# Carter Jonas

Chartered Surveyors Land Agents Auctioneers Valuers Farm Management Advisers

London Cambridge Huntingdon Ipswich
Kidlington Marlborough Oxford
Slaithwaite York In association
with Sturge Carter Jonas at Swindon

**15 St. Giles**
**Oxford OX1 3JS**
**Telephone 0865 511444**

PMJ/CGT/BN.1403/0/

11th July 1975

H.L. Dennison, Esq.,
The Bursar,
Dorset House School of Occupational Therapy,
58 London Road,
Headington,
Oxford.

Dear Mr. Dennison,

re: Casson Trust and Dorset House School of Occupational Therapy
Valuation of Dorset House School and adjoining property, London Road, Headington, Oxford.

Thank you for your recent instructions for us to carry out a freehold open market valuation of the above property on the assumption that vacant possession is available and also for us to provide you with a current rental assessment. I would also like to thank you for kindly showing Richard Carter Jonas and myself around the premises on Friday 27th June. I have now been able to calculate the nett areas of the buildings from the plans you so kindly let me have and to also give careful consideration as to current values. I have pleasure in enclosing a brief report as follows.

The property to be valued occupies a level site of some one and a third acres situated in Headington some 2 miles north-east of Oxford City Centre. The site has a total frontage of some 340 feet to London Road and a return frontage of some 80 feet to Latimer Road. Headington shopping centre is close at hand for day to day requirements and the ring road system lies within a mile of the site providing fast and easy access to surrounding areas. There is a bus service into Oxford City Centre.

The property itself comprises Dorset House School of Occupational Therapy. The main building is of brick and tiled construction mainly on two floors providing substantial teaching accommodation, together with a new two storey wing to the west providing further lecture room facilities. Further to the west there is a modern two storey students hostel and beyond No. 1 Latimer Road which comprises a substantial brick and tiled house providing further residential accommodation for students. There are two further properties with frontages to London Road these being No's 44 London Road, a detached brick and tiled Lodge, and No. 60 London Road a semi-detached brick

continued.....

H O J Carter Jonas MA FRICS C A Carter Jonas MA FRICS
R F Carter Jonas MA FRICS F D Newton MA FRICS
J M Dyke FRICS P J S Lager FRICS M W Taylor FRICS
J C Orgill FRICS D A Heasman BSC FRICS
I. R. Tuckey FRICS G P Candy BSC ARICS ARVA

Farms Dept W F Latham BSc (Agric) NDA

H.L. Dennison, Esq.

and slated house. Between No. 60 London Road and the main complex there is a caretakers house of brick and tiled construction. All main services are available to all buildings.

We have made informal enquiries with the local Planning Authority and have established that the property falls within use class 12 of the General Development Order 1974 which permits the site to be used as a school or residential College. The site is in an area primarily zoned residential on the current development plan and any change of use outside the use stated above would necessitate planning permission.

We have given considerable thought to current values and are of the opinion that the current rental value of this property is in the region of £20,000 (Twenty thousand pounds) per annum exclusive if let on a full repairing and insuring basis and that the present freehold market value of the property assuming that vacant possession would be given is in the region of £180,000 (One hundred and eighty thousand pounds).

I trust the above is sufficient for your purposes but should there be any queries please do not hesitate to get in contact with me or Richard Carter Jonas. I will return the plans which you so kindly let us have just as soon as possible.

Yours sincerely,

PM Joslin

Paul M. Joslin

4th November 1949.

DR. E. CASSON AND THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LTD.

to

SIR GEOFFREY K. PETO K.B.E. and OTHERS

THIS DECLARATION OF TRUST is made the fourth day of November One thousand nine hundred and fortynine BETWEEN ELIZABETH CASSON of "St. Margaret's" Walton St. Mary Clevedon in the County of Somerset Doctor of Medicine (hereinafter called "the **Settlor**") of the first part THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED whose Registered Office is at Number 25 Baldwin Street in the City and County of Bristol (hereinafter called "the Company") of the second part and SIR GEOFFREY KELLSALL PETO K.B.E. of the Old Rectory House Wimbledon London HUGH MAXWELL CASSON M.A. A.R.I.B.A. of Number 18 Sheffield Terrace Kensington London ALISON NUGENT YOUNG of The Hollow Way Whiteleaf Buckinghamshire Widow and EVELYN MARY MACDONALD of Harberton Lodge Harberton Mead Road Headington in the City of Oxford Spinster (hereinafter called "the Trustees") of the third part

W H E R E A S :-

(1) The Company was incorporated on the Thirtieth day of June One thousand nine hundred and fortyeight with the object (inter alia) of acquiring the Dorset House School of Occupational Therapy established by the Settlor and by the Memorandum of Association of the Company it is provided that the income and property of the Company whencesoever derived shall be applied solely towards the promotion of the objects set forth in such Memorandum of Association and that no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the members of the Company provided that such provisions shall not apply to the Agreement mentioned in Clause 3 (a) thereof

(2) By an Agreement dated the Twentysixth day of July One thousand nine hundred and fortyeight and made between the Settlor of the one part and the Company of the other part being the Agreement referred to in Clause 3(a) of the said Memorandum of Association it was agreed that the Settlor should sell and the Company should purchase for the sum of Two Thousand three hundred pounds certain craft materials and stocks belonging to the Settlor in connection with the School of Occupational Therapy together with the benefit of an Agreement relating to the occupation of sixteen Huts in the grounds of Churchill Hospital Oxford and the benefit of all the subsisting contracts relating to the said School, and the Settlor further agreed with the Company to grant to the Company a Lease of the premises known as Herberton House Harberton Mead Road Headington Oxford upon the terms and conditions therein mentioned which said Lease was duly granted by a Deed dated the First day of September One thousand nine hundred and fortyeight.

(3) By a Conveyance bearing even date herewith and made between the Settlor and Evelyn Mary Macdonald of the first part the Settlor of the second part and the Trustees of the third part certain property situate at Headington aforesaid which comprise the premises demised by the before mentioned Lease was conveyed to the Trustees in fee simple upon the subsisting trusts to sell the same and to stand possessed of the net proceeds of sale and also of the rents and profits until sale upon the trusts declared by a Deed dated the First day of July One thousand nine hundred and fortysix as varied by a Deed of even date with the said

Conveyance and therein referred to (meaning this Deed)

(4) By the said Declaration of Trust dated the First day of July One thousand nine hundred and fortysix and made between the Settlor and Evelyn Mary Macdonald (the then Trustees of the Property comprised in the said Conveyance) of the one part and the Settlor of the other part it was declared that the Trustees of the Property comprised in the said Conveyance should stand possessed thereof upon trust to permit the same to be used by the Dorset House School of Occupational Therapy upon such terms as might be agreed between such Trustees and the Committee of Management of the said School and would if so directed by such Committee at any time sell the said property and from and after a sale of the said property or any part thereof the net proceeds of sale should be applied by the Trustees first in repaying all moneys advanced on security of a mortgage of such property and the residue of such net proceeds should be held in trust for the settlor absolutely for her own use and benefit or should be applied in such manner as she should by any Deed or Will or Codicil direct and appoint.

(5) The Company having acquired the said School and the said Committee of Management being now Governors of the said school the settlor is desirous of settling her beneficial interest in the net proceeds of sale aforesaid in trust for the charitable objects hereinafter described and for giving effect to the wishes of the Settlor the Settlor and the Trustees have agreed to execute such Declaration of Trust as hereinafter appearing and the Company have agreed to join in those presents with a view to the varying of the trusts declared by the Declaration of Trust dated the First day of July One thousand nine hundred and fortysix.

NOW in pursuance of the said agreement THIS DEED WITNESSETH AND IT IS HEREBY AGREED AND DECLARED as follows:-

1. THE Settlor hereby directs and the Company hereby confirms and directs and the Trustees hereby declare and do agree with the Settlor and the Company that the Trustees shall and will as from the date hereof stand possessed of the premises conveyed to them by the said Conveyance of even date herewith until sale and of the net proceeds of sale upon the trusts hereinafter declared in substitution for the trusts declared by the before recited Declaration of Trust dated the First day of July One thousand nine hundred and fortysix

2. THE Settlor further hereby directs and the Trustees hereby declare and to agree with the Settlor that the Trustees shall and will stand possessed of the net moneys to arise from any sale of the said property under the said trusts for sale and of any other capital moneys which may arise on the exercise of their statutory or other powers and of any other moneys which may from time to time be received by the Trustees whether such moneys shall arise from subscriptions donations bequests or any other source and also of any investments for the time being representing the same (hereinafter called "the Trust Fund") and also of the new rents and profits of the said property until sale and of any other income derived from the Trust Fund

(hereinafter referred to as "the income of the Trust Fund") upon trust (subject only to the express conditions imposed by any donor or testator) primarily to apply both the capital and income of the Trust Fund for the general purposes of the Company as defined in Clause 3 of the Company's Memorandum of Association PROVIDED ALWAYS that if at any time hereafter the Settlor shall assign to the Trustees any Policy or Policies on the life of the Settlor the annual premiums payable in respect of such Policy or Policies shall be paid by the Trustees out of the income or capital of the Trust Fund as the Trustees may think fit.

3. IF at any time hereafter the Company shall cease to carry on any of the main objects of the Company specified in paragraphs (a) (b) (c) and (d) of Clause 3 of its Memorandum of Association or if the Company shall cease to exist the Trustees shall stand possessed of the capital and income of the Trust Fund upon trust from time to time and in such manner as the Trustees in their absolute discretion shall think fit to pay and apply the same to or towards all or any the following charitable objects namely:-

(a) To establish and carry on in any part of the world schools where students may obtain gratis or for fees instruction and training as occupational therapists and practical experience in occupational therapy and the treatment of mental and physical disorders or to provide scholarships for any such schools

(b) To establish and carry on or assist in carrying on hospitals or other public or private clinics, workshops and other premises for the treatment of mental and physical disorders by means of occupational therapy or otherwise both with a view to the alleviation of such disorders and with a view to the provision of practical and clinical training of students in the treatment of such disorders and the application of the principles of occupational therapy to the reablement and industrial rehabilitation of the disabled.

(c) To establish and carry on or assist in carrying on centres for the study of and research into mental and physical disorders with a view to improving the existing methods of their treatment by occupational therapy and otherwise and with a view to the discovery and development of the new methods of treatment.

(d) To arrange publish or otherwise provide information on occupational therapy and to encourage general public interest therein by lectures publications and the like methods and to co-operate with public authorities and others in such work

(e) To promote any other charitable objects to the practice of occupational therapy

4. ANY part of the capital or income of the Trust Fund which may not for the time being be immediately required for the purposes aforesaid and until so required may be invested by the Trustees in any of the investments specified in the Schedule hereto with power to vary such investments for others of a like nature.

