

Sealed 16th October 1981

454(S)
81.

County - Oxfordshire.
Town - Witney.
Charities - Witney Town Charities.

L5.
202,996 A/4.

Stamp £1

Scheme including appointment of
Trustees and vesting in Official
Custodian for Charities.

C H A R I T Y C O M M I S S I O N .

In the matter of the following Charities called
the Witney Town Charities, in the Town of
Witney, in the County of Oxfordshire,
regulated by a Scheme of the Charity
Commissioners of the 22nd October 1935
as affected by a Scheme of the Commissioners
of the 8th November 1957:

1. The Charity known as the Almshouses
on Church Green;
2. The Charity of William Lee;
3. The Charity of Joan Green;
4. The Charity of Sir Richard Ashcombe;
5. The Charity known as the Workhouse
Site in Corn Street;
6. The Charity of Thomas Yeate;
7. The Charity of Thomas Wiltshire;
8. The Charity of John Smith, sometimes
known as the Priest Hill Ground;
9. The Charity known as the George James
Hanks Charity;
10. The Charity of Sophia Breton Warrington;
11. The Charity of Andrew Holloway;
12. The Charity of Leonard Wilmot;
13. The Charity called Holloway's
Almshouse Charity;
14. The Charity known as the Freelands
Estate (including the Charity known
as Heyling's Charity);

650-10-4-79x(2)

15. The Charity known as William Townsend's Almshouse Charity;
 16. The Charity of Elijah Waring; and
- In the matter of the Charities Act, 1960.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES
HEREBY ORDER that the following Scheme be approved and
established as the Scheme for the regulation of the
above-mentioned Charities:-

S C H E M E.

1. Administration of Charities. - The above-mentioned Charities and the property thereof specified in the schedule hereto and all other the property (if any) of the Charities shall be administered and managed together as one Charity under the title of the Witney Town Charity (hereinafter referred to as the Charity) subject to and in conformity with the provisions of this Scheme by the body of Trustees hereinafter constituted.

2. Vesting. - The land numbered 2 belonging to the Charity numbered 14 above and specified in the said schedule is hereby vested in the Official Custodian for Charities for all the estate and interest therein belonging to or held in trust for that Charity.

3. Investment of cash. - Subject as otherwise provided in this Scheme and to any further direction of the Charity Commissioners all sums of cash now or at any time belonging to the Charity, other than sums of cash needed for immediate working purposes shall be invested in the name of the said Official Custodian unless the Commissioners otherwise direct.

4. Area of benefit. - In this Scheme the expression "area of benefit" shall mean the Town of Witney as constituted from time to time.

TRUSTEES.

5. Trustees. - The body of Trustees shall consist when complete of 14 competent persons being

Six Nominative Trustees and
Eight Co-optative Trustees.

6. Nominative Trustees. - The Nominative Trustees shall be appointed by the Witney Town Council. Except at first as hereinafter provided each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the council. The chairman of the meeting shall cause the name of each person appointed to be notified forthwith to the Trustees or their clerk. The person appointed may be but need not be a member of the council.

7. First Nominative Trustees. - The following persons shall be the first Nominative Trustees and subject to the provisions hereinafter contained for determination of trusteeship shall be entitled to hold office as appointees of the council for the following periods respectively:

Bessie Christine Causer, of 1 The Square,
Ducklington, in the County of
Oxfordshire, Widow,
Ronald Venvell Keates, of 19 Woodstock Road,
Witney, Retired Ironmonger, and
Walter Hetherington, of 4a Tower Hill,
Witney, Town Clerk,
all for four years from the date of this Scheme;
David John Stew, of 37 Market Square,
Chartered Accountant,
Aileen Janette Stirling, of Carnfrae,
3 Farm Mill Lane, Married Woman, and
Phyllis Jane Blanche Bradd, of 127 Queen Emmas
Dyke, Data Post Supervisor, all in Witney,
all for two years from the said date.

8. Co-optative Trustees. - The Co-optative Trustees shall be persons who through residence, occupation or employment, or otherwise have special knowledge of the area of benefit.

