



The Frank Parkinson
Yorkshire Trust

almshouses | charitable awards | educational grants



THE FRANK PARKINSON YORKSHIRE TRUST

Residents Handbook

April 2024

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Section 1 – Welcome

Introduction

The Trustees of the Frank Parkinson Yorkshire Trust (FPYT) would like to extend a very warm welcome to you as a new resident. We hope you settle in quickly and are happy here.

This handbook sets out useful information about Frank Parkinson Yorkshire Trust – the Charity – and its general administration and management. It also explains your responsibilities as a resident.

Please note the conditions stated in this handbook form part of your Letter of Appointment and supplement the rights, responsibilities and conditions given in your Letter of Appointment. This is the letter you signed when you accepted your appointment. It may be necessary to amend the regulations from time to time. However, any changes would be discussed with residents beforehand to give opportunity to express any views or concerns.

The Trustees have tried to minimise these rules and regulations which have been designed for the benefit of all residents and to ensure the efficient management of the Charity. The Almshouse is your home, and every effort will be made

to help you remain independent, live well and benefit from the security, enjoyment and dignity Almshouses provide.

Our values include recognising the importance of everyone within our Almshouse community. All residents should respect the wishes of others and allow other residents privacy.

Once again, a very warm welcome.

List of Contacts

The Chair: Mr. Robin Sidebottom

Trustees: Mr Charles Clough, Mrs Vikki Brownridge, Ms Sarah De Biase, Ms Helen Shaw, Ms Clare Hobbins & Mrs Jennifer Curran-Kerr.

Estate Manager

The Estate Manager, Jayne Johnson, is on site Tuesday – Friday from 09.00 – 16.00.

The office is 26 Frank Parkinson Court, and the direct dial is 01943 871655.

Emergency Out of Hours Number:
01904 655200

Clerks

Mulberry PM Ltd
11 Walmgate, York, YO1 9TX
(01904 655200)

info@mulberrypm.co.uk

Section 2 – History, Governance and Management

Historical Note

Frank Parkinson was born in Guiseley in 1887; son of a stonemason who attended a local Wesleyan School in Guiseley until he left to pursue an apprenticeship at a company producing electric motors. After attending University to study electrical engineering, Frank Parkinson started his own business in 1908; this excelled leaving Frank to move to London. However, upon his death in 1946 it was found that he never lost his Yorkshire roots as he left a generous sum of money to several Charities and appointed Trustees to this. These include The Frank Parkinson Agricultural Trust, buildings at the University and some scholarships, and not forgetting FPYT.

The original objectives of the Frank Parkinson Yorkshire Trust were;

- The provision of benefit for older people of Yorkshire, especially Guiseley.
- The relief of poor, aged and sick.
- Provide scholarships/ bursaries for students bound for the electrical industry.

- Provide grants for any Charities furthering those objectives.

In 2023, these objectives were reviewed by the Trustees of the charity and amended to;

- Provide inclusive, low cost accommodation to older adults (and others by exception) registered as living in the wards of Leeds & Bradford who are experiencing socio-economic deprivation and/or adverse consequences of increased costs of living.
- Invest in the local community to help address the wider determinants of health and wellbeing.
- Provide educational opportunities for the local population in the fields of information technology and engineering through working with partner organisations (e.g. voluntary and community social enterprises, higher education institutions).
- Invest in economic activity that contributes to a sustainable and reliable income to support the Trust.

The Almshouses are split into five sections. The original Almshouses were opened in October 1953, followed by Frank Parkinson Court in October 1965. Five years later, Laurel Bank was purchased along with Gardener's Cottage. Demand increased for properties, and so three bungalows were built and two further bungalows at the front of Laurel Bank built in 1977.

Laurel Bank House had a renovation in 2017 therefore, providing 44 Almshouses within FPYT.

Constitution

The Trust is a registered charity governed by a Charity Commission Scheme Registered Charity Number 209322.

The Trust is also a registered Limited Company governed by Companies House Company Number 09836470.

Management

The Trust is governed by a board of voluntary and local Trustees. Daily management of its affairs is delegated to the Estate Manager and the Clerks, Mulberry PM Ltd.

The Role of The Estate Manager

The Estate Manager will be your first point of contact on site; they are able to assist you with your property, whether this be arranging

a repair or discussing amendments with Trustees.