5. (1) THE Settlor during her life shall have power to appoint new Trustees hereof.

(2) NOT more than Four Trustees (being individuals) shall act for the purposes hereof and save where a Trust Corporation is acting the number required for giving valid receipts for capital not be less than two

IN WITNESS whereof the parties hereto of the first and third parts have hereunto set their hands and seals and the Company hath caused its Common Seal to be hereunto affixed the day and year first before written.

THE SCHEDULE before referred to

PROPERTY IN OR UPON WHICH THE TRUSTEES MAY INVEST

1. Stocks of the Government of the United Kingdom, Stock of any Colony within His Majesty's Dominions British Protectorate or Mandated Territory if registered in the United Kingdom under the Colonial Stock Act 1900

2. Securities issued under the powers conferred by the National Loans Act.

3. Metropolitan Consolidated Stock, Consolidated Stock of the London County Council, Metropolitan Water Stock nominal or inscribed Stock issued either by any Municipal Borough or County Council or by Commissioners incorporated by special Act of Parliament for the purpose of supplying water and having power to levy rates.

4. Debenture Stock or Rent charge guaranteed or preferred Stocks or Shares or Debenture Bonds or Securities of or guaranteed by any Corporation or Company incorporated by special Act of Parliament or Royal Charter in the United Kingdom or under the Companies Acts or of any Corporation or Company in India or any British Dominion or Colony or any foreign country.

5. The purchase of hereditaments in England or Wales or Northern Ireland held for an estate in fee simple or for a term of years whereof at least 60 shall be unexpired at the date of the purchase thereof subject to a lease or leases for years at a yearly rent or at yearly rents not exceeding one-fourth part of the improved yearly value of the same hereditaments at the date of the purchase thereof.

6. Mortgages of hereditaments in England or Wales held in fee simple in possession or for any term of years whereof 60 shall be unexpired at the taking of the security and although the same if leasehold may be subject to a proviso for re-entry unless it can be one which may entitle the reversioner absolutely to determine the lease.

SIGNED SEALED AND DELIVERED by the before named ELIZABETH CASSON in the presence of:- Elizabeth Casson L.S.

Percy W. Marsh,
Orchard Cottage
Dorchester on Thames
Oxon.

SIGNED SEALED AND DELIVERED by the before named SIR GEOFFREY KELLSALL PETO in the presence of:- G.K. Peto L.S.

Percy W. Marsh

THE COMMON SEAL of THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED was hereunto affixed in the presence of:- The Dorset House School of Occupational Therapy Limited

G.K. Peto, Alison Nugent Young } Directors

A.T. Stone Secretary

SIGNED SEALED AND DELIVERED by the before named HIGH MAXWELL CASSON in the presence of:- Hugh Casson L.S.

Percy W. March

SIGNED SEALED AND DELIVERED by the before named ALISON NUGENT YOUNG in the presence of:- Alison Nugent Young L.S.

Percy W. Marsh

SIGNED SEALED AND DELIVERED by the before named EVELYN MARY MACDONALD in the presence of:- E. Mary Macdonald L.S.

Percy W. Marsh

Recorded in the Books of the Charity Commissioners for England and Wales Pursuant to the provisions of section 29 (4) of the Settled Land Act 1925.

The Charity Commissioners
for England and Wales
8th December 1950.

We have this day examined this and the preceding two pages with the original Deed and certify the same to be in all respects a true copy thereof dated this 26th day of July 1951

D. Miles
M. Clucas
Clerks to Messrs. Bevan Hancock & Co.,
25 Baldwin Street,
Bristol 1.

Agenda Instructions 13,
Accountant/Secretary Appointment 18
ALLENDALE COTTAGE/66c, 73, 180(a) 186(b) 198
Acting Chairman 67.
Accounts 93, 101, 111, 115(c) 123, 128, 143 161 180 193 201 214 219
Architects fees 162(a)
Accounts - Barclays Bank - Increased Loan 220
Accounts - 229 250
Appeal - 240 243 247

British Law Insurance Company 11i, 13d
Breaches. Purchase of. 89 (last) 103, 157
Breaches, 96, 105, 109(b), 116, 118(c) 122(b) 163
Building Fund Appeal - 113, 121(b) 170 185
Building Fund Investments 133 147 159 162
Building Plots - Sale of 189
Buildings, New 208 216
Building Development, Pullen's Lane 211 217 222
Buildings - Hostel 230 234 239 252 254
- Sewage Pump, Defects 231

Casson, Dr. E (Credit) 5, 15
Covered Way, 11g, 13 b,
Cash Balance, 14a
CASSON BEQUEST / 64c, 184
DR. CASSON'S ESTATE / 66, 72, 73, 77 (a)(b)(c)(d) [See also 84(a)] 86, 94, 104 109(e), 115(b) 119(c), 132, 139.
Chairman 67. 68. 69.
CASSON MEMORIAL FUND 80 (a)(b)(c) 87. 95, 107, 118(a), 131, 138
Casson Memorial - Dedicated Workshop 146 155(c) 166 173 178
Casson Dr. - Portrait 183
Contractors 204

Disposal of Funds

17

Development Fund - Progress of 188

Donation - Sir Geoffrey Pole's Charitable Settlement 221

" - Pilgrim Trust 254

E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

Fencing, 11, 13a,
Funds, Disposal of, 17
Finances 76. 85. 119, 128. 135 151 156 169 175 187 194 197 207 210 225
Future Plans. 81 (a) (b) 88, 112, 115(d), 121, 125, 195 226
Fencing 126.
Friends of Dorset House 149
Fees - Students' 196
Fire Escape - Harberton Hse - 228
(also under "H")
Financial Position 233 242 254 256 259
" Statement 238 246

xxx

Gateway (Residents), 11a,
Greenhouse extension, 11 b, 13 c, 141 148
Grant-in-Aid, 82. (See 84(c))
Goldsmith's Hall - lunch at 185

History of Dorset House School (Printing) 2a, 14B
Harberton House, Cycle Shed, 7, 11B,
" " , Nissen Hut, 7, 11C, 11d
Helping Hand Van, 16
HARBERTON MEAD/65, 71e, 78, 90(a)(b)(c) 129, 136, 144 235 251 260
HERON HILL 79. (see 84(b))
Harberton Mead Residents Assoc, 114, 117, 120, 124, 130.
Harberton Mead Road 152 155(a) 165 191
Harberton House - lighting & Heating 167
Hollston - Report on 187(b) 190
High Wall Estate 227 244
Harberton House - Fire Escape 228

INVESTMENTS / 64a+b. 71b. 121(k), 128. 140. 161(e)

J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

Lodge, alterations and decorations, 2, 6, 9, 153 155 (b) 164 171 177 181 186(b)
Loan Repayment, 10 215
Landlord's responsibilities, 11e, 11f,
legal advice on administration of Building Fund 162 (b)
London Road - 261

MOUNT PLEASANT./66a.

Minutes 71a. 75. 83 84 (a)(b)(c) 142 150 155 160 168 174 179 186 192
200 205 209 213 218 224 228 232 237 241 245 249 253 255.

Road Road - Proposed Entrance from "Cotuit". 158 172 182(a)

Memorial Money - Allocation of 212

Minutes - 258

O
P
Q
R
S
T
U
V
W
X
Y
Z

Peto, Sir S. Death of. 68
Plans. Future 81 (a)(b) 88 254
Peto Sir S – Design Page 108, 109(c) 115(a), 118(b) 122(a)
– Charitable Settlement Donation 221
Plans – Future – Hostel Bldg. 226
Pilgrim Trust 254

Repairs. 71c. 122(i)
Road Repairs 102, 182(b)
Rents 122(ii)
Resignation from Trust (Mrs Young) 199
Resignation of Secretary 206

Surveyor's Fees, 3
Secretary/Accountant Appointment, 18
School - Future Plans, 106(a)(b) 134, 223
Secretary - Temporary appointment - 110
School Buildings 145 154 196 202 208
Supplementary Assistance 176
School - Sewage Pump Defects 231
School Lease 236
Study Room 248

Trustees. 70.

Tenders 203

V
W
X
Y
Z

X
Y
Z

LXXX (ult.)

MINUTES OF A MEETING OF THE CASSON TRUST
held at HARBERTON HOUSE, OXFORD, on
Wednesday, 20th June 1951 at 12 noon.

- - - - - -

PRESENT: Sir Geoffrey Peto (In the Chair)
Mrs. Nugent Young
Miss E.M. Macdonald

An apology for absence was received from Mr. Hugh Casson.

1. 1 Accounts were discussed and it was planned to have the official audit at the time of the School audit.

2. 2 Authorisation was given for the following expenditure:

£50 (approx.) on the Lodge, Harberton Mead, for a garden door, extra ventilation and some redecoration.

2a £80 (approx.) for the printing of the History of the Dorset House School. (Recoverable as the copies are sold)

3. 3 Discussion took place as to payment of the surveyor who supervised the work at Harberton House. The charge is at present carried by the School, but it was pointed out that the Trust had an interest in this and might view it as a right charge on its own funds. No decision was reached, and it was agreed to leave the matter in abeyance until the audit. The School payment for this item in the year 1950-51 was £98 2s 6d.

Hugh Casson
26. Oct 1951.

1.

2.

3.

A

MINUTES OF THE MEETING OF THE CASSON TRUST
held at HARBERTON HOUSE, OXFORD, on
Friday, 26th October 1951, at 4.30 p.m.

---

PRESENT: Mr. Hugh Casson (in the Chair)
Mrs. Nugent Young
Miss E.M. Macdonald

IN ATTENDANCE: Mr. Bayliss
Mr. Bryon

An apology for absence was received from Sir Geoffrey Peto, Chairman.

1. 4 The Minutes of the Meeting held on 20th June 1951 were approved and signed.

2. Presentation of Audited Balance Sheets.

5 These were presented by Mr. Bayliss, but Miss Macdonald pointed out an error, in that £25.10.5d was shown as being due to Dr. Casson up to 1st March 1950, when in fact, this amount was, by the terms of the Trust, not due.
It was agreed to correct this at the time of the next annual audit, rather than to go to the expense of a separate audit.

3. 6 Authorisation was given for decoration of bathroom, kitchen and back premises at the Lodge at an estimated cost of up to £25.

This completed the business.

Geoffrey Peto

---

NOTE:

7 After the meeting of the Governors on February 21st, 1952, a brief discussion was held between the three Trustees present, Mrs. Nugent Young, Mr. Hugh Casson and Miss Macdonald.

