

# Laslett's Charities

Laslett's Almshouse Charity RCN: 233695 Laslett's Hinton Charity RCN: 233696

Stephen Inman  
Clerk to the Trustees



Kateryn Heywood House  
Berkeley Court  
The Foregate  
Worcester WR1 3QG

admin@lasletts.org.uk  
01905 317117

## Application for Almshouse Accommodation

**Applicants are advised to read the guidance notes found at the foot of this document before competing this form**

### PERSONAL DETAILS

1. Full Name(s) of Applicant(s):

..... Date of Birth: .....

..... Date of Birth: .....

2. Postal Address/Postcode:

.....

3. Email address.....

4. Home Phone number .....Mobile Phone No.....

5. National Insurance No: .....

6. Over what period of time have you lived in the Worcester area? .....

7. Do you currently have any medical conditions which may affect your ability to take up an offer of almshouse accommodation in the future?

Yes/No

If yes, can you briefly give details?

.....

.....

**YOUR PRESENT ACCOMMODATION**

8. How long have you lived at your present address? .....

9. Please indicate below the type of your present accommodation:

Owner ..... Private Tenant ..... Lodger .....

Housing Association Tenant ..... Hostel .....

10. What is/are the main reason(s) for you wishing to leave your present accommodation?

.....  
.....

11. What is/are the main reason(s) for you wishing to be a resident at Laslett's Almshouses as opposed to anywhere else?

.....  
.....

**FINANCIAL**

12. What is your total income expressed either per week or per month?

.....

13. What is the source of that income?

.....

14. What is the total value of your assets ie savings, including the value of your home if that is owned by you?

Savings £.....House £ .....Other £.....

**ANY OTHER MATTERS**

15. Please state here or by separate letter any other matters you would like to be taken into consideration:

.....

**DECLARATION**

I have read Laslett’s Charity’s terms and conditions and believe that I am eligible to live in one of the Laslett’s Almshouses.

I declare that the information given in this application is correct and complete to the best of my knowledge and belief.

I accept that if I am appointed as a resident, I shall be a beneficiary of the charity and not a tenant. Any sum that I pay for occupation of the almshouse will be treated as a maintenance contribution and not a rent.

I confirm that I am independent and able to look after myself with the assistance of family and social services if necessary.

Signed by Applicant(s) ..... Date .....  
..... Date.....

Please return the completed application to the address at the top of the front page.

**DATA PROTECTION STATEMENT**

It is part of the Trustees’ responsibilities to ensure that applicants for almshouse accommodation are suitably qualified under the terms of the charity’s governing documents. Trustees (by their Clerk or Agent) therefore need to investigate the personal circumstance of applicants. The personal data supplied on this form or derived from interview or from correspondence will be held on file. Some details may be checked with relevant organisations but none will be disclosed or shared for any inappropriate purpose. You may have access to the personal information we hold about you on request.

**FOR OFFICE USE ONLY:**

**Date Received:** .....

**Date(s) Reviewed**.....

.....

**Date of Interview**.....

**Date of Offer**.....

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## General Note for Almshouse Applicants

Laslett's Almshouses are situated in the historic Worcester city centre in Union Street which runs between Friar Street and City Walls Road. They are administered by a Board of Trustees supported by their Agent, Clerk and Warden. The residents together make up an informal community of independent people each of whom have met the necessary criteria for accommodation at Laslett's.

Prior to completing the application form you may wish to check their exact location of the almshouses and surroundings. There are sixteen one-bedroom flats split into four blocks of four each with two flats upstairs and two downstairs. The flats all have an outlook onto the communal gardens. There is also a community room with small kitchen, laundry room and hobbies room which are available for everyone to share. Residents are encouraged to take part in services which take place in the Chapel and attached to which is the Chaplain's House with its own private garden which is occupied by another resident.

Some support will be provided to the residents by the Warden primarily to ensure that the flats and communal facilities and utility services provided are working satisfactorily and to assist with any social events that may be organised. Her role does not extend to providing health care, personal care or social work and neither does it extend to lending assistance with general household matters or in assisting with the conduct of a resident's personal affairs. It is important that applicants appreciate that the almshouse residents are themselves independent. The trustees do NOT provide care as part of the accommodation. The Warden is not "on call" but there is a 'call alarm' system available.