9. First Co-optative Trustees. - The following persons shall be the first Co-optative Trustees and subject to the provisions hereinafter contained for determination of trusteeship shall be entitled to hold office for the following periods respectively:

Margaret Betty Angove, of 38 Woodgreen,
Married Woman,
Edna Booth, of Newlyn, Curbridge Road,
Married Woman,
Harry Brier Chatwood, of 53 Woodlands Road,
Chartered Accountant, and
Kenneth William Cook, of 22 Tower Hill,
Music Shop Proprietor, all in Witney,
all for five years from the date of this Scheme;
Michael Henry Druce, of Ferryman's Farm,
Northmoor, in the County of Oxfordshire,
Wholesale and Retail Grocer,
Jack Gardiner, of Main-Top, Church End, Standlake,
in the said county, Retired Schoolmaster,
Ronald Henry Grimsley, of Bridge Gardens, Bridge
Street, Witney, Motorbody Shop Proprietor, and
Kathleen Mary Townsend, of 81 High Street,
Witney, Jeweller,
all for three years from the said date.

10. Future Co-optative Trustees. - Every future Co-optative Trustee shall be appointed for a term of five years by a resolution of the Trustees passed at a special meeting of which not less than 21 days' notice has been given and may be so appointed not more than one month before the term of an existing Co-optative Trustee expires with effect from the date of expiry but so that the latter shall not vote on the matter.

11. Declaration by Trustees. - No person shall be entitled to act as a Trustee whether on a first or on any subsequent entry into office until after signing in the minute book of the Trustees a declaration of acceptance and of willingness to act in the trusts of this Scheme.

12. Determination of trusteeship. - Any Nominative or Co-optative Trustee who is absent from all meetings of the Trustees during a period of one year and any Trustee who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Trustees a wish to resign shall cease thereupon to be a Trustee.

13. Vacancies. - Upon the occurrence of a vacancy the Trustees shall cause a note thereof to be entered in their minute book at their next meeting and in the case of a vacancy in the office of Nominative Trustee shall cause notice thereof to be given as soon as possible to the council. Any competent Trustee may be re-appointed.

MEETINGS AND PROCEEDINGS OF TRUSTEES.

14. Ordinary meetings. - The Trustees shall hold at least two ordinary meetings in each year.

15. First meeting. - The first meeting of the Trustees shall be summoned by Ian Osborne Welch, of Clerk's Office, 24 Church Green, Witney, Oxfordshire, or if he fails for three calendar months after the date of this Scheme to summon a meeting by any two of the Trustees.

16. Chairman. - The Trustees at their first ordinary meeting in each year shall elect one of their number to be chairman of their meetings until the commencement of the first ordinary meeting in the following year. The chairman shall always be eligible for re-election. If at any meeting the chairman is not present within ten minutes after the time appointed for holding the same or there is no chairman the Trustees present shall choose one of their number to be chairman of the meeting.

17. Special meetings. - A special meeting may be summoned at any time by the chairman or any two Trustees upon not less than four days' notice being given to the other Trustees of the matters to be discussed, but if the matters include an appointment of a Co-optative Trustee then upon not less than 21 days' notice being so given. A special meeting may be summoned to take place immediately after an ordinary meeting.

18. Quorum. - There shall be a quorum when five Trustees are present at a meeting.

19. Voting. - Every matter shall be determined by the majority of votes of the Trustees present and voting on the question. In case of equality of votes the chairman of the meeting shall have a casting vote whether he or she has or has not voted previously on the same question but no Trustee in any other circumstances shall give more than one vote.

20. Minutes and accounts. - A minute book and books of account shall be provided and kept by the Trustees. Statements of account in relation to the Charity shall be prepared and transmitted to the Commissioners in accordance with the provisions of the Charities Act, 1960, except if and in so far as the Charity is excepted by order or regulations.