All agreed to authorise the expenditure on extension to the cycle sheds at Harberton House at an estimated cost of £50, and the urgent repairs to the Nissen Hut, at the discretion of Mr. Bredin and Mr. McDonald: the matter to be discussed again at the Finance and General Purposes Committee. (see Minute 213 of Governors' Meeting of that date).

MINUTES OF A MEETING OF THE CASSON TRUST
HELD AT HARBERTON HOUSE ON FRIDAY 13th JUNE 1952

---

Present:- Sir Geoffrey Peto (Chairman)
Mrs. Nugent Young
Miss E.M. Macdonald

In Attendance:- Mr. F.W. Bryon

1. An apology for absence was received from Sir H. Casson.

2. 8 The minutes of the previous meeting were confirmed.

3. Arising out of the Minutes
9 Miss Macdonald reported that the authorised alterations etc. to the Lodge had been completed satisfactorily.

4. The Statement of Account and Accountant's comments (attached) were
10 discussed and it was agreed that the present balance in hand was satisfactory.
It was decided that at this stage no action would be taken in connection with the Loan Repayments by the School.

5. Any other Business

11 a) Miss Macdonald advised the Trustees of the position to date with regard to Fencing a certain defined portion of the surrounding property.
After further discussion it was agreed to authorise the erection of a Fence up to a cost of £80-0-0, at the discretion of Miss Macdonald and Mr. Bredin.

11 a Miss Macdonald also informed the Trustees that the Governors had been advised in the interests of maintaining ownership rights of the property, Harberton House, any residents in Jack Straws Lane whose property backed on to Harberton Mead to have a gate for their own personal use, should in return pay a fixed annual sum to be agreed upon, and subject to a year's notice.

11 b) 6 Miss Macdonald reported that the extension to the Cycle Shed had now been completed as authorised at a cost of £50-0-0, which was in accordance with the estimate.

CGKP

Meeting of the Casson Trust - 13th June 1952.

5. cont.

c) Miss Macdonald also stated that the repairs to the Nissen Hut had been completed. Owing to the discovery of more radical decay these repairs were in excess of the original estimate and would in fact cost £188 as against the previous estimate of £64-8-0. //c

d) As there was some doubt as to actual responsibility for payment for the Nissen Hut, in the light of the footnote to the Minutes of 26th October 1951, which gave authority to proceed with the repairs of the Nissen Hut and the extension to the Cycle Shed, the Trustees read extracts from the Lease (Landlords Covenant 3/1) and it was agreed to place on record the following for future reference. //d

(a) That any new erection on the property of the Landlords must be paid for by the Trust. //e

(b) Conversely all repairs (except Main Roofs, Walls and Drains) must be the responsibility of the Tenant. //f

e) An estimate for the proposed Covered Way at a cost of £152-12-6 was reported.
After discussion it was agreed to leave this item until after the School Governors Meeting for further consideration. The Trustees agreed to allow a doorway to be cut in the House Structure for the Covered Way. //g

f) A request by the Hostel Warden for an extension to the Green House was discussed and it was agreed that an estimate be obtained for further consideration at the next meeting. //h

g) Sir Geoffrey Peto asked that some action be taken about correspondence from British Law Insurance Company to Sir Geoffrey, a source of annoyance, in respect of Harberton House Insurance, and Miss Macdonald agreed to take immediate action. //i

Geoffrey Peto

30.X.2

MINUTES OF A MEETING OF THE CASSON TRUST
held at Harberton House on Thursday 30th Oct. 52 at 12 noon.

Present: Sir Geoffrey Peto (Chairman)
Mrs. Nugent Young
Miss E.M. Macdonald.

In attendance: Mr. F.W. Bryon.

1. An apology for absence was received from Sir Hugh Casson.

2. 12 The minutes of the previous meeting held on 15th June 1952 (as previously circulated) were confirmed.

3. Arising out of the Minutes.
13 The Chairman requested that in future, items arising out of the minutes be listed on the agenda of each meeting and the Secretary undertook to see that this was carried out.

5(a) Fencing a defined portion of the property.
13 a It was noted that this had been completed, at a total cost of £82-6-3 which was in accordance with the estimate and authority was given to proceed with settlement of this account.
Miss Macdonald informed the Trustees that negotiations in regard to the gate were proceeding.

5(c) Covered Way.
After the last meeting the Chairman in consultation with the two Trustees present, had made a personal inspection and made new proposals which were felt to be both more economical
13 b and more satisfactory. An estimate had been secured, and the Trustees informed that the alterations and improvements to the passage way would cost £15-10-0 and the storeroom £26-10-0 with an additional £10 allowed for possible contingencies, a total estimate of £52-0-0. After a further inspection this was authorised.

5(f) Greenhouse Extension.
13 c The Governors of the School had agreed to accept responsibility for payment for a cold frame instead of asking for an extension to the greenhouse this year.

5(g) Insurance.
13 d In reply to a letter from Miss Macdonald, the British Law

5(g) Insurance Co. had written, in which they confirmed that all future correspondence etc. would be addressed to the School and not to Sir Geoffrey Peto as hithertofore.

4. Presentation of Statement of Accounts (Circulated previously).

It was noted that the Auditors had not signed the accounts, for the reasons stated in the copy of their letter attached to the accounts, and that this would be done as soon as the Auditors had completed their inquiries.

The Secretary then advised the Trustees that, although the cash balance in the accounts was shown as £634-14-0, there were still one or two commitments to be met, including the cost of the Fencing £82-6-3, and Auditors' Fees for past three years £24-3-0 (charged for the first time) and the balance outstanding between the Mortgage Interest and Schedule "A" Tax of £26-12-5 due to the Commissioners of Inland Revenue; which after deduction left a net balance in hand of £501-12-4, which the Trustees regarded as being satisfactory.

It was noted that on the 287 copies of "The History of Dorset House School" sold, a profit of £4-14-3 had been realised.

5. Dr. E. Casson - Credit of £25-10-5.

Miss Macdonald explained to the Trustees, how and why the Auditors showed this money as being outstanding in the accounts, and it was agreed that payment be authorised unless Dr. Casson gave written confirmation that she did not want to accept such payment. Miss Macdonald undertook to write to Dr. Casson.

6. Helping Hand Van - Transfer.

Miss Macdonald gave details of how the van first came to the School, and explained her reasons for feeling that the van should be transferred to the Trust.

The Chairman felt that a charge, if only a peppercorn charge, should be made for the use of the van by the Helping Hand, which would be a further indication that the van did in fact belong to the School.

After discussion Miss Macdonald was asked to find out what such a transfer might involve and to see that a peppercorn rent was charged.

7. Any other Business.

(a) Disposal of Funds.

After discussion it was agreed that £500 should be invested

Minutes of a Meeting of the Casson Trust.

(a) in War Savings, Mr. Brodin to be consulted about its application.

(b) Miss Macdonald informed the Trustees that although Mr. Bryon was acting as Secretary and Accountant to the Trust, his appointment had not been officially confirmed in the Trust Minutes, although in actual fact Mr. Bryon received £25 p.a. frun the School for these services. The Trustees resolved that Mr. Bryon's appointment be confirmed and that forthwith the payment for such services become the responsibility of the Trust.

18/

Geoffrey Peto

19. VI. 3.

# MINUTES OF A MEETING OF THE CASSON TRUST

held at Harberton House on Friday, 19th June 1953

Present: Sir Geoffrey Peto (Chairman)
Mrs. Nugent Young
Miss E.M. Macdonald

In Attendance: Mr. F.W. Bryon

An apology for absence was received from Sir Hugh Casson.

1. Minutes — The Minutes of the previous meeting held on 30th October 1952 (as previously circulated) were confirmed. 19.

Arising out of the Minutes:-

(a) Alterations to Passage Way and Storeroom (Minute 3) — It was noted that although these alterations had been completed, payment of the work had been withheld until the door leading outside to the Nissen Hut had been completed satisfactorily. 20.

(b) Annual Audited Accounts (Minute 4) — The last annual accounts had now been signed by the Auditors as being satisfactory. 21.

(c) Dr. Casson Credit: £25.10.5 (Minute 5) — A letter from Dr. Casson was read in which she explained her reasons for feeling that this amount was not in fact due to her and therefore did not require payment. The Auditors to correct this at the next audit. 22.

(d) Helping Hand Van Transfer (Minute 6) — Miss Macdonald informed the Trustees of her intention to write to Mr. Lord in order to obtain his consent to the transfer. 23

(e) Disposal of Funds (Minute 7) — The secretary reported that £500 had been invested in 2½% Defence Bonds and that interest would accrue at the rate of £17.10.0 p.a. (24)

2. Presentation of Statement of Account

25 The question of an allowance in view of repairs etc. carried out against Schedule A Tax was raised and the secretary undertook to bring this to the notice of the Auditor. A letter was read from Mr. Bayliss agreeing to take up with the C.I.R. the difference between Schedule A and Mortgage Interest Payments at the next audit.

The accounts were regarded as satisfactory.

3. Any other Business

26 After discussion Sir Geoffrey Peto undertook to see Mr. Bredin to see if he would be willing either to become a Trustee or act in an ex-officio capacity (the declaration of trust states that only four Trustees are to be appointed).

4. Date of next Meeting

27. It was agreed that the next Trust meeting would take place at 12 noon on the date of the next School Governors Meeting, 30th October 1953.

Geoffrey Peto

12

MINUTES OF A MEETING OF THE CASSON TRUST
held on 22nd July 1953 at 3 Wellesley House, Lower Sloane St., London (by kind invitation of the Chairman, Sir Geoffrey Peto)

Present: Sir Geoffrey Peto (Chairman)
Mrs. Nugent Young
Sir Hugh Casson
Miss E.M. Macdonald

Miss Macdonald placed before the Trustees the position of the Association of Occupational Therapists, describing the urgent need to improve the accommodation and furnishings for the staff.

As clause 2 of the declaration of Trust and clause 3 of the Company's Memorandum of Association entitle the
28. Trust to help other causes, in the interest of Occupational Therapy, the Trustees agreed to make a grant of up to £100 for the improvements necessary, on the following conditions:-

(a) 1. That the gift should be anonymous.

(b) 2. That the gift should be spent only on re-decorations, furnishing, equipment and the general physical improvement of the offices.

(c) 3. That the sole responsibility for this fund should be in the hands of the present Chairman of the Association and the present Chairman of the Enquiry Committee.

(d) 4. That an account and report of the expenditure be submitted to the next appropriate meeting of the Trustees.

Miss Macdonald was instructed th send a letter to the Association informing them of the anonymous gift and the terms thereof.

