

Rules and Regulations

1. *The Undertaking*

Before admission, every Collegian shall sign an undertaking to observe these Rules and Regulations and in particular shall undertake that he or she and his or her spouse, where relevant, shall maintain friendly and respectful behavior to all other Collegians, College Staff and to all visitors to the College and to occupy the property quietly and with thought for other residents.

Should the President and Trustees be authorised by the Charity Commissioners to remove the College to another place at some future date, or to change the charitable purposes to which the Trust assets are applied it should be understood that no Collegian shall be entitled to receive any compensation.

Failure by a Collegian to disclose any relevant information at the time of making the original application will be deemed to be a breach of these Rules and, upon discovery, will entitle the President and Trustees to reconsider the Collegian's status.

2. *Conduct*

A Collegian who, in the opinion of the Trustees, is guilty of any misconduct or behaviour likely to lead to disturbance or disharmony between the Collegians', conduct likely to bring the College into disrepute or be in breach of these Rules, may be expelled by a Resolution of the Trustees, and in case of urgent need may be deprived of his or her residence and all the privileges of membership of the College by order in writing of the President until the next meeting of the Trustees.

3. *Widows and Widowers*

On the death of a married Collegian the surviving spouse shall be allowed to remain in occupation of the bungalow if they so wish and may, after such death, automatically become a Collegian

4. *The Almshouses*

On admission each Collegian shall be allocated a bungalow by the Trustees, which shall be occupied by that Collegian during his or her membership of the College. No alterations or additions shall be made to any part of the property without the prior written consent of the Surveyor on behalf of the Trustees. That prohibition extends to the plumbing, gas or electrical installations and decorative surfaces of the interior and exterior. The Surveyor will make annual visits to assess the decorative order of each bungalow and will put in hand, within his budgetary constraints, any redecoration he considers necessary. The Chaplain should be informed if any repairs are necessary, including repairs to any of the services. Any very minor matter requiring adjustment can be referred to the

Lodgekeeper. Collegians should permit reasonable access for inspection of their bungalows and for repairs and maintenance to be carried out. The use of paraffin oil and gas heaters is strictly prohibited. Please consult the Chaplain before you use additional heaters. The cleaning and care of the interior of each bungalow is the responsibility of the Collegian.

In November 2009 the loft insulation was substantially increased to comply with current standards and as a result for health and safety reasons Collegians are no longer permitted to use the loft space for substantial storage. However, It is permitted for Collegians have minimal storage of light items in the immediate vicinity of the access trap so that those items can be accessed without moving off the loft ladder. These should be small items, light in weight, and could of course include items of value to the Collegian. Such item should be placed so that they do not need to be moved by Contractors entering the roof space for maintenance purposes.

5. *Gardens*

The area within the fence – in front of un-refurbished and behind refurbished bungalows - is the responsibility of the Collegian. No greenhouse or garden shed should be erected without the prior written consent of the Surveyor on behalf of the Trustees.

At the front of the upgraded bungalows, only two plant pots are allowed for the collegian's gardening use. All refuse is to be bagged according to whether recyclable or not and placed in the large wheelie bin at the rear of the bungalow.

6. *Next of Kin, Will, Solicitor, Power of Attorney*

Each Collegian is asked to inform the Chaplain, in writing and in confidence, of the details of the Collegian's next of kin, whether or not the Collegian has left a will and, if so, where it is held in safe keeping and the names and addresses of the Executors. Alternatively, each Collegian should give the name and address and telephone number of his or her solicitor and confirmation that the solicitor has the authority to provide that information. The Collegian should give the Chaplain details of their GP and surgery.

Collegians should give careful consideration to signing a power of attorney in favour of a person or persons of their choosing, so that in the event of his or her mental incapacity, his or her affairs can be dealt with.

7. *Welfare*

There are no facilities within the College for those Collegians whose physical and/or mental needs become such that those needs would be better served by a care home. The President and Trustees reserve the right to terminate a Collegian's occupation, if in their opinion this situation arises. In the case of couples, the remaining spouse/partner should be allowed to remain if still able to cope on their own.

A Collegian shall on the request of the President of the Trustees, submit to an assessment of his or her needs by the relevant local authority or appropriate body for the time being with the responsibility for making such an assessment. Such a request will only be made if it is considered by the President and Trustees to be in the best interests of the Collegian or of other Collegians.