21. General power to make regulations. - Within the limits prescribed by this Scheme the Trustees shall have full power from time to time to make regulations for the management of the Charity and for the conduct of their business including the summoning of meetings, the deposit of money at a proper bank and the custody of documents.

22. Clerk. - The Trustees may appoint as clerk one of their number without remuneration who shall be dismissible at their pleasure or some other fit person at such reasonable salary and upon such reasonable terms as to notice within the limits permitted by law and otherwise as they think fit.

MANAGEMENT OF LANDS.

23. Management and letting of lands. - The Trustees shall let and otherwise manage all the lands belonging to the Charity not required to be retained or occupied for the purposes thereof. The Trustees shall not without the sanction of the Commissioners, the court or other competent authority create any tenancy wholly or partly in consideration of a fine or for a term ending more than 22 years after it is granted or for less than the best rent obtainable.

24. Leases. - The Trustees shall provide that on the grant by them of any lease the lessee shall execute a counterpart thereof. Every lease shall contain covenants on the part of the lessee for the payment of rent, the proper cultivation of the land and all other usual and proper covenants applicable to the property comprised therein and a proviso for re-entry on non-payment of the rent or non-performance of the covenants.

25. Repair and insurance. - The Trustees shall keep in repair and insure to the full value thereof against fire and other usual risks all the buildings of the Charity not required to be kept in repair and insured by the lessees or tenants thereof and shall suitably insure in respect of public liability and employer's liability.

APPLICATION OF INCOME.

26. Expenses of management. - The Trustees shall first defray out of the income of the Charity the cost of repairs and insurance and all other charges and outgoings payable in respect of the property of the Charity and all the proper costs, charges and expenses of and incidental to the administration and management of the Charity.

27. Yearly payment. - A sum of £10 cash belonging to the Charity of William Lee shall be administered and managed as part of the property of the Charities called the Ecclesiastical Charities, at Witney, in lieu of the yearly sum of 50p payable to those Charities under the provisions of the above-mentioned Scheme of the 8th November 1957.

28. Cyclical Maintenance Fund. - (1) The Trustees may establish and maintain a reserve fund, to be entitled Cyclical Maintenance Fund, for the purpose of providing for those items of ordinary maintenance and repair of the almshouses and other property belonging to the Charity which recur at infrequent intervals.

(2) The fund may be maintained out of the income of the Charity by setting aside a yearly sum of £2,160 or such other sum as the Commissioners from time to time approve and may be invested by the Trustees in their own names in trust for the Charity.

29. Extraordinary Repair Fund. - Subject to any further Order or Orders of the Commissioners -

- (1) The Trustees shall establish and maintain a reserve fund, to be entitled Extraordinary Repair Fund, for the purpose of providing for the extraordinary repair, improvement or rebuilding of the almshouses and other property belonging to the Charity.
- (2) The fund shall be established with the sums of £5,998.15 $5\frac{1}{2}$ per cent. Funding Stock 1982-4, £304.17 $3\frac{1}{2}$ per cent. War Loan and 2,931 Accumulation Shares in the National Association of Almshouses Common Investment Fund specified in the schedule hereto and standing to the credit of the Extraordinary Repair Fund established pursuant to the provisions of the above-mentioned Scheme of the 8th November 1957.
- (3) The fund shall be maintained out of the income of the Charity either by transfer to the fund of a yearly sum of not less than £810 or in such other manner as the Commissioners from time to time approve or direct.
- (4) The fund and the income therefrom shall be invested in the name of the said Official Custodian.

30. Application of income. - (1) Subject to the payments aforesaid the Trustees shall apply the yearly income of the Charity in the first place so far as requisite for the benefit of the residents in the almshouses of the Charity or any of them in such manner as the Trustees think fit from time to time.

(2) Subject thereto, the Trustees shall apply the said income in accordance with the provisions hereinafter contained for relief in need as they think fit.

ALMSHOUSES AND RESIDENTS.

31. Almshouses. - The almshouses belonging to the Charity and the property occupied therewith shall be appropriated and used for the accommodation of residents in conformity with the provisions of this Scheme.