This concluded the business of the meeting.

Geoffrey Peto

# MINUTES OF A MEETING OF THE CASSON TRUST

held at Harberton House on Friday, 30th October 1953.

at 12 noon

Present: Sir Geoffrey Peto (Chairman)
Mrs. Nugent Young
Miss E.M. Macdonald
Mr. G.R.F. Bredin

In Attendance: Mr. F.W. Bryon

An apology for absence was received from Sir Hugh Casson.

29. Minutes — The Minutes of the previous meetings held on 19th June 1953 (Oxford) and on 22nd July (London) were confirmed.

Arising out of the Minutes held on 19th June 1953 (Oxford):

30. Appointment of Mr.G.R.F. Bredin as Financial Advisor to the Trust — As the Declaration of Trust limits the number of Trustees to four, it was unanimously agreed that Mr. Bredin be officially invited to act as Financial Advisor to the Trustees.

31 Alteration of Passage Way and Storeroom — The Secretary reported the satisfactory completion of the outer side door at Harberton House, and settlement of the Builder's Account.

32. Dr. Casson Credit — ~~The auditors had corrected the error in the accounts for 1952-53., giving Dr. Casson a credit for~~ The auditors had, in the accounts, given effect to Dr. Casson having the sum £25. 10. 5. to the credit of her a/c

33. Presentation of Statement of Account — As confirmed by the auditors, the Secretary reported that no allowance for repairs against Schedule A could be granted as the Trust did not pay Income Tax.

34. Difference between Schedule A and Mortgage Interest — The Mortgage Interest is payable half yearly, i.e. December and June each year, and therefore, there will always be a balance of Tax due to the Commissioners of Inland Revenue in respect of the months July and August, which accounts for the difference between Schedule A and Mortgage Interest on the Balance Sheet.

Arising out of the Minutes of Meeting held on 22nd July 1953 (London):-

35. Anonymous Gift to A.O.T.

Miss Macdonald spoke of the appreciation of the Council of the Association of Occupational Therapists and the Staff for this anonymous gift, and a list of purchases made to date was circulated to the Trustees, showing total expenditure as £28. 7. 6.

36. Statement of Account and Auditors' Report

The Secretary reported that Mr. Bayliss was not able to be present for personal reasons. A letter from the Auditors was read, in which they explained that they had not signed the accounts because, although they had written twice to Messrs. Bevan and Hancock, Solicitors, Bristol, asking for confirmation of the Deeds and Mortgage, no reply had as yet been received. The accounts were adopted as being satisfactory.

37. Dr. Casson's Furniture and Equipment

It was decided to ask Dr. Casson to accept £2000 for her furniture and equipment (actually valued more highly - but for which she was prepared to take even less), this to be a complete and final settlement of all furniture and equipment lent by Dr. Casson.
It was also agreed to invest this money in 3½% War Loan.

38. Any other Business

(a) Protecting our Right of Way

Miss Macdonald gave her reasons for feeling that definite action should be taken to ensure the protection of the Trust Rights. She suggested that a gate should be put up at one end of the road, which would be closed on one day per year. Unless this was done the Rights of Way of the Trust would automatically be cancelled. After discussion the Trustees agreed that this should be done. Miss Macdonald also spoke of the advisability of putting up a notice (as per the sample circulated) as an intimation that Harberton House and Lodge grounds and road were in fact private property.

The Trustees authorised Miss Macdonald and Mr. Bredin to proceed with the work of putting up a gateway, and that they use their discretion regarding cost and notices to be posted.

This concluded the business of the meeting.

Geo. Grey Peto

29. X. 4

# MINUTES OF A MEETING OF THE CASSON TRUST

held at Harberton House on Friday 29th October 1954

at 12 noon

Present — Sir Geoffrey Peto (Chairman)
Mrs. Nugent Young
Miss E.M. Macdonald
Mr. G.R.F. Bredin (Financial Advisor)

In attendance: — Mr. S. Bayliss (during discussion of accounts)
Mr. F.W. Bryon

An apology for absence was received from Sir Hugh Casson.

39. Minutes — The Minutes of the meeting held on 30th October 1953 (previously circulated) were confirmed, subject to the amendment of Minute 32 to read as follows:
The Auditors had, in the accounts, given effect to Dr. Casson having foregone the credit to her of £25.10.5.

40. Business arising:

(a) Anonymous Gift (Minute 28) — A list of items purchased was circulated.

(b) Dr. Casson £2,000 Gift — Mrs. Young proposed and it was agreed that a formal letter of appreciation in respect of her generous gift of £2,000 be sent to Dr. Casson. The Chairman agreed to forward a suitable letter to Dr. Casson.

(c) Right of Way Gateway, etc. (Minute 38) — The position of the gateway in Harberton Mead Road, to protect the interests of the Trust, had not yet been determined. It awaited the Meeting of Residents.

41. Statement of Accounts 1953-54

(a) Write off Schedule A Tax

Mr. Bayliss asked if the Trustees would formally approve his action in writing off £13.15.1 Schedule A Tax in the accounts.

He explained that this amount should in fact have been paid by Dr. Casson when the Trustees took office. It was a genuine error in calculating the portions to be paid by Dr. Casson and the Trust and not, as had at first been thought reclaimable from the Commissioners of Inland Revenue.

Agreed: That the sum of £13.15.1 be written off.

(b) Anonymous Gift

Mr. Bayliss stated that he was not altogether certain that the anonymous gift to the Association of Occupational Therapists was in accordance with the powers of the Trustees. He was referred to the Declaration of Trust.

(c) Investments

Mr. Bryon asked if a further £500 from the surplus cash balance could be invested.

The Chairman stated that he was concerned about the £2,000 3½% War Loan investment and would prefer that this be put in a more secure form of investment Mr. Bredin (Financial Advisor) supported this view. It was agreed that the total sum of £3,000 available for investment be divided as follows:-
£2,000 3½% Defence Bonds, and the balance of £1,000 be left in 3½% War Loan.

The Accounts were adopted.

Mr. Bayliss then left the meeting.

42. Harberton House Property and Roadway

Miss Macdonald stated that the Oxford Corporation had wished to have the House and Lodge numbered separately. The Trustees agreed that this was a reasonable provision.

43. Residents Meeting

It was reported that owing to the resignation of the Road Convenor, it had not been possible to arrange a meeting to discuss the road repairs etc. and apportion expenses. Mr. Grimwood was now acting as Road Convenor and it was hoped to arrange a meeting shortly.

44. Repair of Roadway and Estimate

An estimate had been received for repairs to the road, which amounted to £200.
Mr. Bredin and Miss Macdonald were authorised to proceed to the extent of the Trust's share of the cost.

45. Request for frontage opening on to Mead

Notice had been received that an intending purchaser of land in Jack Straws Lane, on which a house was to be built, had asked permission for frontage and opening on to Harberton Mead. After discussion the Trustees decided to visit the actual site and gave full powers to act, to Mr. Bredin and Miss Macdonald, in consultation with the Surveyor, Mr. McDonald.

This concluded the business of the meeting.

Geoffrey Peto.

17. vi. 5.

MEETING OF THE CASSON TRUST, URGENTLY CALLED AT THE SPECIAL REQUEST OF THE EXECUTORS OF THE LATE DR. CASSON'S WILL.
Held at Harberton House on Friday 21st January
at 11.45 a.m.

---

| | | | |
|---|---|---|---|
| Present | Trustees | Sir Hugh Casson | |
| | | Miss E.M. Macdonald | |
| In attendance | | Dr. J. Johnson | Advisory Capacity |
| | | Mr. F.W. Bryon | Secretary |
| Apologies | | Sir Geoffrey Peto | Chairman of Trustees |
| | | Mrs. Nugent Young | Trustee |
| | | Mr. G.R.F. Bredin | Financial Advisor |

Sir Hugh Casson (Presided)

46 Sir Hugh explained that the Executors had called the meeting in order to determine, as far as possible, the policy to be followed in fulfilling the terms of the late Dr. Casson's Will.

It was also appreciated that the meeting was of an exploratory nature and that recommendations would be purely tentative as the will was not yet proved.

47. Terms of Will - Strictly confidential

(a) Included in the family bequest was St. Margarets', (Dr. Casson's own house, and a nursing home), which had been run in conjunction with Mount Pleasant Nursing Home. St. Margarets' had now been left to some of Dr. Casson's nieces.
This the legatees wished to sell, as soon as was courteous and convenient. From preliminary investigations it was evident that St. Margarets' was as far as the will was concerned, separate from Mount Pleasant, and the Casson Trustees need not therefore concern themselves over it.

(b) All personal chattels at Harberton House and on the premises occupied by The Dorset House School of Occupational Therapy Ltd. at Oxford, exeept the family lathe, are left to The Casson Trust.

(Miss Macdonald pointed out that, with the exception of the family lathe, all personal chattels at Harberton House and Dorset House School had been in fact purchased by the School from the late Dr. Casson for £2,000 in October 1953).

2. (c) By the terms of Dr. Casson's Will The Residue of her Estate is left to The Trustees of Harberton House (The Casson Trust). Although the residue of the estate was not as yet known in its entirety, the main item was likely to be the Mount Pleasant Nursing Home.

No specific instructions with regard to the future of this, nor the future of the Consultant Medical Officer Dr. Rudolf, were recorded or expressed in the will.

48. Sir Hugh Casson thought that, for the information of all the Casson Trustees some information about the position of Dr. Rudolf should be recorded.

Dr. Rudolf was a member of the Royal College of Surgeons, and was automatically precluded from owning or running property in which he was financially concerned.
He could therefore continue to attend as Consultant Medical Officer, without giving up his Membership of the Royal College of Surgeons, but could not purchase or take shares in the concern.

Dr. Rudolf had been paid a flat salary per annum and had been in the habit of making daily visits. He was also available for emergency calls at night. He did not live on the premises.

In tentative conversations with Dr. Rudolf, it was known that:

(a) He is not prepared to give up his Membership of the Royal College of Surgeons.

(b) He is prepared and indeed anxious to continue his association with the nursing home, either as an employee of the Casson Trustees (as residuary legatees)? or as employee of some other owner.

(c) In the event of the Casson Trustees not being agreeable or able to continue owning or running Mount Pleasant, he would like an opportunity of finding someone who would be interested, and of negotiating terms of employment direct.

Two questions arose:-

49. (a) Is it known whether the Casson Trust is legally able to accept and run a concern such as Mount Pleasant.?

(b) Would the Trustees wish to do so, if this were legally possible.?