8. *Leave of Absence*

In the interests of security, Collegians are required to inform the Chaplain and the Lodgekeeper as far in advance as possible if they expect to be absent from the College, and to leave a forwarding address and telephone number with them. The Trustees expect the Collegians not to be absent for more than six weeks unless the reasons are exceptional, when the Trustees' agreement should first be obtained.

9. *Visits*

Each Collegian may have a friend or relative to stay in the bungalow for a short period. In the interests of security, the Chaplain and the Lodgekeeper should always be informed. Neither the Collegian(s) nor any relation or guest of his/her/theirs will be a tenant of Huggens College, or have any legal interest in his/her/their bungalow.

Friends, relatives and guests staying in the College are subject to these rules and regulations, where applicable.

10. *The Chaplain*

The Chaplain is appointed by the Trustees to care for the spiritual welfare and oversee the physical well being of the members of the College. The Trustees also appoint him as Chairman of any College committees. The Chapel and the Community Room (including all games equipment) are his responsibility. Collegians shall cooperate in every way with the Chaplain in the discharge of his duties.

The Chaplain is entitled to call for medical assistance required by a Collegian should the Nurse not be available.

Apart from his clerical duties, the Chaplain is also responsible to the Trustees for the security of the College buildings and property and he has their authority to call for assistance from the Police, the Local Authority or the Trustees' Surveyor as he thinks fit.

11. *The Lodgekeeper*

The Lodgekeeper is answerable to the Chaplain acting on behalf of the Trustees. Except in emergency or in the case of minor repairs, any request from a Collegian for the help of the Lodgekeeper should be made to the Chaplain in the first place. Each Collegian is supplied with a card bearing the word "LODGEKEEPER" which should be put in the window of the bungalow before 9.00am if the help of the Lodgekeeper is required. Collegians should neither over-use nor abuse this facility, particularly outside his normal working hours.

12. *The Nurse*

The Nurse operates under the general directions of the Collegian's own Doctor and or the Chaplain. Any Collegian wishing to have a visit from the Nurse should put the card bearing the word "NURSE" in the window by 9.00am. Each Collegian is asked to inform the Nurse and Chaplain if he or she is unwell at any time.

13. *Protection of Possessions*

The Trustees shall not be liable for any loss arising to the Collegians from loss or damage to personal property. Collegians should ensure their bungalows are kept secure and they should arrange for their possessions to be properly insured at their own expense.

14. *Maintenance Charges*

Each Collegian is responsible for the payment in advance of his/her monthly maintenance charge to the Trustees. This payment must be made by a monthly standing order into an account administered by the Secretary. Details are available from the Chaplain with whom each Collegian should deal.

15. *Council Tax*

The tax due on each bungalow is payable to Gravesham Borough Council and is the responsibility of the individual Collegian.

16. *Utilities*

The accounts from the utility supplier(s) of the time, for gas, electricity and telephone supplied to the bungalow occupied by him or her are sent direct to each Collegian who is responsible for their payment. Accounts for any maintenance and repair of gas, electrical or telephone equipment are also the responsibility of each Collegian, with the exception of the cost of the maintenance and repair of the central heating equipment, which is borne by the Trustees.

17. *TV Licence*

Collegians do not need to have an individual TV Licence as the Trustees pay for a corporate concessionary license covering all Collegians. To this end the Chaplain may require details of the collegians' National Insurance numbers.

18. *Pets*

Pets should not be kept without the written consent of the Trustees. Dogs cannot be kept in the College grounds. Cats must be kept under control.

19. *Motor Vehicles*

The prior written consent of the Trustees is required for Collegians to bring a motor vehicle (including motor cycles) into the College. If authorised, any motor vehicle must either be kept in a garage or in a lay-by as authorised by the Chaplain. Each household may have only one vehicle.

20. *Laundry*

At present, there is a laundry with two washing machines, one tumble drier and one spin drier. Each Collegian has the use of this for two hours each week, allocated by the Chaplain.

21. Gates

Each Collegian is provided with a key to the College gates. These are closed at 10.30pm and opened before 7.00am each day unless otherwise notified.

22. Complaints Procedure

he Collegians' attention is drawn to the Complaints Procedure a copy of which is available from the Chaplain.

23. Revision of Rules and Regulations

The Trustees may take such steps as they think proper in the administration of the Trust and for Collegians' welfare and the Trustees reserve the right to alter, amend and add to the Rules and Regulations for the proper conduct of the College and Collegians.

Jane Loudon
President

**It is a condition of occupancy that each Collegian should sign a copy of these Rules and Regulations signifying agreement to abide by them.
A copy of the signed document will be made for the Collegian's retention.**

Signature:

Date: