

Waddington Almshouses



Handbook
for
Residents

Waddington Almshouses

Sheltered Community Housing

Independent living for elderly ladies

Since 1701, Waddington Almshouses have offered affordable housing for independent elderly ladies. We are recognized for the high quality of our community and for the excellence of our resident services.

We understand that older people can live independently as they age if they are in housing that provides much more than just shelter. Understanding the key ingredients for a successful community is one that not only offers the safeguard of a warden onsite but is rich with activity and social interaction. Here, residents can enjoy friends, discuss books, participate in day trips, go shopping and entertain their own families in award winning surroundings.

Chapter One

Almshouses

The almshouses are unfurnished dwellings, specially designed with the needs of elderly people in mind. The aim is to provide convenient and comfortable accommodation a setting which allows residents to come and go as they please. Each cottage offers the following accommodation:

Sitting room with living fire,
Kitchen, with fitted units oven and hob
Bedroom
Bathroom with basin, wc, 'walk in 'shower or bath
Storeroom/Linen Cupboard

Almshouses provide security and residents are encouraged to make friends and to share a wider social life through use of the Communal Room, the Chapel and other facilities which are available.

An important factor in the Hospital is the presence of the resident warden, and an emergency call system to every unit. In an emergency, such as sudden illness, or after a fall, a resident can quickly get help. In addition there are many other provisions designed to make daily life as easy as possible and to encourage neighbouring residents to help and support each other.

Trustee Body

The Charity is run in accordance with the wishes of the Founder, as amended by schemes approved by the Charity Commission. The last scheme was sealed on 4th August 1885.

The Charity is administered by a body of trustees who give their services voluntarily. Day-to-day administration is carried out by the Warden and the Clerk.

Chapter Two

Services Provided

1. The Warden

The Warden's main duties are to act as a good neighbour to each of the residents and to look after the building. In an emergency it is the Warden's job to summon relatives or to call the doctor or other professional help that may be necessary. If you ever require temporary nursing care or the services of a home help the Warden will help to arrange it.

It is part of the Warden's job to check each day that all is well with the residents.

The Warden is not expected to undertake day-to-day care of any residents, nor, except in emergencies, to do shopping, collect pensions or to collect prescriptions. Residents can often help each other by doing everyday tasks of this kind for one another, to supplement any help provided by relatives, friends, social services and other agencies. During the Warden's annual leave entitlement, an outside relief warden may be available.

2. Communal Facilities

The Communal Room is for the use of all residents and their visitors for social and recreational activities, or simply as a place to meet or talk at any time. It is for you and your neighbours to decide what sort of activities you wish to arrange. The Warden will give help and advice if asked and should be kept informed of future plans as she is responsible for the room.

The Chapel was incorporated into the Hospital at the express wish of the Founder and a Reader is appointed to read services there on several occasions weekly. Prior to admission, prospective residents are

asked to give a verbal undertaking to attend these services unless prevented by ill-health and the Trustees expect such an undertaking to be honoured.

The Laundry is available to all residents. The Warden will show you how to use the machines and will arrange times at which they will be available to each resident. Use of the laundry may be restricted and is intended for residents' laundry only.

The Guest Room is available for a relative or friend visiting you for short periods (normally up to seven days). A small charge is made for this service. If you wish to make use of the guest room, please let the Warden know as far in advance as you are able. The Warden will always give priority where the guest room is required by the relative or friend of a resident who is seriously ill or by an outside relief warden.

3. Repairs and Decoration

The Trustees are responsible for external and internal repairs. They are responsible for external decoration and internal decoration of the communal areas. Please report all necessary work to the Warden or Clerk who will arrange for it to be carried out. Workmen should not be admitted unless they can identify themselves.

4. Insurance

The Trustees hold an insurance policy to cover the buildings. Residents should make their own arrangements regarding insurance of their personal possessions.

You are strongly advised not to keep more cash in your home than you need for your day-to-day expenses. Any additional cash should be placed in a bank or building society. Please do not ask the Warden to take care of money for you as she has been instructed by the Trustees not to do so.

5. Television

Special concessions are given for residents in sheltered accommodation. Advice is available from the Warden.

6. Cleaning

You are responsible for keeping your own cottage clean. If you have any problem in doing this, please tell the Warden who will contact the Social Services Department to see if help can be arranged for you. You are responsible for the cleaning of windows in your cottage. If cleaning of the communal areas is arranged by the Trustees the cost may be included in your Maintenance Charge.

7. Gardens

The garden has been laid out for the use and benefit of all residents. Offers of help from you (or your relatives) in keeping the gardens looking attractive are welcome.

Security

Everyone living at the Hospital should have an interest in general security.

DO - keep your front door locked at all times.
- use a spyhole to identify callers before opening the door.