32. Saving for existing residents. - Appointments of residents under this Scheme shall be made without prejudice to the interests of the existing residents.

33. Qualifications of residents. - (1) The residents of Church Green Almshouses specified in the schedule hereto as belonging to the Charity numbered 1 above shall be poor persons who (except in special cases to be approved by the Commissioners) are inhabitants of the area of benefit.

(2) The residents of Holloway's Almshouses specified in the said schedule as belonging to the Charity numbered 13 above shall be six poor persons who (except in special cases to be approved by the Commissioners) are inhabitants of the area of benefit or the Parish of Curbridge, in the County of Oxfordshire. Preference shall be given to widows qualified as aforesaid.

(3) The residents of Townsend's Almshouses specified in the said schedule as belonging to the Charity numbered 15 above shall be poor persons. Preference shall be given to poor spinsters of not less than 50 years of age being members of some church professing Trinitarian doctrines.

34. Contributions. - The Trustees may make it a condition of appointing or permitting a person to be or remain a resident that he or she shall from resources available to him or her -

(1) contribute a weekly sum towards the cost of maintaining the almshouses and essential services therein but so that the amount of the weekly sum shall not -

(a) be such as to cause hardship to him or her;

(b) be more than 25 pence or other the amount approved from time to time by the Commissioners;

(2) contribute towards the cost of lighting and heating the almshouses and providing hot water therein.

35. Notice of vacancy. - No appointment of a resident shall be made by the Trustees until a sufficient notice of an existing vacancy specifying the qualifications required from applicants has been published in the area of benefit and in Curbridge (when applicable) by

advertisement or otherwise so as to give due publicity to the intended appointment but it shall not be necessary to publish a notice if a vacancy occurs within twelve calendar months after the last notice of a vacancy among the same class of residents has been published. Notices may be according to the form annexed hereto.

36. Applications for appointment. - All applications for appointment shall be made to the Trustees or their clerk in such manner as the Trustees direct. Before appointing any applicant to be a resident the Trustees shall require him or her to attend in person unless he or she is physically disabled or the Trustees are of opinion that special circumstances render this unnecessary. An applicant may be required to supply evidence of his or her qualification for appointment.

37. Selection of residents. - Residents shall be selected only after full investigation of the suitability and circumstances of the applicants.

38. Appointments of residents. - Every appointment of a resident shall be made by the Trustees at a special meeting.

39. Records. - The Trustees shall provide and keep a book in which shall be entered the name, age and description of every person appointed to be a resident, the date of every appointment and the date and occasion of every vacancy. They shall also keep a register of all applications for appointment.

40. Absence from almshouses. - The Trustees shall require that any resident who desires to be absent from the almshouses for more than 28 days in any one year shall obtain the prior consent of the Trustees or of some officer of the Charity to be nominated by them.

41. Rooms not to be let. - - No resident shall be permitted to let or part with the possession of the room or rooms allotted to him or her or except with the special permission of the Trustees to allow any person to share the occupation of the same or of any part thereof.

42. Setting aside appointments. - (1) The Trustees may set aside the appointment of any resident who in their opinion -

- (a) persistently or without reasonable excuse either disregards the regulations for the residents or disturbs the quiet occupation of the almshouses or otherwise behaves vexatiously or offensively; or
- (b) no longer has the required qualifications; or
- (c) has been appointed without having the required qualifications; or
- (d) is suffering from mental or other disease or infirmity rendering him or her unsuited to remain a resident.

(2) Upon setting aside the appointment of a resident the Trustees shall require and take possession of the room or rooms occupied by him or her.

(3) The Trustees upon recovery of a resident whose appointment has been set aside on account of mental or other disease or infirmity may re-appoint him or her without giving previous notice of the vacancy.

43. Regulations. - The Trustees may prescribe from time to time such reasonable regulations as they consider expedient for the management of the almshouses and the welfare of the residents but so that the same shall not be at variance or inconsistent with any of the provisions of this Scheme.

RELIEF IN NEED.