The Estate Manager may provide a morning call service to residents who require this and have requested/ consented to receive these. Should a resident not require a morning call, they will not receive such. Should a residents needs change during residency, a morning call may be requested.

The Estate Manager will often organise and run regular events, such as bingo, fish and chip Fridays and more. The aim of these events is to support social interaction, prevent isolation and to support a friendly and neighbourly culture at the Trust. If you have any suggestions or ideas on events, please get in touch with the Estate Manager.

Section 3 – Living Here

Furniture and Fittings

The Almshouses are unfurnished dwellings with eight units in Frank Parkinson Homes and thirty-six units on the Laurel Bank unit, which includes Frank Parkinson Court. The properties range from one bed to two bed, ground floor, first floor and second floor.

To be eligible for residency at FPYT, residents must be:

- Registered as living in the wards of Leeds & Bradford.
- Applicants must demonstrate that they have a housing or support need through completion of the application form and initial needs assessment.
- Owners of housing will generally not be eligible for housing with FPYT but there are occasional exceptions to this.

There is a communal lounge on site, located at 26 Frank Parkinson Court. The lounge can be used by anyone, by appointment. During working hours, the Estate Manager can provide access, after this time, you will need to seek access from the on-site governors of the lounge – for further information on this please speak to the Estate Manager.

Refuse Collection and Recycling

There is a waste calendar located within the communal area of your property. If you do not have a communal area to your property, this information can be found by contacting the Council on 0113 222 4406.

Waste collection days are the same across all Trust properties.

Laundry

The Almshouse provides two laundry rooms with a washing machine, tumble dryer and an outside ailer. You will be shown how to use this equipment on your orientation day.

Cleaning

You are responsible for keeping your own dwelling clean, including cleaning the windows inside. If cleaning becomes difficult or you cannot clean the windows safely, please advise the Estate Manager, who can discuss other options with you.

Upkeep of the Property

Please do not organise any repairs, re-decoration or changes to the fabric of your Almshouse property internally and externally. If you find any need for repairs, please contact the Estate Manager. This is to ensure all maintenance/ works done

are by an approved trade person to ensure the work meets health and safety standards and satisfies the conditions of the FPYT buildings insurance.

Internal Furnishings and White

Goods

Although your Almshouse is offered unfurnished, the Trust is responsible for providing carpets and where required window coverings/ blinds. White goods and/or an oven may be provided or replaced where a need is identified and this will be at the discretion of the Trustees (or delegated person nominated by the Trustees).

Please do not replace any white goods or the cooker without consulting the Estate Manager. This is because when installing white goods or a cooker, consideration needs to be given to how these items are wired into the properties to align with Health and Safety requirements.

As a provider of white goods/ electric goods, the Trust must ensure these are regularly checked by a certified electrician – the Estate Manager will arrange these checks for all relevant properties and will inform residents when an electrician will require access to complete the checks.

Gardens

The gardens are maintained by a local garden and landscaping service.

There are areas adjacent to each property which residents may wish to maintain themselves. If this is the case, please speak to the Estate Manager.

Parking

There are 13 parking spaces available which are often highly sought after. These are available at a charge. If you are interested in a parking space, please contact the Estate Manager.

If you have a parking space and it is no longer required, please notify the Estate Manager as soon as possible. This will allow your charges to be adjusted to remove parking space costs and enable the space to be offered to others on a waiting list.

If you utilise the parking spaces on site, FPYT are not liable for any damages that occur.

There is no visitor parking available. On street parking is available in the local side streets.

Telephone & Broadband

If you wish to have a telephone or broadband in your property, you are

responsible for making your own arrangements for having these installed through your chosen provider.

Residents are prohibited from having CCTV or any form of security camera overlooking the communal area or external aspects of the site.

Television

All residents need a television licence. Television licences are free to all people aged 75 and over, and those aged 60 or over and retired are eligible for a reduced rate of £7.50. The Estate Manager will complete a concessionary licence form annually with relevant details.

If you wish to have other items installed for your television such as the installation of Sky TV, this will require approval from the Trustees.

Orientation

When you move into your Almshouse the Estate Manager will ensure that you are familiar with;

- Action to be taken in the event of a fire.
- How to use your central heating.
- How to use the in property Emergency OnCall System.
- How to use white goods and cooker in the property.

If you need any assistance with any other equipment, please contact the Estate Manager.

