



**Bedford Morison and Cordery Almshouse  
Charity**

**Dame Mary Morison Apprenticeship Trust**

**BEDFORD, MORISON & CORDERY ALMSHOUSE CHARITY  
DAME MARY MORISON APPRENTICESHIP TRUST**

**ADMITTING NEW RESIDENTS**

***Bedford Morison and Cordery Almshouse Charity***, Watford, was established in 1580  
*England and Wales Charity Registration number: 207042*

***Dame Mary Morison Apprenticeship Trust***

*Established 6 April 1629 to aid and assist young persons (poor children of the Town and Parish of  
Watford) during their educational years*

*England and Wales Charity Registration number: 312129*

*Registered Office: 19 St Mary's Close, Watford, WD18 0EQ*

**Approved by Trustees, April 2024**

## Admitting new residents

- 1.1 **Eligibility:** For single men or women, over the age of 60 years, of reduced income, who have been resident in the Ancient parishes of Watford (urban and rural), Oxhey, Langley or Chenies for a substantial time and who do not own a property.
- 1.2 **Application** should be to the Chair of Trustees on the relevant form that can be found on the website or obtained from the Bursar.
- 1.3 **Interview** of potential Residents will take place in a meeting with the Chair and one other Trustee. Potential Residents are entitled to have a friend or family member join them. The purpose of the meeting is to determine and explore the suitability of the potential Resident for the opportunity of residence in an Almshouse, as well as compatibility with the established resident community.
- 1.4 Two references from a person who has known the potential Resident for at least 5 years will be required.
- 1.5 If the outcome is not to offer a place, the decision of Chair of Trustees is final and there is no appeal process.

## Termination of residency

- 2.1 All residents must follow the requirements of the Residents Handbook (issued on admission).
- 2.2 Under the regulations of the Charity's Scheme residents may be asked to leave the Almshouse if a condition under this section is contravened more than once or several conditions are contravened once.
  - To have knowingly made a false statement on the application form.
  - To be in receipt of an income from a property owned by Resident.
  - If the Resident brings the Charity into disrepute through being arrested, charged and convicted or cautioned by the Police.
  - If the Resident uses or brings drugs that are classified as illegal on to the Charity's property.
  - Insobriety that results in improper conduct towards another Resident or disruption to the residences.
  - Improper conduct towards another Resident(s) which includes assault and or abusive language or behaviour.
  - If the Resident uses residence or any part of the Charity's property for work.
  - Failure to make maintenance payments in a timely fashion
- 2.3 If a Resident's health deteriorates to a condition that renders them unable to live independently and/or in need of ongoing social care support for day-to-day living, Trustees, including either the Chair or Vice Chair, will consider the situation, asking for further professional assessment, e.g. medical evidence, or social worker assessment etc. when appropriate and possible, to ensure full understanding of the circumstance. Any decision to withdraw the Almshouse accommodation will be fair and transparent and made alongside next of kin, to achieve proper move on arrangements.

- 2.4 Decisions to move from the Almshouse must be made to the Trustees in writing, with one months' notice. If a resident vacates the property without giving notice, liability for payment of the weekly maintenance charge (WMC) will remain for one calendar month and/or until all personal items are cleared from the property whichever is the later.
- 2.5 In the event of the death of a resident, the WMC must be paid until the property has been cleared by the next of kin or nominated person.

## **Interview**

- 3.1 The interview will explore the applicant's intention to become a Resident and how they meet the eligibility criteria that is set out in the charitable statute for the Alms Houses.
- 3.2 These questions are prompts to guide the conversation in the formal part of the process. A guided tour of the site with Trustee/s will offer further insight into the suitability of the applicant for residency. And will be taken into account for the decision.

### **Questions for Interview**

1. Why have you applied for residence at the Alms Houses?
2. Please can we discuss and explore the eligibility criteria in some detail. Are you:
  - a. Over 60
  - b. What is your source of income now and if you were to be a resident?
  - c. Are you a resident in the ancient parishes of Watford (urban and rural), Oxhey, Langley or Chenies? How long have you lived there?
  - d. What is the nature of your current residence? Do you own/rent a property?
  - e. Do you have any health issues that might impinge on your well-being, self-care and ability to live independently?
  - f. For the upstairs flats in the new block: Can you climb stairs easily?
3. Our Charitable objects state that to live in the Alms Houses residents must be of 'good character'. How would you demonstrate that statement can apply to you?
4. What would you hope to contribute to the community of the Alms Houses residency?
5. Have you any questions to ask us?

NB: Six months after the residency starts the new resident will be invited to a review with representatives of the Trustees. The aim will be to understand and resolve any concerns each party may have about the residency.

### **This policy has been approved for issue by the board of trustees:**

Name: Felicity Evans MBE, Chair of Trustees

Date: April 2024

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<b>APPLICATION FOR RESIDENCY</b>						
Please complete all of the sections and return the completed form using the enclosed envelope to the Chair of Trustees at the above address						
<b>Applicant details</b>						
Full name						
Current address						
Date of birth						
Place of birth						
Email:						
Mobile:						
Landline:						
How long have you lived in Watford?						
Do you have any children?						
Email:						
Landline:						
Mobile:						
Email:						
Landline:						
Mobile:						
Email:						
Landline:						
Mobile:						
<b>Next of kin</b>						
Name and address of next of kin						
Email:						
Landline:						
Mobile:						
<b>Referees</b>						
Names and addresses of two referees who have known you for 5 years						
1)						
Email:						
Landline:						
Mobile:						
2)						
Email:						
Landline:						
Mobile:						
The information below will be treated in strict confidence						
<b>Medical information</b>						
NHS General Practitioner						
Email:						
Landline:						
Mobile:						
Do you take any medications? Please list						
Have you any allergies? Please list						
Do you take medication for the following						
Asthma						
Anticoagulant						
Epilepsy						
Diabetes						
<b>Personal information</b>						
To comply with our charitable status it is necessary for your to provide answers to the following questions.						
answers to the following questions. (if here is insufficient space please continue on a separate sheet of paper and attach to this form						
What is the extent of your savings £						
Do you own property?						
If so is it your prime residence?						
<b>Signature</b>						
Date						