

# King Edward VI & The Revd Joseph Prime Almshouse Charity

Charity Number: 210590



## Information for potential Directors

Thank you for your interest in joining the Board of King Edward VI & The Revd Joseph Prime Almshouses (KEVI) as a Director/Trustee. Here is some general information which we hope will answer any immediate questions. Should you require further information or clarification please contact:

Lisa Morrissey  
Business Officer  
King Edward VI Almshouses  
Abbey Lane  
Saffron Walden  
CB10 1DE  
[business@swalmshouses.org](mailto:business@swalmshouses.org)  
01799 513914 (Mon–Wed, 08.30–13.30)

We are particularly interested to receive applications from people with IT, Lettings, Finance, Marketing & PR experience. However, we would welcome applications from anyone who might be interested.

**To APPLY**, please submit a copy of your CV together with a completed application form and covering letter. Applications can be submitted either by email or post to the address above. Closing date for applications: **Friday 29 October 2021**.

### Administration

The Almshouses are managed by **KEVI Corporate Trustee**, a company limited by guarantee incorporated in England and Wales. The Charity is unincorporated and governed constitutionally by the terms of a Scheme of the Charity Commission. The individuals who are the Directors of the Corporate Trustee are, from time to time, referred to as the “Trustees” (including in the Corporate Trustee’s Articles of Association) but they are not “charity trustees” for the purposes of section 177 of the Charities Act 2011, and for charity law purposes the Corporate Trustee is the sole trustee of the Charity.

King Edward VI (Saffron Walden) Almshouses currently consists of 40 flats and seven bungalows, a mixture of one- and two-bedroomed accommodation, two of which are specifically designed for those with limited mobility. The residences are situated primarily at the main Abbey Lane site, including Prime’s Close immediately adjacent, with one property (four residences) in nearby Freshwell Street. Residents pay a contribution towards the maintenance of their property. This contribution is based on the Local Housing Authority (LHA) rate and currently ranges from c£135–£157 per week depending on the type of residence. The Almshouses are administered by a team of voluntary Directors with the support of an Estate Officer and a Business Officer, both working part-time.

There are three committees: **Finance**, **Fabric** (dealing with the upkeep of the buildings and grounds), and **House** (dealing with matters concerning the residents). Ideally, each Trustee serves on two committees. Fabric and House usually meet six times a year (approx. every other month), and Finance four times a year. In addition, every quarter there is a Full Board meeting. There are also a few sub-groups which deal with specific issues which are often time limited.

# King Edward VI & The Revd Joseph Prime Almshouse Charity

Charity Number: 210590



## **Brief History of our Almshouses**

Our Almshouses were founded in 1400 when the Guild of Our Lady of Pity was established in Saffron Walden by Charter from Henry VI following a bequest of £40 from John and Eleanor Butler. The purpose of the Guild was to provide Almshouses for “13 poor men such as be lame, crooked, blind and bedridden and most at need”. Many local benefactors gave gifts of land and money. The infamous 16th-century Mazer Bowl, once drunk from and referred to by Samuel Pepys in his famous diary, was such a gift. Sold in 1929 to raise money for urgent roof repairs it is now in a private collection but a replica is on display in Saffron Walden Museum. In 1547, by Act of Edward VI the lands and estate were devolved to the King but he agreed to return them to the Town in his name, and so they have continued, being pulled down and rebuilt as necessary over the centuries. In the 19th century the Almshouses Trust greatly benefitted from the Quaker Gibson family who were responsible for the two buildings either side of the main building in Abbey Lane, as well as the demolishing and rebuilding of the property in Freshwell Street. More recently, a bequest from The Revd Joseph Prime, who died in 1942, facilitated the building of the bungalows in Prime’s Close in 1950, once the war was over.

## **Future Plans**

We are entering an exciting time in the long history of the Almshouses. Work was completed in 2018 on the renovation of Daniel’s Bungalow, the oldest property on our site which has at various times been a laundry, mortuary and the Warden’s home. The Directors, and residents, are delighted with its new incarnation as two modern homes.