DON'T- allow a stranger to enter you home without proof of identity.

8. Emergency Call System

The Warden is not on duty 24 hours a day, but will normally deal with emergencies when on site. The Warden may be absent from home for periods, e.g. to go shopping etc.

You will be shown how to use the emergency call system when you move in. It will call the Warden when she is on duty.

Please DO – use the call system by day or night to get help for a sudden illness or accident.

Please DON'T

- wedge doors open; they prevent fire and smoke spreading only when they are shut.
-
- leave pans (especially chip pans) unattended.
-
- attempt to fight any fire. Leave the premises immediately, shutting the door behind you.

9. The Master Key

The Warden holds a key which can open your front door but it will only be used in an emergency or with your permission. You must not fit locks and chains without the Trustees' consent as these may prevent access in an emergency. The Trustees may be able to advise on alternative security arrangements.

Your privacy will be respected. The warden has instructions only to enter your home

- if you ask her to,
- if you have given permission for work to be done in your absence,
- in an emergency.

Additional keys should not be cut without the Trustees' consent as this might endanger security if they were lost.

DON'T – leave the key in your lock on the inside as it would prevent the Warden from using her key in an emergency.

Chapter Three

Terms of Occupancy

1. Licence to Occupy

You will have a copy of the Licence to Occupy which you signed when you were appointed a resident. As a beneficiary of an almshouse charity you are not a tenant, but the Trustees cannot ask you to leave unless there are exceptional circumstances (See 'Moving Out' later in the chapter). You have agreed to pay a Maintenance Contribution which may include an amount for some of the services provided.

2. Relatives and Visitors

Whilst the Warden is generally on hand to keep a friendly eye on residents in case of accident or illness, she cannot take the place of relatives or friends. We hope that they will continue to support you. With their help and co-operation, and support from the Social Services if necessary, we hope you will find it possible to remain independent for as long as you wish.

Your home has been specially designed as sheltered housing for one person, and is not suitable for the accommodation of anyone extra. This is why a guest room is provided (see 'Guest Room' in the previous chapter).

3. Absence from home

If you go away for any period please inform the Warden or Clerk in case there is an emergency. It may be advisable to take precautions against frost by turning off and draining the water system. This action may prevent damage. Absence for more than 28 days requires prior approval from the Trustees.

In the event of any overnight absence from the Hospital, every effort should be made to notify the Warden or the Clerk to prevent emergency procedures being considered.

The Warden should also be notified of a resident's return from holiday etc.

4. Residents' Consultation

The Trustees welcome your comments on any important change in the running of the Trust.

5. Maintenance Contribution

The amount of Maintenance Contribution is authorised by the Charity Commission. You should pay, in advance, by Standing Order, by cash, or by cheque. A representative of the Land Agent comes up to the Community Room on Tuesday mornings to collect payments in person. Standing Orders are arranged via the Land Agent, who communicates with you on matters regarding the Maintenance Contribution. You should obtain a receipt for any cash transaction. *The amount you pay covers part of the cost of running the almshouses and includes:*

- a) Water and sewerage charges
- b) Repairs and maintenance
- c) Warden's salary
- d) Fire insurance on the building only
- e) Upkeep of the garden
- f) Emergency call system
- g) Use of the laundry

6. Housing Benefit

If your income comprises only the basic retirement pension and you have little or no capital you may be entitled to Housing Benefit to help you with your housing costs. To claim Housing Benefit and Council Tax Benefit you should ask for a form at the Ribble Valley Borough Council Housing Benefit Office (currently 01200 – 414453).

If you have some income in addition to your basic retirement pension you may still be entitled to some help. The Warden will assist you to complete the forms if you wish.

7. Central Heating and hot water

The cottages are centrally heated by gas. The supply is metered and quarterly bills will be sent to you from your Gas Supplier.

Additional heating can be provided by wall mounted electric or gas fires. In the interests of the safety of yourself and others, paraffin or portable gas heaters are forbidden. Electric fires with trailing leads are discouraged.

8. Electricity

Electricity consumed is individually metered, and quarterly accounts will be sent to you, in some cases from your Electricity Supplier, or alternatively from the Trustees. The costs will be the same in either case.

9. Moving Out

If you wish to move from the almshouse you must give the Trustees written notice (1 month). During this notice period you will be liable for your Maintenance Contribution even though you have already moved out.

In the event of prolonged ill-health, the Trustees may advise seeking alternative suitable accommodation, in consultation with your relatives and the Social Services.

The Trustees can only repossess your home if you persistently and without reasonable excuse disregard the regulations, behave offensively, or become disqualified from retaining your appointment.

You are reminded of the terms of your Licence to Occupy.