The Trustees have recently carried out a programme of refurbishment of the almshouses. The weekly licence fee for all the flats at Laslett's Almshouses is currently £115 (reviewed annually in July) plus £30 towards fuel costs and water rates which are administered by the Trustees' Agent. Residents are responsible for their own Council Tax (currently Band A), telephone land line charges and contents insurance.

Applicants should note that on account of being almshouse accommodation, no legal tenancy is created. Instead residents and the trustees are bound by a licence arrangement incorporating terms and conditions which respect the rights of each other to be accommodated in a manner very much akin to those that are found in either a private or social housing tenancy.

As part of the application process, once we have received your completed application form, we will be in contact to arrange a suitable and convenient time for our Warden accompanied by two of our Trustees to visit you at home. This is important since it enables you to ask any further questions you might have about the almshouses and check whether or not you are entitled to housing benefit or if you are already in receipt of such benefit how it may be transferred to the new accommodation.

**Following that visit we will then advise you as to whether or not you have been accepted onto the waiting list.**

Please note that to be eligible to make an application to us you should:

- Be aged 60 or over and retired
- Be capable of independent living
- Be a local resident or have strong connections with Worcester
- Be in housing need or have a genuine reason for wishing to move from your existing accommodation
- Be of modest financial means which may be demonstrated by being in receipt of Housing Benefit or other evidence of low capital or income
- Be an individual willing to engage and join with others in a small and supportive community atmosphere

Finally we ask applicants to note that in practice with only 16 flats available at Laslett's Almshouses, vacancies arise very infrequently – often only one per year. Although you may therefore be accepted onto the list it is important that you do not count on being offered any accommodation. It follows that if you do require more urgent accommodation, you continue to seek out other housing providers within the City of Worcester if need be with advice from the City Council and/or Citizens Advice or other agency.

Jan 2023  
Clerk/SI

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## LASLETT'S (ALMSHOUSE) CHARITY

### STANDARD OCCUPANCY CONDITIONS FOR THE RESIDENTS OF THE ALMSHOUSES AT UNION STREET WORCESTER

- 1 Neither the resident(s) nor any relative or guest of his/hers/theirs will be a tenant of the Charity or have any legal interest in his/her/their Almshouse. Residents are the beneficiaries of the Charity.
- 2 No person may be taken in as a lodger or otherwise be permitted to live with the resident, but when any resident on account of sickness, age or infirmity requires a nurse or other person to reside with him or wishes to have a visit from a friend or relation for a limited period he may apply for leave to the Clerk to the Trustees. Such leave is in the absolute discretion of the Trustees.
- 3 Residents may expect to continue in occupation for as long as they need the accommodation and can look after themselves. If health deteriorates they must be willing to accept advice and guidance from time to time, either from their own doctor or a medical consultant appointed by the Trustees. The Trustees will also consult with the next-of-kin, Social Services, etc. to make the most suitable arrangements. Any resident becoming permanently ill or incapable will be required to leave.
- 4 The Trustees have engaged an off-site Warden whose duty in general terms, is to keep a daily eye on residents, help them with minor problems and look after them in the event of an emergency. It is not the duty of the Warden to give nursing care or provide meals which should otherwise be arranged by the resident or his/her family.
- 5 The Trustees undertake to carry out all repairs, including internal and external decoration. Residents are not allowed to make any structural alterations to the dwellings or to alter the plumbing or electrical installations without the prior written consent of the Trustees.
- 6 No fixtures or fittings in the Almshouses belonging to the Trustees may be removed or

damaged.