Insurance

The Trust insures the building and any contents owned by the Charity e.g. carpets, some white goods. You are responsible for acquiring contents insurance to protect your own personal belongings.

Social Media

If you use social media, the Trust request that you respect the fact that no views should be expressed about the following:

- The Charity
- Other residents
- The Trustees, Estate Manager and Clerk
- Contractors/ Trade Partners on site.

Any evidence of breaching this can result in your Letter of Appointment being set aside under a *“serious breach of regulations”*.

Please notify the Estate Manager if you come across any social media content which has the potential to have a negative impact on the Charity.

Section 4 – Terms of Occupancy

Letter of Appointment

Your Letter of Appointment, of which you retain a copy, explains that you occupy the Almshouse as a beneficiary of the Charity. This means that you are not a tenant with the security of tenure that a tenancy offers and that in exceptional circumstances the Trustees could ask you to find alternative accommodation and leave, which is known as setting aside your appointment.

Examples of such circumstances whereby the Charity may set aside your appointment are;

- Serious misconduct
- Non-payment of Weekly Maintenance Contributions
- Serious breach of regulations
- Almshouse environment no longer suitable to support the individuals health and wellbeing effectively or safely
- Circumstances described in the Charity's scheme
- No longer qualifies as a beneficiary under the Charity's Governing Document (more information on the Governing Document can be found on the Charities Commission entry)
- As a result of a significant change in your financial

circumstances identified following completion of a financial review. Financial reviews may be carried out annually as the Trust reserves the right to conduct such reviews; where these are not completed annually, the Trust is entitled to request a financial review be undertaken at any point during your residency.

The Charity would only set aside an appointment as a last resort. Prior to any setting aside of your appointment, a full 'review' of the circumstances and contributory factors would be undertaken to inform a Board of Trustee's decision.

Weekly Maintenance Contribution (WMC)

Weekly Maintenance Contributions are payable in advance at the beginning of every month by standing order. The amount you pay is a contribution towards the cost of running the Charity. Items covered by the WMC include:

(Not an exhaustive list):

- Building repairs and maintenance and the garden
- Servicing and repair of water, gas and electrical installations
- Decoration costs and furnishing upkeep/replacement

- Insurance

If you are experiencing difficulties in claiming Housing Benefit/ Allowances, please let the Estate Manager know. This will allow the Trust to review contributions, provide any assistance or signposting required and ensure residents have sufficient financial assistance to support independent living.

Electricity, Heating and Water

In addition to the Weekly Maintenance Contributions, you may be required to pay your utilities. This is property dependent, therefore, please refer to your Letter of Appointment.

As a minimum, all electrical appliances provided by the Charity, including heating appliances, are tested at regular intervals. The use of paraffin oil and portable gas heaters are strictly prohibited.

Consulting Residents

The Trustees will hold meetings from time to time to discuss the running of the Trust with you and your neighbours. Consultation and involving residents in the day-to-day running of the Almshouse is a form of participation which will benefit all concerned. Trustees welcome the residents' views on matters relating

to the Trust; this will be supported through the Estate Manager and formal meetings throughout the year, which you are encouraged to attend.

You will be consulted before changes are made to your home – unless in an emergency – making changes to the Weekly Maintenance Contributions and any changes to the communal areas of the property.

Before going on Holiday

Please ensure all food has been put away, taps and appliances have been fully switched off and windows are closed and locked. If you are leaving your Almshouse during the winter months, please ensure there is adequate heating to avoid the risk of burst pipes etc. and if a longer holiday inform the Estate Manager.

Absence from Home

You are expected to be in full time occupation of your Almshouse. If you plan to be away from your dwelling for more than 28 days in total in any one year, you must explain the circumstances to the Charity and seek permission.

Having Family and Friends to Stay

Visitors are not permitted to stay overnight in your Almshouse.

There is a guest room on site at FPYT. Residents can request their family and friends stay for a charge. Please speak to the Estate Manager for further details.

When someone stays in the guest room, they are subject to the regulations contained in the residents Letter of Appointment and may not occupy the guest room for more than 28 days any calendar year.

Pets

No animals are permitted to stay in an Almshouse overnight.

Mobility Scooters

Mobility Scooters may be kept at the discretion of the Trustees based on an individual needs assessment.