Chapter Four

General Information

1. Improvements and alterations to accommodation

If you want to make any improvement or alteration to your cottage you must first discuss the work with the Trustees. Permission may be refused if the Trustees consider that the alteration will reduce the amenities for subsequent occupants.

2. Pets

Problems can sometimes arise over pets so no pets are permitted, apart from guide dogs.

3. Parking of Vehicles

Space is provided in the car park. Please do not park vehicles elsewhere or allow your visitors to do so. They may block the way for ambulances or fire-engines in an emergency.

4. Doctor

If you already have your own doctor in the locality, there is no need for you to make any change. If you do not have a local doctor, the Warden will be able to give you the name of our Doctor for the Almhouses, based at Clitheroe Health Centre.

If you have a serious health problem, you may feel safer if the warden knows about it, in confidence, so that action may be taken in an emergency. On application to the Hospital, you give permission to the Hospital Doctor to have access to your medical records, if necessary.

5. Emergencies and Sickness

If you are ill or in difficulties, the Warden or Trustees will make every effort to get in touch with relatives, friends, the doctor, ambulance or Social Services on your behalf.

To make it possible to act quickly, the Warden or Trustees must have a note of the names and addresses of your nearest relatives or friends and of your doctor. It is important that you should also let the warden know about any changes of address of emergency contacts.

6. Personal problems

If you have any personal problems and you have no family whom you feel able to consult, the Reader or the Warden, whichever you feel more appropriate, will try to help you. If you prefer to see a Trustee, the Warden will make an arrangement for you to do so.

7. Wills

You are strongly advised to make a will. Please see a local solicitor for advice, or consult the local Citizen's Advice Bureau. The Warden will also advise you.

8. Complaints procedure

If you have a complaint, you should talk to the Warden, Clerk or a Trustee. In the event that it is not settled to your satisfaction, you should refer directly to the Chairman of the Trustees.

9. Rubbish

Rubbish bins are provided. All kitchen refuse should be wrapped before putting it in the bin. Rubbish is collected weekly by the handyman ready for the Council's collection.

Annex 1

History of the Charity and its Management

History

Waddington Hospital is a group of 24 independent dwellings in the village of Waddington about two miles from Clitheroe. The name 'Hospital' may seem unusual for what is better known today as 'Almshouses' but originally a Hospital was where hospitality was provided and the Trustees of Waddington Hospital like to feel that the spirit of the old meaning of the word is still preserved.

It was originally built in the 17th Century during the Stuart Restoration by Robert Parker of Carlton and Marley whose family had been landowners in Yorkshire and Lancashire from the time of Henry VI. Its purpose then was to provide homes for the widows of dalesmen and farmers in the surrounding parishes of Mitton, Grindleton, Waddington, Bolton-by-Bowland, Slaidburn, Gisburn, Whitewell and Tosside. The Trustees now welcome applications from ladies from a much wider area though priority is given to these parishes or with a relative living nearby. So for more than three centuries it has continued to provide ladies in their retirement years, as the Founder intended.

Robert Parker, the founder, was born on June 13th, 1633, the second son of Edward Parker of Browsholme. His uncles, Samuel and Peter Sunderland (his mother's brothers), were both great benefactors to Yorkshire schools and churches and, in founding this Hospital, Robert Parker carried on the family tradition. He was a Barrister-at-Law and died on 21st March, 1719. His tomb is in Waddington Church. The Parker family through the years has continued to take the closest interest in the Hospital and the head of the family is hereditary Chairman of the Trustees of the Hospital.

Although the Almshouses had then been some years in existence, it was not until September 24th, 1701 that the first Trustees were appointed. Robert Parker endowed the Hospital with lands at Waddington, Carlton, Keighley

and Manningham and in his Will he left land in Hellifield and Long Preston to the intent that the Trustees should each year, on the 13th of June, provide a Clerk in Holy Orders of the Church of England to preach a sermon at Waddington Church – the Trustees and the women of the Almshouses being present. This intent is still faithfully fulfilled each year. The Trustees meet four times a year to transact the Almshouse business and approve new residents when there are vacancies. In this they are helped by the Clerk to the Trustees, supported by professional advisers; the Reader, who is usually – but not necessarily- a retired parson, and the Warden.

Originally, Robert Parker built the Hospital to house ten widows, but in the 19th Century the Hospital buildings were entirely re-constructed to provide separate cottages for 29 widows with a house for the Warden, a Chapel and offices. Between 1986 and 1990 the entire Hospital was modernised and extended to provide 24 dwellings together with a Communal Room and Warden's house. The cottages continue to be modernised and updated to provide a compact and comfortable home for ladies for as long as they can look after themselves with a little help from neighbours and the Warden. Surrounded by their own furniture and belongings, the Trustees hope that the ladies can live out a peaceful and happy old age.