- 7 Residents must permit their flat to be open for inspection at all reasonable times and upon reasonable notice (except in case of emergency) by the Trustees and their Clerk, Agent and designated persons. Residents must also permit access to their flat for the purpose of having repairs, maintenance and decoration carried out as deemed necessary by the Trustees. Where full refurbishment is being carried out or other works that make it unsafe for the resident to remain in occupation then residents may be required temporarily to vacate and occupy another almshouse within the complex.
- 8 It is a condition of occupancy that the full amount of the Weekly Maintenance Charge is paid whether or not the services provided are used by residents. This charge may be increased subject to at least one month's notice being given to the Resident.
- 9 Residents must always keep the flats which they occupy and the furniture and effects clean and tidy and not allow accumulations of rubbish or other deleterious material to remain within the flat.
- 10 Residents are required to occupy their flat quietly particularly with regard to the use of television, radios or other sound producing devices and with proper consideration for other residents of the Almshouses
- 11 No clothing or other articles may be hung out of the windows of the Almshouses.
- 12 Residents may not keep animals.
- 13 Wireless and television aerials may not be fixed to the exterior of the flats.
- 14 The main gardens are kept by a gardener appointed by the Trustees. None of the residents may plant anything in them or interfere with them or pick any flowers but may help the gardener under his/her direction.
- 15 Each resident must be connected to and maintain a telephone land line at their own expense to allow the Careline Alarm System to function. Residents should wear the Aidcall alarm which is provided for them at all times when at the Almshouses.
- 16 Only electricity may be used for cooking and lighting. The use of paraffin, oil and portable gas heaters is forbidden in the flats. Washing machines are not permitted in flats. Residents are required to use the on-site laundry facilities provided.
- 17 Master keys to all flats are provided by the Trustees for the Warden and Agent and such other persons as they may appoint for use in cases of emergency. Residents must not put any fastening on the inside of doors or obstruct them in such a way that access to the Almshouses cannot be obtained at any time by use of the master key.
- 18 Residents who leave their flats for any period of more than one day or overnight must inform the Warden or Agent of the length of their intended absence in case of emergency.
- 19 Residents must inform the Trustees and obtain their agreement if they plan to be away for



more than 14 consecutive days or more than 28 days in total during any one year.

- 20 The Trustees retain the right to set aside the Resident's appointment for good cause for example in the case of serious misconduct or if there is a serious or continued breach of these conditions or if he/she/they are no longer a qualified beneficiary or are a risk to the safety or wellbeing of other residents. Failure to make prompt payment of the Weekly Maintenance Charge will be regarded as a breach of these conditions. Upon the Trustees being satisfied that the appointment should be set aside then the resident shall be required to give up possession of his/her/their flat or otherwise be the subject of proceedings for eviction.
- 21 The Trustees recognise that upon vacation of a flat for whatever reason it may take time for it to be cleared of the occupying resident's belongings. That time must be limited to two weeks and the Trustees will be entitled to levy the Weekly Maintenance Charge for that time and for any additional period. If the flat is not cleared within two weeks the resident's belongings will be treated as having been abandoned and the Trustees may dispose of them as they wish.
- 22 Should a resident wish to leave his/her/their flat to live elsewhere then not less than one month's calendar notice in writing must be given to the Trustees. The Weekly Maintenance Charge will remain payable until the flat is fully vacated and cleared of all belongings and the keys returned to the Trustees.
- 23 The name and address of the next-of-kin should be supplied to the Trustees together with information as to whether a Will or Enduring/Lasting Power of Attorney has been made and, if so, where either is deposited.
- 24 The Trustees consider it right to impress upon residents the desirability of observing the Lord's Day and, therefore, all residents are encouraged to attend Services in the Chapel or some other place of worship on Sundays and it is hoped they will also attend Services arranged in the Chapel on Holy Days and other special occasions.
- 25 Any complaint which any resident wishes to make about the occupancy of the flat should be made to the Clerk. If, however, a resident remains aggrieved by the Clerk's decision he/she/they may appeal in writing within 14 days of the Clerk's decision to the Chairman of the Trustees and two other of the Trustees nominated by the Chairman.
- 26 The Trustees may take such steps as they think proper in the administration of the Trust and for the welfare of the residents. Any alteration in these Conditions will be notified in writing to each resident.
- 27 It is a condition of occupancy that a new resident shall sign a copy of this Letter of Appointment signifying agreement to abide by the above rules. A second copy is enclosed for the resident's attention.

"I, the undersigned, having been appointed by the Trustees of Laslett's (Almshouse) Charity to Flat Number X under which appointment I shall receive certain benefits from the said Charity, solemnly declare that I am so appointed according and subject to the

provisions of the Trust Deed and Deed of Endowment of that Charity duly enrolled in the High Court of Chancery and I will truly observe and keep all the provisions of those Deeds and all the above Conditions or any other that the Trustees may from time to time make.

I agree to receive any support that the Trustees or their Clerk believe is necessary.”

**Signature(s) of Resident(s)** .....

Tel No(s).....

Signature of Witness .....

Address of Witness .....

..... Post Code.....

**Next of Kin:** Name .....

Relationship to resident.....

Address .....

Post Code..... Tel No (H)..... (M).....

**Name of Doctor and Surgery** .....

Address.....

Post Code ..... Tel No.....

**I understand that the Trustees do not insure the contents of flats and that if I wish them to be insured I must arrange for my own insurance.**

Signed ..... Dated .....

Resident (Flat X)