Leaving your Almshouse

If you wish to vacate your Almshouse, you must give the Trust written notice of at least one calendar month. During this notice period you will be liable for your Weekly Maintenance Contribution and utilities even if you have already moved out. If longer than a month is required, this will incur additional charges.

If anything is left behind without permission, it will be disposed of,

and a further charge may be incurred.

In the unfortunate circumstance that someone dies whilst resident in an Almshouse, the Estate Manager will liaise with and support the Next of Kin to empty the property.

Re-housing

If you wish to move from one dwelling to another at FPYT, you should contact the Estate Manager to discuss the matter. While every effort will be made to assist you to move where there is a valid reason, any decision will depend upon availability of another more suitable Almshouse; and any decision is entirely at the discretion of the Trustees.

The Trust may require you to move to other accommodation temporarily in the event of major repair works needed to be carried out, or if a permanent move is required. Your views would be taken into account, and you would be given at least three months' notice should a move be necessary.

Section 5 – Health and Safety

Doctor and Dentist

All residents must be registered with a local GP. The name of your GP must be given to the Estate Manager on appointment. If you do not have one, speak to the Estate Manager who will be able to provide you with practice names in the local area.

If you have ongoing health needs, you must inform the Estate Manager. This will allow the Estate Manager to offer you support if needed and they can signpost you to services/ provide information relevant to your situation.

These details will not be shared with anyone except the Clerk and the Trustees, except in the event of a safeguarding concern in line with the Data Protection Act 2018.

Emergency Call System

In each property, there is a pull cord and pendants available for all residents. These are advised to be worn whenever you are in the property.

Pull cords must not be tied up and should be easily accessible at all times.

This equipment is tested regularly and is provided to support you, your health and your wellbeing. The Estate Manager will be in touch when testing is due to arrange for this to be scheduled accordingly.

Emergency Contact Details

If you become ill, or require urgent assistance, the Estate Manager will work in partnership with your Next of Kin and the necessary emergency services on your behalf.

It is important that you let the Estate Manager have details (*names, addresses, and telephone numbers*) of these essential contacts. If the details change from time to time, please ensure you inform the Estate Manager.

If an emergency occurs out of hours, please use the call system detailed above whereby communication to the next of kin shall be arranged where possible.

Fire Precautions

FPYT complies with the most up-to-date fire regulations. The fire policies are frequently reviewed, and fire drills take place regularly to ensure that every resident knows what to do and where to go in the event of an emergency.

All the dwellings have smoke alarms and carbon monoxide detectors installed.

Evacuation Policy

In the event of an emergency, all residents in a flat must;

- **If safe to do so, evacuate the building via the nearest fire exit. These exit routes and fire escapes are clearly labelled in corridors.**
- **The fire assembly point is the rear lawn of Frank Parkinson Court. This is clearly labelled with a green 'assembly point' sign.**

In the event of an emergency, for those residents in a bungalow or detached accommodation;

- **If safe to do so, evacuate your property via the nearest exit and assemble on the grassed area to the front of the property keeping a safe distance.**

Avoiding the Risk of Fire

Please be conscious of the risk of fire. Do not allow doors to be wedged open and check both at night and before you leave the property that all appliances have been switched off.

Smoking is not permitted in any of the dwellings. Should you wish to smoke in the grounds, please be considerate to your neighbours.

Slips, Trips and Falls

Residents are advised to exercise care when using the footpaths in wet, snowy, or icy weather. Whilst reasonable precautions will be taken to keep them hazard-free, please use handrails where provided.

If you experience a fall, or feel unsteady, please consult with a health care professional.

When there has been a sharp frost, the grounds maintenance team will be instructed to salt and sand all main paths and residents are kindly requested to keep to these areas during icy conditions. Any areas requiring additional attention should be reported to the Estate Manager.

Security of your Home

DO

- Keep the front door of your property always locked.
- Utilise the spy hole to identify callers prior to opening the door.

DO NOT

- Allow a stranger to enter your home without proof of

identity, including tradespeople.

- Leave ground floor windows open when you leave the Almshouse for any period.
- Keep significant amounts of cash in plain sight in the property.

You must not fit locks and chains to the door of your dwelling without the Trustees' consent, as these may delay access for emergency services.

Your Keys

Residents in flats should use the remote door entry system only to let people into the property.

The Estate Manager and Clerks hold a master key which can open the front door of your dwelling, but it will only be used in an emergency or with your permission. They will follow strict instructions only to enter your home if:

- You ask them to do so, or;
- You have given permission for work to be done in your absence, or;
- In an emergency.

