The following regulations for residents are to ensure the smooth running of the almshouses:

1. A weekly maintenance contribution (WMC) is payable in advance [*monthly*] towards the upkeep of the dwelling and this figure may be increased upon one month's notice. It is a condition of occupancy that the WMC should be paid by direct debit to the Charity. The WMC will be payable from the commencement of the week during which you take occupation. It is a condition of occupancy that the full amount of weekly maintenance contribution is paid regardless of the services or support elements used by the resident. The Resident will be responsible for payment of the utility bills and council tax relating to their dwelling. Meters will be read prior to occupation.
2. Residents may expect to continue in occupation for as long as they need the accommodation providing they continue to qualify as a beneficiary, are able to look after themselves and their appointment as a beneficiary is not set aside. If health deteriorates they must be willing to accept advice and guidance, either from their own doctor or a medical consultant appointed by the clerk/trustees. The clerk/trustees will also consult with the next of kin, Social Services and other agencies if necessary.
3. Residents should provide the trustees with authority to contact their doctor and next of kin directly in the event of emergency by signing the attached form.
4. The name and address of the next of kin, or a nominated representative, should be supplied to the Charity. It is strongly recommended that residents make a Will and advise the Charity where it is deposited.
5. Residents are required to occupy the property quietly and with thought for other residents and/or neighbours. No radio, TV or music system should be operated in such a manner as to cause a disturbance, nor shall anything be done in, upon or about the premises which shall be a nuisance, annoyance or disturbance to the occupants of other almshouses, or to the general public.
6. The trustees undertake to carry out all repairs, including internal and external decoration. Residents are not allowed to make any structural alteration to the dwellings, nor alter the plumbing or electrical installation. No shelves, cupboards, locks or fittings shall be fixed or removed, nor shall any alteration be made to any room or its fittings without the prior consent of the clerk/trustees.
7. The Charity retains the power to set aside a resident's appointment with good cause, e.g. in the case of serious misconduct, non-payment of WMC, a serious breach of the regulations, in any of the circumstances described in the Charity's Scheme, or if the resident is no longer a qualified beneficiary or is no longer able to live independently.
8. Whilst at all times the Charity will respect the privacy of the residents, it is a condition of residency that residents allow reasonable and regular access to their almshouses for repairs and decoration to be carried out. Representatives of the Charity will visit from time to time by prior appointment.
9. Residents should keep their almshouse clean and tidy and avoid storage of excess or unnecessary items. Hoarding of excess goods in extreme cases may be grounds for setting aside an appointment. All defects which become apparent in the property should be reported to the clerk.

10. The use of paraffin oil and portable gas heaters is strictly prohibited. The Clerk or the trustees should be consulted if additional heating is required.
11. Residents must live in the almshouse as their permanent residence and not be absent from the dwelling for more than [28 consecutive days in] any year without the prior consent of the Charity and should inform the Clerk whenever they plan to be absent overnight in order that all residents may be accounted for in case of emergency.
12. The resident's attention is drawn to the Complaints and Grievance Procedure [set out in the Residents' Handbook.]
13. *Occasional overnight visitors are permitted to stay in the almshouse but these must not be regular occurrences and residents must advise the Charity of any overnight visitors for safety and security reasons.*

OR

Visitors are not permitted to stay in an almshouse, except with the consent of the trustees.

14. The Charity's Policy on Pets is
Certain types of pets can be kept with the prior written consent of the Charity. More information can be found in the Resident's Handbook.
15. Smoking is prohibited in all common areas, including the entrance hall, corridors and common rooms. Residents must comply with the charity's policy on smoking.
16. The Charity may alter the rules as necessary for the administration of the Trust and for the resident's welfare. Any alteration to the rules will be notified in writing to each resident.
17. There may be circumstances, for example during extensive refurbishment, when the Charity will need to ask a resident(s) to vacate the dwelling and move, either temporarily or permanently, to another dwelling. The Charity reserves the right to do so, after full consultation with the resident.
18. Should a resident wish to leave his/her dwelling to live elsewhere, not less than one calendar months' notice in writing must be given to the Charity. Maintenance contributions remain payable until the notice period expires and the dwelling is vacated and cleared of furniture and possessions.
19. When the resident vacates the almshouse for whatever reason, all items belonging to the resident should be removed by him or her forthwith. Weekly maintenance contributions and utility bills must be paid up to the departure date. Should a resident ask to vacate the dwelling forthwith, the weekly maintenance contribution must be paid to the end of the notice period.
20. In the unlikely event that any possessions, chattels or goods are, without the written agreement of the Charity, left abandoned by the resident in the almshouse after the resident has vacated, the Charity will take reasonable care of them for a period of up to 3 months. After this period the resident agrees by signing the Letter of Appointment that the Charity may sell them and out of the proceeds pay any outstanding amounts owing to the Charity, including outstanding weekly maintenance contributions and any other expenses including disposal and removal costs.

21. It is the resident's responsibility to notify the Charity if their circumstances change. However, unless the income of the resident[s] were to substantially increase to the extent that they no longer qualify as a beneficiary, the likelihood is that they would be allowed to remain in the dwelling. The Charity reserves the right to review residents' financial circumstances from time to time.
22. *With the permission of the Charity, residents may be allowed to work from their almshouse, however they must guarantee that this will not be disruptive for other residents and that it will not involve delivery or storage of items and/or visitors to the buildings.*
23. Residents may apply to trustees to keep a mobility scooter at the Charity's premises. All such vehicles are kept by the residents entirely and solely at the resident's risk and must comply with the Health and Safety information in the Residents' Handbook. Proof of insurance should be provided to the trustees.
24. The Trustees do not arrange for and/or pay for a telephonic "Lifeline" system. However, residents may install one, at their own expense, making sure that the contact persons or key holders are persons approved by the Clerk
25. It is a condition of occupancy that a new resident signs a copy of this Letter of Appointment (copy enclosed), signifying their willingness to abide by the above rules, before taking up occupation and that they have read and are happy to comply with the rules as laid down in this letter [and in the Resident's Handbook.]

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