In 2016, the Trustees proposed plans for redeveloping the bungalows at 2-8 Prime’s Close, on the Abbey Lane site, which are beset with long-standing significant problems and are reaching the end of their useful life.

The bungalows were built in 1950 replacing dwellings built in 1782 which, in turn, had replaced earlier tenements built in 1400. Working with the Cambridge firm, Caroe Architecture, who have significant experience in this type of historically-sensitive development, the Directors have been exploring options to replace the existing seven dwellings with an increased number of flats, accessible for a variety of needs. They too would be designed for modern living and contribute towards meeting increasing housing demands in Saffron Walden.

However, these plans are still at an early stage, with nothing yet set in stone, as the Directors progress through planning to confirm both the design and viability of the scheme.

*Dated: October 2021*

KEVI Corporate Trustee Ltd (Company No.10178525)  
as sole Trustee of  
King Edward VI & The Rev Joseph Prime Almshouses  
Registered Charity No.210590

## Application form for Director/Trustee

Please write or type clearly using black pen so that this form can be photocopied

### PERSONAL DETAILS

Full name .....

Address .....

..... Postcode .....

Landline ..... Mobile .....

Email .....

### YOU AND THIS APPLICATION

Please tell us why you have applied and what interests you in the role.

Please tell us about the skills and personal qualities that you will bring to the role.

**HOBBIES AND INTERESTS**

Please give details of your main hobbies and interests together with any other voluntary work you may have undertaken.

**REFERENCES\***

Please give the names of two referees. It is important that they can comment on your professional expertise and knowledge. *\*No approach will be made before an offer of appointment is made to you.*

**1.**

Name .....

Address .....

..... Postcode .....

Tel .....

Email .....

**2.**

Name .....

Address .....

..... Postcode .....

Tel .....

Email .....

**DECLARATION**

I confirm that the information contained on this application form is correct and accurate to the best of my knowledge and I accept that providing deliberately false information could result in my termination as a Director. I agree to the information being processed in accordance with the Data Privacy and Protection Policy of KEVI Corporate Trustee Limited

**Signed** ..... **Date** .....

***Please return the completed application form and confidential declaration to***

Director/Trustee Application  
The Almshouse Office  
King Edward VI Almshouses  
Abbey Lane  
Saffron Walden CB10 1DE

marking the envelope **Private & Confidential**.

**Closing date for applications: Friday 29 October 2021**

# Confidential Declaration to be Completed by All Applicants

This form is strictly confidential and, except under compulsion of law, will be seen only by the Directors or Employees of KEVI Corporate Trustee Limited.

All forms will be kept securely.

Upon appointment the post will require a Disclosure and Barring Service (DBS) Check for safeguarding purposes. Applicants are additionally required to complete the Confidential Declaration Form to support safer recruitment and help ensure our community is kept as safe as it can be.

If you answer 'Yes' to any question please give full details. Continue on a separate sheet if necessary and be clear which question you are answering by showing the question number.

**Full name** ..... **Date of Birth** .....

**Address** .....

..... **Postcode** .....

**1) Do you have any unspent convictions?**

Please tick as appropriate: Yes  No

<p>If the answer is 'Yes' please give the dates and details of any convictions, cautions, reprimands or warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended by SI 2013 1198) <a href="http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf">http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf</a> A simpler interpretation is available at <a href="http://uk.practicallaw.com/3-530-5626">http://uk.practicallaw.com/3-530-5626</a></p>
--

**2) Are you under investigation by the police, social services or an employer for any offence?**

Please tick as appropriate: Yes  No

<p>If the answer is 'Yes' please give the dates and details:</p>
--

**3) Has your conduct ever caused, or been alleged or likely to have caused significant harm\* to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?**

Please tick as appropriate: Yes  No

If 'Yes' please give details including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work. *\*Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.*

**Declaration**

**I declare that all of this information is accurate and complete to the best of my knowledge and I accept that providing deliberately false information could result in my termination as a Director.**

**Signed .....** **Date .....**