Please do not obtain additional keys without first obtaining permission from the Trustees.

Water Stopcock

The Estate Manager will inform you of the location of your stopcock upon arrival.

Electricity Meter, Mains Switch and Fuse Box

Your electricity meter, the electricity mains switch and the fuse box are all located in the property.

You will be shown all relevant items on your orientation visit.

Call Systems

The call centre is operational 365 days a year and holds records of each resident, emergency numbers, their GP, and Next of Kin details in the event of an emergency.

The Estate Manager will show you how to operate the system when you move in.

Section 6 – General Information

Council Tax and Council Tax Benefit

You are responsible for paying the council tax for the Almshouse. You will receive the council tax notice from Leeds City Council every year. If you live alone, you are entitled to 25% relief on the single occupancy discount.

If you have an income of basic pension and modest savings, you may be entitled to council tax benefit. Depending on your circumstances, this could assist in paying your council tax in full or in part.

Please speak to the Estate Manager if you are unsure of your entitlement or need help in completing the claim form.

Housing Benefit/ Local Housing Allowance/ Universal Credit

If your income consists of your retirement pension, and you have little to no capital, you may be entitled to Housing Benefit or Local Housing Allowance. To claim these, you should contact the benefits office which is located at the Job Centre in Guiseley, or the housing department at Leeds City Council.

If you have any changes in your financial circumstances, it is

important that you inform the local benefits team as they have power to demand reimbursement if they find there has been an overpayment.

If you need any assistance or further information on the above, please contact the Estate Manager.

Wills

It is advised that residents have a will in place. If you need help with finding a solicitor to assist you with a will, or need any further advice, Citizens Advice in Leeds are available Monday – Friday and can be contacted on:

Tel: 0808 2787878

Address: Oxford House, Oxford Row, Leeds, LS1 3BE

Power of Attorney

If you need to set up a Power of Attorney, the Trust advises seeking legal advice from a Solicitor. In the event of a Power of Attorney (PoA) being granted, residents or the PoA should inform the Estate Manager.

Local Organisations and Services

Guiseley has a rich variety of local organisations, societies, services and activities in which you may participate. Some examples are; AVSED, Guiseley Theatre, The Historical Society, Yeadon Town Hall, and much more.

Gifts and Legacies

The Trustees, Estate Manager and Clerks dedicate their time and energy to ensure that the Charity objectives are met.

The Charity respect that leaving such a legacy or gift is a decision you wish to make in your own time – the Charity ensures that there will be no pressure from the Trustees, Estate Manager or Clerks.

Donations to the Charity are greatly appreciated. These can be discussed further with the Estate Manager.

The gift/ legacy will be used carefully and used so that it makes a difference for the Charity and others.



Section 7 – If you need Support

If you require support with finances or other matters, and lack support from friends or family or PoA, please contact the Estate Manager in the first instance who will do all possible to signpost you to the appropriate service.

Your concerns will be treated with the utmost confidence.

Complaints

If you have any concerns, you should first raise this with the Estate Manager. However, should you feel dissatisfied with their response, you can request the complaints policy which explains how complaints can be formally submitted and what to expect.

Neighbourly Disputes

At FPYT we strive for civility and respect at all times, and expect the same of residents. Should there be discontent between residents, these should be resolved with the others involved as soon as possible.

However, should issues continue, please contact the Estate Manager for assistance.

Care at Home

If you find that you require support for personal care, there is the option to contact local care providers for an

assessment of need. Care providers may be able to put together a package of care to help you to stay in your Almshouse. The care required may need to be self funded.

Under the Care Act, individuals may qualify for means tested care by adult social care. A social worker or qualified professional will work with residents and family/friends to complete a care needs assessment and make recommendations as to what support is required, and options for funding.

Estate Manager Assistance

The Estate Manager is not qualified or registered to provide personal care, buy shopping, collect prescriptions or undertake any other aspects of care. The Estate Manager may instead signpost residents as to where is best to receive such care and assistance. Ultimately, the Estate Manager's role should be that of a "good neighbour" or "trusted other".



Feedback

Should you have any feedback on the content of the handbook or suggestions on how to improve the Almshouse provision please contact the Clerks on 01904 655200 or via email at info@mulberrypm.co.uk