GKP

4. (Copies of Declaration of Trust were examined)

It was decided that under Item 1, page one: That a home such as Mount Pleasant from a Medical and Treatment point of view, cannot be described as in any way directly related to the work of Dorset House School or to contribute to the extension of Occupational Therapy or to any of the other functions required by the terms of the Trust.

On the other hand under Paragraph 2 page 2; it would appear that the Trust is legally able to accept the bequest, either in the form of a running concern or as cash benefit from a sale.

This being so, the Trustees had to decide how they wished to take advantage of this bequest.

50. Alternatives There appeared to be two alternatives:-

(a) To dispose of the property and goodwill as soon as reasonably possible, in which case did the Trustees agree to the first refusal being given to Dr. Rudolf in order that he might find a way of continuing the work of the institution?

or

(b) Did the Trust wish to operate as owner with Dr. Rudolf as Administrative and Medical Consultant, the profits in either case being devoted to helping and furthering Occupational Therapy through, and by the terms of, the Trust?

As stated, the will contained no reference to Mount Pleasant as such, and Miss Macdonald confirmed that Dr. Casson had to her knowledge expressed no wish for the Trustees to continue to run the property as a going concern.

51. Facts about Mount Pleasant

On the 28th December 1954 there were 24 patients, housed in single and double rooms.

The property and Furniture were now being valued.

The value of the property as a running concern was unknown, but it was understood that it had been making a fairly steady profit. Enquiries continue to be received from would be patients. In order to maintain the vitality and goodwill the staff had been told that the concern would continue for 6 months and that they would all have at least 3 months' notice from that date.

6. Dr. Rudolf had been privately warned that long term patients should not be accepted; but that short term patients could be taken.

Sir Hugh pointed out that the Executors were only seeking advance guidance as to the wishes of the Trustees, but that it would be for the Executors to sell the property and make the best possible sale, the proceeds to be handed over to the Trust.

52. The personal views of the Trustees

Sir Geoffrey Peto Views awaited on information sent herewith.

Mrs. Nugent Young (given verbally to Sir Hugh Casson).

As Mount Pleasant cannot in any way be regarded as an extension of Occupational Therapy or of training for this, Mrs. Young was against the property being run by the Casson Trust. She felt that it would be both unwise and impracticable to run a home of this kind at a distance, with all its attendant administrative difficulties.
Mrs. Young would therefore prefer that the Executors should make the best possible arrangements for the sale of the property, either as a going concern or as they thought fit. She was in sympathy with the suggestion that Dr. Rudolf should be given the first refusal, in order to maintain the continuity of Dr. Casson's work.

Sir Hugh Casson as a Trustee, concurred with the views expressed by Mrs. Nugent Young.

Miss Macdonald Concurred.

It was suggested therefore that the Executors should be informed of the views of the Trustees as soon as the Trustees had got in touch with their Chairman. The opinions expressed would be helpful to the Executors in deciding how to fulfil the terms of the will.

Members of the Trust present and Mrs. Young expressed the hope that in the event of disposal, they as legatees would receive the proceeds in one lump sum, rather than instalments over a period of years.

The meeting had been urgently called at the special request of the Executors, who wished to clarify the position as far as possible and was regretted that precise information was not yet available.

GPeto.

17. VI. 5

22

MINUTES OF A MEETING OF THE CASSON TRUST

held at Harberton House on Friday 17th June, 1955

at 12 noon

| | | |
|---|---|---|
| Present | Sir Geoffrey Peto | (Chairman) |
| | Sir Hugh Casson | |
| | Mrs Nugent Young | |
| | Miss E. M. Macdonald | |
| In attendance: | Mr. F. W. Bryon | (Secretary) |

An apology for absence was received from Mr. G. R. F. Bredin (Financial Advisor)

The late Dr. E. Casson

53 At this, the first formal Meeting of the Trustees after the death of the Founder of the Trust, the late Dr. E. Casson, on December 17th 1954, it was resolved to record in the Minutes the irreparable loss suffered by the Trust, the School and indeed by the whole movement of Occupational Therapy, and the respect in which the Trustees and the many individuals who had benefitted by her work held her memory. The Trustees had been appropriately represented at her funeral.

Minutes
54 The Minutes of the meeting held on Friday 29th October, 1954 (previously circulated) were confirmed.

Business arising.
55 (a) It was noted that the Chairman had written to the late Dr. E. Casson, with regard to her gift to the Trust of £2,000 and that a reply had been received.

(b) Investments

The instructions recorded in Minute 41(c) regarding investments had been carried out.

Statement of Account
56 The Statement of Account (previously circulated) was received. It was noted that it was most satisfactory.

A.N.Y.

57 **Business arising from Minutes of the Residents Association**

(Circulated previously).

(a) **Right of Way. Gateway etc.**
The Trustees were informed that this item had been held in abeyance, pending the appointment of Solicitors to the Trust.

(b) **Road Repairs. Apportionment of Costs.**
Miss Macdonald reported that all the Residents had agreed to be responsible for the payment of their respective proportions of the Road Repairs. These were to be started as soon as possible.

(c) **Request for Frontage and Access to Mead.**
At the last Meeting of Residents, it was unanimously agreed, that it was their wish, that permission should not be granted for this.

**Payment of Accounts for Road Repairs.**
With the prior approval of the Chairman, Miss Macdonald had informed the Residents, that providing they agreed in writing, to be responsible for their share of the costs, the Trust would pay the account for road repairs, the Trust to be reimbursed by the Residents. The Trustees confirmed permission to proceed.

(e) **Repair of Mead, Marston Road Gateway.**

In the absence of Mr. Bredin, Miss Macdonald informed the Trustees, that Mr. Bredin had suggested, pending Trustees approval, that the Trustees might pay for this Gate to be repaired.
As this expenditure was not expected to be considerable, the Trustees confirmed this proposal.

f) **Additional Road Widening.**

Miss Macdonald informed the Trustees, that the Residents were considering widening or improving the Mead at two points which were considered especially dangerous. These were, the corner opposite the house known as Silver How and the bend or ditch above and alongside Julianstow.

58 The Trustees approved these proposals.

g) **Issue of Keys to Jack Straws Lane Residents.**

The Trustees approved a letter (as per copy shown at the meeting) and authorised its circulation to all Jack Straw Lane Residents who required access to and from the Mead, by the Gateway in the fence, erected by the Trust, to protect its property.

(h) **Appointment of Trust Solicitors.**

The Chairman stated that he had asked Messrs. Cole and Cole, of St. George's Mansions, George Street, Oxford, to become Solicitors to the Trust and to Dorset House School of Occupational Therapy Ltd.

A.N.Y.

24

## Any other business

59

**Responsibility for Clearing Ditches & Verges**

The Chairman asked who was responsible for this work and what arrangements had been made for the care of same.
Miss Macdonald, with the aid of a Road Map, explained to the Trustees, that although legally, the ditches and verges were Trust property, the Residents' had been generous in agreeing to be responsible for the ditches and verges immediately in front of, or surrounding their properties.

The Trust had the responsibility of caring for ditches and verges where there were no houses. The Trustees agreed to this arrangement.

**Minutes**

(Confidential)

The Minutes of the Special Meeting, held on 21st January 1955 (Previously circulated) were confirmed.

## Business Arising.

(a) Further developments. (Entirely Confidential)

Sir Geoffrey Peto asked Sir Hugh Casson as one of the Executors of the late Dr. E. Casson's Will, if he could give any further details.

(b) Sir Hugh was unable to say at this stage what the Residue of the estate was likely to be.

(c) Mount Pleasant Nursing Home had been valued at £7,000. i.e. Property £5,000, Furniture and Equipment £1,000, Goodwill £1,000.

60

(d) Mount Pleasant had been offered to Dr. Rudolf for £7,000. The Solicitors were awaiting a reply to this offer.

(e) Sir Hugh had suggested that Dr. Rudolf might like to have an independent valuation if he wished.

(f) Sir Hugh was asked, if in the view of the Executors, another buyer should be sought.

(g) It was Sir Hugh's opinion, that it would be more in the Trusts' interest and in keeping with the late Dr. E. Casson's wishes, if Dr. Rudolf were to purchase Mount Pleasant, even if the Goodwill or selling price were to be dropped by £500 or £1,000.

Sir Hugh affirmed that he would inform the Trustees of further developments, as soon as such information came to hand. A.N.Y.

61 **Memorial to Dr. E. Casson**

The Trustees agreed that when an appeal is launched, it should be known as the Elizabeth Casson Memorial Fund, and that Trustees would be willing to handle and administer the finances of the Fund.

62 **Secretary's Salary**

The Trustees agreed that Mr. Bryon's salary be increased by £25. P.A. to be effective from 1st January, 1955.

Alison Nugent Young

# MINUTES OF A MEETING OF THE CASSON TRUST

held at Harberton House on Monday 21st November, 1955.

at 11.45 a.m.

Present — Mrs. Nugent Young. (Acting Chairman)
Miss E. M. Macdonald.

In attendance: Mr. K. D. D. Henderson. (Secretary)
Mr. H. L. Dennison. (Accountant)
Mr. Bayliss. (Auditor)

Apologies for absence were received from Sir Geoffrey Peto and Sir Hugh Casson, Trustees, and Mr. G. R. F. Bredin, Financial Advisor.

63. Minutes. — The Minutes of the Meeting held on Friday 17th June, 1955 (previously circulated) were confirmed.

64. Statement of Account — The Statement of Account (previously circulated) was received and noted.

(a) — Miss Macdonald said that Sir Geoffrey Peto wanted a detailed statement of the purchase and sale of 3½% war loan, which should have been included in the Account.

The Secretary was instructed to draw up a statement for circulation with the Minutes.
(See attached Statement).

(b) — Miss Macdonald said that Sir Geoffrey Peto considered that the remainder of this war loan should have been disposed of in October and 4% Defence Bonds bought instead.

Mr. Bayliss pointed out that:-
(1) The price of 3½% war loan had already fallen by October. It had since, of course, fallen further.
(2) There was no fixed redemption date so that recovery was problematical.

The Secretary was instructed to bear in mind the desirability of recommending re-investment when opportunity offered.

(c) — It was noted that the liability for £1637. 10s. 9d. against the Casson Bequest should be written off in the 1955/56 accounts.

65. Harberton Mead. The Secretary reported that repairs to the road were nearly finished, warning notices and "No Highway" notices had been put up, and the question of access through the gate from Jack Straws Lane was still under correspondence with Mr. Grimwood.

66. Residue of Dr. Casson's Estate The Secretary reported that he had been to Bristol where he saw Mr. Owen Reed and Mr. H. J. C. Miles of Bevan Hancock & Company.