44. Relief in need. - (1) The Trustees shall apply income of the Charity applicable for relief in need in relieving either generally or individually persons resident in the area of benefit who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.

(2) The Trustees may pay for such items, services or facilities by way of donations or subscriptions to institutions or organisations which provide or which undertake in return to provide such items, services or facilities for such persons.

(3) In exceptional cases the Trustees may grant relief to persons otherwise eligible therefor who are resident immediately outside the said area but in the opinion of the Trustees ought nevertheless for sufficient reason to be treated as if resident therein or who are located for the time being within that area.

45. Restriction. - In applying income of the Charity for relief in need the Trustees shall not commit themselves to repeat or renew the relief granted on any occasion in any case.

GENERAL PROVISIONS.

46. Appropriation of benefits. - The appropriation of the benefits of the Charity shall be made by the Trustees at meetings of their body and not separately by any individual Trustee or Trustees: Provided that the Trustees from time to time may appoint two or more members of their body to be a committee for dealing with any cases of emergency but all acts and proceedings of committees shall be reported in due course to the Trustees.

47. Trustees not to be personally interested. - No Trustee shall take or hold any interest in property belonging to the Charity otherwise than as a Trustee for the purposes thereof and no Trustee shall receive remuneration. or be interested in the supply of work or goods, at the cost of the Charity.

48. Charity not to relieve public funds. - The Trustees shall not apply income of the Charity directly in relief of rates, taxes or other public funds but may apply income in supplementing relief or assistance provided out of public funds.

49. Questions under Scheme. - Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

FORM OF NOTICE.

The Witney Town Charity.

A residence is available for a person in need resident in Witney [in Curbridge].

Apply for details to
before

SCHEDULE.

Charity numbered 1 above.

Land situate at Witney in the County of Oxfordshire with the almshouses thereon known as 28 to 38 (even numbers) Church Green.

Charity numbered 2 above.

The following land situate at Witney:

1. Land with the building thereon known as 12 Church Green and now let to Reginald James Chambers and Lore Elizabeth Chambers at the yearly rent of £1,500.
2. Land with the building thereon known as 14 Church Green and now let to Wilfred George Rymills at the yearly rent of £1,600.

332 Income Shares in the National Association of Almshouses Common Investment Fund standing in the name of the Official Custodian for Charities.

Charity numbered 3 above.

225 Income Shares in the Charities Official Investment Fund.

2,335 Income Shares in the National Association of Almshouses Common Investment Fund standing in the name of the said Official Custodian.

Charity numbered 4 above.

3,854 Accumulation Shares in the Charities Official Investment Fund accumulating pursuant to an Order of the Charity Commissioners on the 8th February 1967.

Charity numbered 5 above.

Land situate at Witney with the building thereon known as 45 Corn Street and now let to Anthony Data at the yearly rent of £1,400.

Charity numbered 6 above.

A perpetual yearly rentcharge of £2 charged upon or issuing out of land at Witney known as Henry Box School now in the possession or ownership of Oxfordshire County Council.

Charity numbered 7 above.

£5 cash on deposit account at the Witney branch of Barclays Bank Limited.

Charity numbered 8 above.

The right to receive one half of the proceeds of the sale of land containing 4 acres or thereabouts situate at Hailey in the County of Oxfordshire and known as the Poor's Close or Priest Hill being the land numbered 363 on the Ordnance Survey map (1921 edition) and one half of the rents or profits of such land until the sale thereof.

Charity numbered 9 above.

1,660 Income Shares in the National Association of Almshouses Common Investment Fund standing in the name of the said Official Custodian.

Charity numbered 10 above.

748 Income Shares in the National Association of Almshouses Common Investment Fund standing in the name of the said Official Custodian.

Charity numbered 11 above.

The following land situate at Witney:

1. Land with the building thereon known as 15 The Crofts and now let to Messrs. Charles and Claud Conway at the yearly rent of £357.
2. Land with the building thereon known as 53 Corn Street and now let to Brian Victor Lloyd at the yearly rent of £357.

Charity numbered 12 above.

A perpetual yearly rentcharge of £4 charged upon or issuing out of land at Clanfield in the County of Oxfordshire known as Chest Lyon Farm and now in the possession or ownership of Christchurch College, Oxford.

Charity numbered 13 above.

Land situate at Witney with the almshouses thereon known as 2 to 12 (even numbers) Station Lane (Holloway's Almshouses).

4,196 Income Shares in the National Association of Almshouses Common Investment Fund standing in the name of the said Official Custodian.

Charity numbered 14 above.

The following land situate in the County of Oxfordshire:

1. Land containing 6.106 acres or thereabouts situate at Bampton known as Horse Lease being the land numbered 137 on the Ordnance Survey map (1921 edition) and now let to Michael Ralph Hook at the yearly rent of £168.
2. Land containing 14.14 acres or thereabouts situate at Hailey known as Hither Poors Ground and Far Poors Ground being the land numbered 487 on the said map (1922 edition) and now let to Marian Alison Gordon Butler at the yearly rent of £400.
3. Land containing 14.455 acres or thereabouts situate at Freelands known as part of Elm Farm being the land numbered 629 on the said map and now let to John Sowerby Cook at the yearly rent of £400.

Wayleaves of £36.11 payable by the Southern Electricity Board.

£13,314.46 cash on temporary loan to the West Oxfordshire District Council at interest standing in the name of the Trustees of the Witney Town Charities and representing proceeds of sale of real property.

54,567 Income Shares in the National Association of Almshouses Common Investment Fund standing in the name of the said Official Custodian and representing part of the proceeds of sale of real property.

Charity numbered 15 above.

Land situate at Witney with the almshouses thereon known as 5 to 15 (odd numbers) Newland (Townsend's Almshouses).

6,628 Income Shares in the National Association of Almshouses Common Investment Fund standing in the name of the said Official Custodian.

Charity numbered 16 above.

1,824 Income Shares in the National Association of Almshouses Common Investment Fund standing in the name of the said Official Custodian.

Charities numbered 1 to 16 above jointly.

The following investments standing in the name of the said Official Custodian:

- 1,224 Income Shares in the National Association of Almshouses Common Investment Fund.
- 3,650 Income Shares in the said Investment Fund representing accumulations of income.

The following investments standing in the name of the said Official Custodian to the credit of an account entitled Extraordinary Repair Fund (Scheme of the Commissioners of the 8th November 1957):

- £5,998.15 5 $\frac{1}{2}$ % Funding Stock 1982-4.
- £304.17 3 $\frac{1}{2}$ % War Loan.
- 2,931 Accumulation Shares in the National Association of Almshouses Common Investment Fund.

£11,185.54 cash on temporary loan to the West Oxfordshire District Council at interest standing in the name of the Trustees of the Witney Town Charities being accumulations of income.

£26,563.65 cash on deposit account at the Witney branch of Barclays Bank Limited.

£196.58 cash on current account at the said branch of the said bank.

This schedule is made up to the 25th August 1981.

Note. - The above-mentioned land belonging to the Charities numbered 1, 2, 5, 11, 13 and 15 and the land numbered 1 and 3 belonging to the Charity numbered 14 above are together with the rentcharges belonging to the Charities numbered 6 and 12 above vested in the said Official Custodian by virtue of the above-mentioned Scheme of the 22nd October 1935 as affected by the provisions of the Charities Act, 1960.

Sealed by Order of the Commissioners this 16th day
of October 1981.

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N O T E

This note has no legal force as part of the scheme but indicates ways in which income may properly be applied for the relief of people in need.

Relief in Need

1. Charities for relief in need operate in the same field as statutory social services. Trustees who administer such charities should not normally give aid until they are satisfied that the potential beneficiary has obtained all the relevant statutory benefits to which he has a claim and should be careful to avoid abating the statutory benefits. Trustees should accordingly acquaint themselves with the system of social benefits, the effect upon such benefits of grants from charitable sources, and the gaps in statutory provision which can be filled by charitable services or facilities for those in need. Leaflets describing the statutory benefits available for the elderly, disabled, sick, unemployed, those on low incomes and single parent families can be obtained from local offices of the Department of Health and Social Security.