Mr. Miles informed him that:-

(a) Dr. Rudolf had agreed to purchase Mount Pleasant for £6,500, including £1000 for the good will. Payment was due on December 1st.

(b) The residue of the estate would probably amount to between £8000 and £8,500, and should be available early in 1956.

The Secretary was asked to make sure that this sum was calculated after payment of duty and also to ask for confirmation of the date.

(c) The Secretary reported that he had visited Allendale Cottage.

NOTE With reference to Minute 66, Mr. H. J. C. Miles subsequently confirmed that the sum was calculated after payment of duty, but reported that the total might be reduced by a fall in value of securities, and that the agreement for the purchase of Mount Pleasant would not now be completed until the 31st December, and that the accounts of the nursing homes had still to be made up, so that it might be six months before the residue was handed over.

Alison Nugent Young

28

# MINUTES OF A MEETING OF THE CASSON TRUST

held at Harberton House on Monday 27th February, 1956.

at 12.15 p.m.

Present: Mrs. Nugent Young.
Sir Hugh Casson.
Miss E. M. Macdonald.

In attendance: Mr. K. D. D. Henderson. (Secretary).

67. Appointment of Acting Chairman. Mrs. Nugent Young was appointed Acting Chairman. (Proposed by Sir Hugh Casson, seconded by Miss Macdonald).

68. Death of Sir Geoffrey Peto. The Acting Chairman reported formally the death of the Chairman, Sir Geoffrey Peto, and referred to his interest in, and work for, the Trust. It was noted that condolences had been sent by the Secretary, who represented the Trust at the Memorial Service. In respect to Sir Geoffrey's memory, those present stood in silence.

69. Election of new Chairman. On the motion of Miss Macdonald seconded by Sir Hugh Casson, Mrs. Nugent Young was elected Chairman of the Trust.

70. Election of new Trustee. Mr. G. R. F. Bredin, Financial Advisor, was elected to be a member of the Trust.

71. Minutes. The Minutes of the Meeting held on Monday 21st November, 1955, (previously circulated) were confirmed and signed by the Chairman.

(a) It was decided that in future Minutes of Meetings be circulated in draft to Trustees who attended the Meeting and in final form to all Trustees with the Agenda for the next Meeting.

(b) Investments. Minute 64 (a).
The Secretary read extracts from the auditor's explanation of the reason why profit on sale of £1000 War Loan was shown on the Profit and Loss Account for 1954/55. He also explained that £500 of the cash balance had been invested in 4% Defence Bonds but that on the advice of the bank the remaining War Loan was being retained.

(c) Repairs to Road. Minute 65, (& alterations at Harberton House).
The final bill had not yet been received as work was still pending on a corner kerb. The estimate was £288 subject to recoveries from the Harberton Mead residents. There was only just enough left in the bank to cover this bill and an account for £56. 12s. 2d. from Messrs. Brownsill for coal bunkers at Harberton House, pending the next quarters rent from the School.

(Sir Hugh Casson did not consider Brownsill's charge to be unreasonable, in view of the work being done at short notice).

72. Residue of Dr. Casson's Estate. The Secretary reported that the estate had not yet been cleared up owing to delays in payment and presentation of books.

The Meeting expressed its concern at the delay and directed the Secretary to inform the solicitors accordingly.

73. Property at Bristol. The Meeting noted that a sum of £150 had been advanced to Miss Barber for urgent work on Allendale Cottage, under guarantee from Miss Macdonald.

74. Notification to Governors of Dorset House. The Secretary was directed to notify the Governors of Dorset House School of Occupational Therapy of the election of the new Chairman and Trustee.

Alison Young

# Minutes of a Meeting of the Casson Trust

## Held at the Royal College of Art on Wednesday, July 11th 1956.

**Present:** Mrs. Nugent Young Chairman
Miss E.M. Macdonald
Mr. G.R.F. Bredin

**In attendance:** Mr. K.D.D. Henderson Secretary.

---

**Minutes**

75. The Minutes of the Meeting held on Monday, 27th February (previously circulated) were confirmed and signed.

**Finances**

76. A statement of account since September 1st 1955, showing an excess of receipts over expenditure amounting to just over £300 was examined and noted.

**Dr. Casson's Estate**

77. (a) The Secretary reported that Messrs Bevan, Hancock forecast a residue of about £7000 in cash (of which £3000 had already been paid to the Trust account). In addition there was the mortgage on Allendale Cottage (£500 + loan of £150) and about £500 worth of realisable securities. Securities to the value of just over £6000 would also be handed over to the Trust when Mrs. Reed's annuity of £200 ceased to be payable.

The Trustees directed the Secretary to inform Messrs Bevan, Hancock that they would prefer both sets of securities to be handed over to them when the time came and not realised in cash.

(b) The Secretary reported that Miss Barber was considering asking an Insurance Company to take over the existing mortgage plus the recent loan of £150 plus a further loan of £150.

The Trustees noted that she would have to pay a higher rate of interest on any new loan and that she ought to be able to obtain income tax relief on mortgage payments to the Trust as a charitable body. The Secretary was therefore directed to advise Miss Barber not to take out a new mortgage until these points had been cleared up. Provision for redemption of the capital sum by instalments might be discussed with her at the same time, preferably verbally.

(c) Miss Barber had not paid interest on the mortgage since Dr. Casson's death. The Trustees agreed not to claim the arrears from her.

(d) Mr. Bredin and the Secretary were authorised to invest the £3000 already received from the estate at their discretion after consultation with the Bank.

Upkeep of Road

78. Reported: That owing to delays in starting this work, for some of which the Contractors were not responsible, they had reported over-expenditure of £88.15.0. The Residents' Association was meeting on July 20th to consider this claim.

After informing themselves of the details of the claim, the Trustees agreed so far as their share was concerned to meet it in full provided that certain holes which had appeared since the completion of the work were filled in first.

The Secretary was further empowered to inform the Residents that the Trust was prepared to pay £50 of the additional charge plus the cost of temporary repairs carried out by Messrs Brownsill and of the Road Signs recently erected. This would reduce the total cost to be divided amongst householders to £313.2.8, of which one twentieth share would be £15.13.0, an increase of 50% on the 1954 estimate.

Disposal of part of Heron Hill

79. Reported: that the owner of Heron Hill was offering part of that property for sale as building land. Adjoining owners were anxious to prevent this.

The Trustees agreed to support their efforts and directed the Secretary to find out what restrictive covenants existed before the Residents' Meeting on July 20th.

Casson Memorial Fund

80. (a) No further subscriptions having been received, the Trustees resolved that at their next meeting the question of a closing date be discussed.

(b) The Secretary reported that there was no legal obstacle to the Peto Trustees honouring Sir Geoffrey's guarantee. They were understood to be considering the matter.

(c) The Secretary reported having accompanied Miss Macdonald on a visit to a possible site for the curative workshops which appeared to be very suitable. Miss Macdonald described the accommodation available and the arrangements proposed, which were approved by the meeting.

Future Plans

81. (a) Reported: that although the School's administrative requirements, together with provision for caretakers, library, staff rooms, common rooms, canteen etc. could be made at Cotuit without much alteration or addition, class rooms, lecture rooms and workshops covering another 9000 sq. feet would have to be built at a cost of not less than 50/- a square foot.

The prospects of raising the necessary loan on easy terms were poor and the Oxford director of Barclay's had suggested an approach to the Nuffield Provincial Hospitals Trust or the Nuffield Foundation.

(b) Agreed:

i. That plans be based on the assumption that the School be maintained at its present strength so long as entries permit or other considerations do not make a reduction desirable.

ii. That Mr. Bredin and the Secretary sound the Master of Balliol as to the possibility of a grant or loan from the Nuffield Trust.

iii. That Trustees should inspect a cheaper type of building recently erected near Crawley.

Grant in Aid

82. The Trustees approved a grant in aid of £50 to Miss MacCaul to assist her in her visit to America as British Delegate to the meetings of the World Federation of Occupational Therapists and as guest at the American Annual Congress of Occupational Therapists to be held at Minneapolis in October/November 1956.

This grant was made in special recognition of Miss MacCaul's exceptional services to Occupational Therapy in general and to Dorset House in particular. The visit would also be of great value to the profession.

Alison Macaulay

Minutes of a Meeting of the Casson Trust, held at Harberton on Monday, November 19th. 1956.

| | | |
|---|---|---|
| Present: | Mrs.Nugent Young | Chairman |
| | Sir Hugh Casson | |
| | Miss E.M.Macdonald | |
| | Mr.G.R.F.Bredin | |
| In attendance: | Mr.K.D.D.Henderson | Secretary |
| | Mr.H.Dennison | Accountant |
| | Mr.W.Bayliss | Auditor |

---

The Chairman paid tribute to the memory of Dr.John Johnson for his work for Dorset House School.

---

Minutes

83. The Minutes of the meeting held on Monday, July 16th. (previously circulated) were confirmed and signed.

84. Arising out of the Minutes:-

The Secretary reported that

(a) The £3000 had been invested in 4½% Defence Bonds(£1000) and 5½ Oxford Corporation Loan (£2000) (Minute 77(d) )

(b) The owner of Heron Hill had decided to abandon his idea of selling part of the property for building (Minute 79)

(c) Miss MacCaul had written expressing her deep appreciation of the grant in aid. (Minute 82)

Accounts

85. The accounts for 1955/56 showing an excess of receipts over expenditure amounting to £247.10s.8d. were examined and approved. A verbal correction was made to the Balance Sheet.

Dr.Casson's Estate.

86. The Secretary reported that he had written on October 25th. to Messrs. Bevan Hancock to say that the Trust was in urgent need of ready cash for the purchase of The Beeches, but had received no reply. At the request of the Trustees Miss Macdonald then telephoned to Mr.Miles at Bristol and was told that a further £1000 to £1500 only might be forthcoming at present. Sir Hugh Casson promised to get into touch with him with the object of obtaining at least £2000 and the Secretary was instructed to write again.

Casson Memorial Fund.

87. The Secretary reported that no further subscriptions had been received and that Messrs.Williams and James, Solicitors to the Peto Trustees, had failed to provide the promised information about their decision on honouring Sir Geoffrey Peto's guarantee. It was decided to close the Fund on March 31st. 1957 and to give advance notice of the closure in The Journal of the Association of Occupational Therapists.

Future Plans

88. Mr.Bredin explained that conditions were not propitious at present for raising the money required for building. There seemed a reasonable prospect of the School being undisturbed in the enjoyment of its present premises for some ten years. It was therefore thought best to postpone consideration of new premises until an attempt had been made to establish a Building Fund. (£40,000 to £50,000 would be needed)

This policy was approved, and it was decided that the appeal should be launched by the School Governors but should make it clear that the funds would be handed on to the Trust. The first step should be the proposed consultation with the Master of Balliol and no action to launch a public appeal should be taken until this meeting had taken place.

Purchase of The Beeches

89. Mr.Bredin explained that lodging accommodation was increasingly difficult to obtain by senior students returning from hospital practice. An opportunity had arisen for the purchase of a property in Hill Top Road suitable for occupation by 14-15 students. After consultation with the Chairman arrangements for purchase had been made.

This purchase was confirmed and Mr.Bredin was empowered to carry out the necessary arrangements including sale of securities, transfer of stock to the School if necessary, and obtaining, if possible, money from the Casson Estate (see Minute 86 above). The School would be asked to pay by way of rent 5% of the total expenditure on this building. If necessary the School would also be called upon to pay back up to £600 of their existing loan ahead of schedule to assist the Trust to find the purchase money.

Harberton Mead Residents' Association.

90. (a) The Secretary reported that a meeting of the Harberton Mead Residents' Association had taken place on July 27th, as a result of which negotiations on the road repairs were still going on.

(b) The Committee had requested that the Trust should renovate the gates of Harberton "as an outward and visible sign of active as opposed to abandoned privacy".
The Trustees agreed to renovate the existing gate.

(c) The Secretary reported that a request had been received from Messrs.Hooper and Jones on behalf of Mr.L.Field of Jack Straws' Lane, asking for a grant of access to enable him to erect private dwelling houses on his land.

The Trustees agreed to support any decision on this matter reached by the Residents' Association.

ites of a Meeting of the Casson Trust, held at

berton House on Friday, March 1st. 1957

---

| | | |
|---|---|---|
| | Mrs.Nugent Young | Chairman |
| | Miss E.M.Macdonald | |
| | Mr. G.R.F.Bredin | |
| nce: | Mr. K.D.D.Henderson | Secretary. |
| | Mr.H.Dennison | Accountant. |

---

e of the Meeting held on Monday, November 19th.
iously circulated) were confirmed and signed.

t of the Minutes:-

nald reported that

The road had been finished but in process a
drain had been blocked up. (90(a))
The Trustees approved payment after this drain
had been cleared. Residents would then be called
upon to pay their shares.

The gate had not yet been repaired and re-hung (90(b))

of income and expenditure was examined and it was
the next payment of rent by the School would cover
bills for work at The Beeches.

ded that a decision re transfer of industrial shares
the sale of the Grange, now understood to be imminent.

ns todate totalled £561. A few more were expected.

od that as the Trust is letting The Beeches furnished
ol, it should be responsible for all repairs, insurance,
house and furniture, the school being liable for
ates.

ld relieve the school of considerable outgoings
ld be increased to 6% of capital outlay (approximately £540)

The School's income from the Beeches was estimated at £1,100 per annum. There was no intention that the School should make a profit on the running of the Beeches, and it was therefore suggested that any surplus on a year's working should be paid into a sinking fund against which any subsequent deficits could be met but which would be at the disposal of the Trust for Major Repairs and Renewals.

If the Governors agreed to these proposals they should be incorporated by the Trust Lawyers in a legal agreement for signature by both parties.

Interim Plans. 97. Miss Macdonald reported that the United Hospital Board no longer had any potential use for the present Dorset House site and had suggested that the Trust apply to the Ministry for purchase on valuation. This was approved.

98. After acquisition the first step should be to draw up plans for rebuilding an administrative block and assembly hall at the north end. It was agreed to recommend this to the Governors.

Alison Macdonald
5.7.57

Minutes of a Meeting of the Casson Trust, held at Harberton House on Friday, July 5th. 1957

| | | |
|---|---|---|
| Present: | Mrs.Nugent Young | Chairman |
| | Sir Hugh Casson | |
| | Miss E.M.Macdonald | |
| In attendance: | Mr.K.D.D.Henderson | Secretary |
| | Mr.H.C.Dennison | Accountant |

---

Minutes 99 The minutes of the meeting held on Friday, March 1st (Previously circulated) were confirmed and signed.

100 Arising out of the Minutes:-

The Secretary reported that
(a) Road Work had been completed and payment made (92a)
(b) The gate had been deemed irreparable (92b)

Accounts General 101 A statement of income and expenditure up to June 30th was examined. A debt to the School of £513.9.7. for further work at the Beeches had to be offset against the balance of £660.17.5.

Road Repairs 102 The Secretary reported that a sum of £287 was deemed to be recoverable from the cost of repairs to the Harberton Road. Of this £160.17.6 had been received to date. Mr.Ellis had refused to pay his share (£16.17.9.) after closing his access gate to the Head road.

The Secretary was authorised to notify residents that one of their number had refused to pay, and that the Trust had assumed the liability. Future arrangements would have to be discussed at a Residents' Meeting, which it was hoped to arrange as a joint session with the Trust. In view of this additional expenditure and of the Trust's other liabilities the Secretary should also notify residents that for the present it was not proposed to replace the gate on the road.

Cost of The Beeches

103 The total cost of purchase and alterations at The Beeches was noted to be £2393. 14. 0. of which £513.9.7. had been paid by the School (See Minute 101 above)

Canson Estate.

104 Of the assets listed, the industrial shares from the Canson Estate must be disposed of under the Deed as opportunity offered.

It was decided to put them and the War Loan into the hands of a broker for sale as opportunity offered. The proceeds should be left on deposit for the present as the money might be needed at any time to pay the premium on purchase of a suitable property (See Minute 106(a) below) The final choice of a broker was left to Mr.S.R.F.Brodin.

It was noted that as the Grange had been sold there was some prospect of a final settlement of this Estate.

The Beeches

105(a) It was noted that the deficit on the running of the Beeches to date was roughly equivalent to the loss of rent through rooms being unoccupied during the first month

(b) A draft lease had been received from the lawyers and would be circulated for examination.

(c) Further improvements must await more favourable financial circumstances.

| | | |
|---|---|---|
| The School Future Plans | 106(a) | The Hospitals Board had decided against sale of the present site to the School and the buildings were showing signs of deterioration. It was again necessary, therefore, to look out for a suitable property for development, and provision had been made under Minute 104 above for a supply of easily available money to pay any necessary premium on purchase. |
| | (b) | The Trustees agreed to sponsor a Building Fund Appeal, should the scheme be approved by the Governors. A simple and not too costly form of appeal was envisaged. |
| Casson Memorial Fund | 107 | The Memorial Fund had been closed. There were signs that the City was interesting itself in the Workshop project. |
| Pete Prince | 108 | Attention was called to Minute 1(a) of a meeting of the School Finance and General Purposes Committee dated June 14th. in which the Trustees were asked to take over the administration of the Pete Prince Fund from Sir Geoffrey's executors. |
| | | This the Trustees agreed to do, provided that they be empowered, should it prove impossible to implement the proposal exactly as the testator wished, to refer the matter back to the executors for their agreement to any suggested variation or alteration. |

Alison Vincent Gray

Minutes of a Meeting of the Casson Trust, held at Harberton House on Friday the 15th.November 1957

---

Present: Mrs.Nugent Young (in the Chair)
Sir Hugh Casson
Miss E.M.Macdonald

In attendance: Mr.H.C.Dennison (Accountant)
Mr.Sam Smith (Acting Secretary)
Mr.R.B.Cole (Solicitor)

---

109. Minutes

The Minutes of the Meeting held on the 5th.July 1957 as previously circulated were confirmed.

Business arising:

(a) The Casson Estate

Reported: the Casson Estate had not as yet been cleared finally.

(b) The Beeches

The commitments of the Trust and the School with regard to The Beeches were reviewed, and it was decided to propose to the School Governors that the following arrangements apply during the current financial year, from the 1st.September 1957 to the 31st. August 1958, with a view to shaping the terms of a new lease at the end of the year:

(i) The rent to be reduced from 6½% to 5½% i.e. from £540 to £450 for the year

(ii) The Trust to be responsible for external and structural repairs and renovation, the School for internal renovation.

(c) Sir Geoffrey Peto Design Prizes

The Trustees requested that a report on arrangements for the Sir Geoffrey Peto Design Prizes be submitted to the February Meeting.

110. Temporary Secretary

Agreed: that Mr.Sam Smith act temporarily as Secretary, during the absence of Mr.Henderson.

AUSY

111. Accounts for the Year 1956/1957

A Statement of Accounts for the Year ended 31st. August 1957 also Notes by the Accountant thereon were received. A surplus of £392.10.10 was shown in the Income and Expenditure Account. A completed and audited Statement was not possible at the moment, as the Casson Estate had not yet been finally cleared, and certain securities were still to be handed over by the Executores.

Agree: that receiving the final Statement with the Auditors' Report be deferred until the February meeting.

112. Future Plans

Miss Macdonald reported that exploration was being made of the possibility of acquiring properties in the Old Road, near to the Churchill Hospital, as a future permanent site of the School.

113. Building Fund Appeal

The Trustees were informed that, as a result of odd contributions, the Building Fund now amounted to £17. The proof of an Appeal to be signed by the Chairman and Principal of the School was reviewed.

AAV4

114. Harberton Mead Residents' Association

Miss Macdonald informed the Trustees that legal difficulties had arisen concerning contributions towards the maintenance of Harberton Mead Road owing probably to purchasers being unaware of the responsibility imposed by the original deeds on frontage.

Mr.R.B.Cole, the Solicitor to the Trustees, explained the current legal position regarding the road. The Trust owned the Freehold, Covenants were entered into by the original owners of houses abutting on the road to contribute towards its upkeep. When a house so placed was sold to a new owner, the commitment to contribute should be attached to the property if the arrangement were to continue to operate as intended. At least one instance had arisen where this procedure apparently had not been followed. In such a situation, when payment to the road fund was not forthcoming, the person who could be sued by the Trust was not the actual owner but the individual who originally entered into the covenant. He (or she) in turn could sue the person to whom the property had been sold if an indemnity had been included in the deed. The fact that one owner had closed his means of access to the road and had planted bushes to emphasise this closure did not exempt him from the legal procedure outlined.

He would suggest a meeting with the present owners, preceded by a letter explaining the legal position. It was in the interest of everybody concerned if the circumstances were made clear and the deeds last drawn up in 1938 were re-enacted.

Agreed: that a brief meeting with the residents be convened next February; Mr.Cole to attend. A letter from the Chairman, advised by Mr.Cole, to be circulated prior to the meeting.