2. By consulting officers in the local Social Security offices and in the Social Services Department of the local authority trustees will be able to learn what assistance and services these authorities can give in particular circumstances whether by way of special grants or otherwise and may also discover people living within the charity's area of benefit who have needs which the statutory services do not meet in full. In this way trustees can also ensure that an allowance from the charity or the provision of some item or facility will not affect any statutory benefits.

3. It is for the charity trustees to decide whether need exists in any particular case. The receipt of statutory benefits may be an indication of need but is not a decisive factor in itself. People receiving such benefits may need additional help from charitable funds. But it must be borne in mind that those who are not receiving statutory benefits may also need help.

4. Charity trustees proposing to give immediate aid in cases of emergency should take into account any arrangements made by the statutory authorities to provide essential services in such an emergency and should ascertain, so far as circumstances permit, that emergency relief is not available from public funds.

5. Trustees may either pay directly for the benefits they provide, or give money to beneficiaries to pay for benefits, or they may make arrangements for the benefits to be provided by other organisations in return for subscriptions or donations.

6. The scheme gives the trustees a wide choice in the sort of relief that they can give out of the income of the charity so long as the need is clear. Relief must be given only to assist people who are eligible under the scheme, must be related to the need in each case, and must be reasonable in the circumstances, taking into account any relief available from other sources. Some examples follow and others may occur to trustees:

- i. Grants of money in the form of -
 - (a) weekly allowances for a limited period to meet a particular need,
 - (b) special payments to relieve sudden distress,
 - (c) payment of travelling expenses for visiting people in hospitals, convalescent homes or similar institutions, or in children's homes, or in prison or other correctional establishments, particularly where more frequent visits are desirable than payments from public funds will allow; and payments to meet consequential expenses of accommodation, refreshments, child-minding, etc.,
 - (d) payments to other charities accommodating those in need in the area of the charity such as almshouses, or homes or hostels for the residence or care of old, infirm or homeless people,

- (e) payments to assist in meeting electricity and gas bills,
 - (f) payment of television licence fees.
- ii. The provision of items either outright or, if expensive and appropriate, on loan, such as -
- (a) furniture, bedding, clothing, food, fuel, heating appliances,
 - (b) washing machines for widows with large families or radio or television sets for the lonely, bedridden or housebound.
- iii. Payment for services such as house decorating, insulation and repairs, laundering, meals on wheels, outings and entertainments, child-minding.
- iv. The provision of facilities such as -
- (a) the supply of tools or books or payment of fees for instruction or examinations or of travelling expenses so as to help the recipients to earn their living, or
 - (b) arrangements for a recuperative holiday or change of air.

Further examples follow of the sort of additional help that can be given when those in need are also sick, convalescent, disabled, handicapped or infirm, whether mentally or physically:

- v. Grants of money in the form of -
- (a) special payments to relieve sickness or infirmity,
 - (b) payment of travelling expenses on entering or leaving hospitals, convalescent homes or similar institutions, or for out-patient consultations,
 - (c) payment towards the cost of adaptations to the homes of the disabled,
 - (d) payment of telephone installation charges and rentals.

vi. The provision of items either outright or, if expensive and appropriate, on loan, such as -

- (a) food for special diets, medical or other aids, nursing requisites or comforts,
- (b) invalid chairs for the disabled, handicapped or infirm.

vii. The provision of services such as bathing, exchange of library books, foot care, gardening, hair washing, shaving, help in the home, nursing aid, physiotherapy in the home, reading, shopping, sitting-in, tape-recording for the housebound, travelling companions.

viii. The provision of facilities such as arrangements for a period of rest or change of air or to secure the benefits of any convalescent home or other institution or organisation or to provide temporary relief for those having the care of the sick or handicapped person: help for relatives and friends to visit or care for patients: transport.