Alison Hueglet Young

# THE CASSON TRUST

Minutes of the Meeting of Trustees held at Harberton House on the 14th.February 1958

Present: Mrs.Nugent Young(in the chair)
Mr. G.R.F.Bredin
Sir Hugh Casson
Miss E.M.Macdonald

In Attendance: Mr.H.L.Dennison(Accountant)
Mr.Sam Smith (Acting Secretary)
Mr.R.B.Cole (Solicitor)

**. Minutes** The Minutes of the Meeting held on the 15th.November 1957 as previously circulated were confirmed.

Matters arising:

**ir Geoffrey o Design ize; and the son Memorial.** Reported: Mr.J.B.Talbot, on behalf of Sir Geoffrey Peto's Executors, had agreed that the monies intended to finance the Design Prize, could, if not used for that purpose, be used to stimulate post-graduate study of kindred problems. He had also approved the arrangements for the Casson Memorial Workshop.

It was agreed to ask the proposed School Advisory Training Committee to consider how the Design Prize scheme, or some alternative arrangement, could be operated.

**he Casson tate.** The Acting Secretary read a letter from Messrs.Bevan, Hancock & Co., explaining the delay in winding up this Casson Estate, and outlining circumstances which would cause further delay. Instruction was given to forward a letter of inquiry to the firm at least every two months.

**ccounts for Year 1956/7** Reported: the Auditors had now been able to verify documents required from Bristol and had signed the necessary certificate for the statement of accounts for the Year 1956/7.

Mr.Dennison briefly reviewed the change in the financial position of the Trust since the Year ended. The main additional expense incurred was on the alterations to The Beeches. On balance the Trust was about £100 better off. Accessible money available was roughly £4,200.

Consideration was given to possible investment of some of the available funds so that income could be increased.

**re Plans** Future plans which might allow a site for School buildings to be purchased were briefly discussed. A Churchill Hospital site was regarded as the most likely to be available in the near future and a model layout of the buildings which would finally be required, constructed by Mr.Dennison, was on view.

ANY

116. The Beeches

Alterations to The Beeches had proved to be satisfactory. As anticipated in the Budget estimates, during this Michaelmas Term a small loss had been incurred, but it was expected that the readjustment of fees to operate from March next would help to redress the balances.

117. Harberton Mead Residents' Association.

Mr.Cole reviewed the circumstances concerned with provision for the upkeep of Harberton Mead Road. Points raised in some of the letters from College owners of property and residents had led to the cancellation of the meeting of the Residents' Association intended to be held on the current date.

Miss Macdonald emphasised that the main concern in regard to the road problem was to ascertain what financial liability would in future need to be borne by the Trust, so that it would be clear what monies would be available for other purposes. A major repair had cost about £700 in all and similar repair would be needed every five years, at probably additional cost.



It was agreed that to allow further enquiries the meeting of the Residents' Association be deferred until summer: meantime, Mr.Cole to make the situation clear to the Treasurer of Christ Church, to answer letters from others concerned who raised points at issue, and to draft proposals in consultation with Miss Macdonald and Mr.Dennison.

It was also agreed that every year the sum of £100 or £200 be placed in a Road and Building Repair Fund, £200 to be so placed in the current year.

Alison Nugent Young
24.8.55

dicipated ...
had been ...
erate

he upkeep
om
ion of
the

road
need to
d be
0 in all,
additional

e,

s
nald

in

# THE CASSON TRUST

Minutes of the Meeting of Trustees held at Harberton House, on the 24th. June 1958.

Present: Mrs.Nugent Young(in the Chair)
Mr.G.R.F.Bredin.
Miss E.M.Macdonald.

In attendance: Mr.H.L.Dennison (Accountant)
Mr.Sam Smith(Secretary)

Apologies were received from Sir Hugh Casson.

---

118. Minutes. The Minutes of the Meeting held on the 24th.February 1958, as previously circulated were confirmed.

Matters arising:

(a) The Casson Memorial — Reported: the City Medical Officer of Health, Dr.Warin, had stated that it was hoped to open the Sheltered Workshop next September. The section provided by the School need not be opened until next year, and it was agreed to defer arrangements for equipping until the Principal's return.

(b) The Design Prize. — It was also agreed that the arrangements for the Design Prize scheme be deferred.

(c) The Beeches — The Trustees were informed of the proposal by the School Governors to add 2/6 per week to the scale of charges for accommodation at The Beeches, the increase to begin next September.

119. Financial Statement — A financial statement was received, showing Cash at Bank on the 24th.February, 1958 as £596, and on the 24th.June, 1958 as £918. More income was shortly due, and it was decided that £1,000 of the total cash by then in the Bank be placed on deposit.

(a) Cash at Bank: Deposit.

(b) Investments and cash — A supplementary statement of the Trust's investments and cash reserves (including the balance of Dr.Casson's Estate, £3,275) gave the total as £6,729. The balance of the Estate had not yet been received, presumably due to the absence of one of the Executors in Australia. The Secretary was instructed to write to Messrs.Bevan, Hancock & Co., asking that the balance be paid to the Trust, or, if at this moment the necessary formalities had not been completed, that the money due be invested without delay.

(c) Casson Estate: request to Executors.

ANY

120. Harberton Mead Residents' Association.

Concerning the proposed new agreement among members of the Harberton Mead Residents' Association, a report on the attitude of Christ Church Authorities was awaited by Mr.Cole.

121. Future Plans for the School
(a) Future location.
(b) Building Fund.

Of a number of possibilities reviewed, Headington Hill Hall Stables were considered to be the most appropriate for future School premises, if the freehold or a very long leasehold could be secured. Every effort was being made to negotiate to this end.

Contributions to the Building Fund now totalled £1,100 mainly through seven-year covenants. Students and staff were busily raising money in various ways.

(c) Investments and Cash Reserves available

A statement of the investments and cash reserves of the Trust and the School was received. Amounts: the Trust £6,729; the School, £4,000.

Alison Nugent Cox

# THE CASSON TRUST

Minutes of the Meeting of Trustees held at Harberton House on the 3rd. November 1958

Present: Mrs.Nugent Young(in the Chair)
Sir Hugh Casson
Mr.C.R.F.Bredin
Miss E.M.Macdonald

In attendance: Miss Collins(to act in the absence of Miss Macdonald); Mr.Dennison(Accountant) Mr.Sam Smith (Secretary): Mr.Cole(Solicitor) and Mr.Bayliss (Auditor) also attended.

122. Minutes — The Minutes of the meeting held on the 24th.June 1958 as previously circulated were confirmed.

Matters arising

(a) Design Prize — The convening of the Advisory Training Committee had been deferred until Miss Macdonald's return from the Argentine, so that as yet arrangements for the award of the Design Prize had not been drafted.

(b) The Beeches — The Beeches is let to the School as a furnished Hostel, but so far no clear division between the School and the Trust of responsibility for repairs and renewals had been established.

(i) Repairs and Renewals — It was decided that the Trust be responsible for structural repairs to the buildings and for exterior decoration; the School to be responsible for all interior decoration and for the general upkeep of gardens, fences, outhouses and paths, excluding renewals. Concerning furniture, the Trust to be responsible for replacements necessitated by fair wear and tear; the School to be responsible for minor repairs and replacements made necessary by breakages or other misuse. Regarding rents,

(ii) Rents. — the present scale of charges for accommodation to be maintained for the time being subject to review when considered advisable; and the rent of £450 per annum paid by the School to be continued until further notice.

123. Accounts — The Accounts for the Year ending 31st.August 1958 and the Auditor's Report thereon were received. The balance of income over expenditure was shown as £526.19.0. The surplus of assets available to the Trust is reported to be roughly £7,600.
After review the Accounts were adopted, and action decided concerning matters to which attention was drawn by the Auditor. It was noted that the sum of £200 reserved to a Road and Building Repair Account in the Balance Sheet was merely a paper record, and should be written back in the next year's accounts.

124. Harberton Mead Residents' Association

Mr. Cole reported that further progress in securing an agreement through the Harberton Mead Residents' Association on liability for road repairs was held up by non-receipt as yet of a reply from Christ Church.

125. Future Plans for the School

Reported: that the only feasible site for new School buildings seemed now to be on Harberton House ground. Negotiations were proceeding to overcome one major obstacle, i.e. the possibility of objection by the lessee of "Gateways" who had the right by covenant to raise objection.

126. Fencing

Authority was sought to erect a link wire fence with 5 feet high oak posts between Harberton House and "Cotuit" grounds for a sum of £50. The use of staff labour for erection accounted for the low estimate. Approved.

Alison Nuttall Chmn
16. 3. 59.

# THE CASSON TRUST

Minutes of the Meeting of Trustees held at Harberton House on the 16th.March 1959.

Present: Mrs.Nugent Young (in the Chair)
Sir Hugh Casson
Mr.G.R.F.Bredin
Miss B.G.Collins (representing Miss E.M.Macdonald)

In Attendance. Mr.H.L.Dennison (Accountant)
Mr.Sam Smith (Secretary)

127. Minutes — The Minutes of the Meeting held on the 3rd. November 1958 as previously circulated were confirmed.

128. Statement of Accounts — The Financial Statement as at the 6th.March 1959 was received. Cash in the current and deposit accounts was shown as £5593 and investments as £2933.

New Investments. — It was agreed that funds be transferred from the deposit account balance of £5344 to investments as follow: £1500 in 5% Defence Bonds and £3500 in 4½% Conversion Loan, redeemable in 1964.

129. Harberton Mead Road

(a) Suggested road repair. — A report on the condition of Harberton Mead Road, previously circulated, was received. The repairs carried through in 1956 were regarded as unsatisfactory. A member of the Harberton Mead Residents Association, Mr.R.C.Munt, of St.Catherine's, head of a local building firm, advised a different treatment of the road surface than had been applied. He expected the cost to be approximately £150 and offered to obtain estimates through his firm, as likely to be more favourable than any submitted to private residents. The work should be undertaken this summer. All connections to main services to properties shortly to be erected in the Mead must be completed beforehand.

It was agreed that tenders for the work be obtained by Mr.Munt.

(b) Service connections. — Permissions had been granted to lay service connections crossing the road to two new houses in the Mead. Formal approval to these permits was given.

130. Harberton Mead Residents Association — Reported: no news had yet been received from Mr.Cole as to the attitude of Christ Church to road expenditure. The building of two new houses in the Mead with access to the road was noted, and instructions given that a complete list of residents contributing to its repair should be registered as soon as possible.

9/3 B

131. Casson Memorial dedicated workshop — It was reported that the stage at the Red Barn (formerly the Oxford Playhouse) had been provided by Oxford City Council as accommodation for the curative workshop dedicated as the Casson Memorial. Unfortunately, the stage sloped and required to be levelled for the purpose in view. An interim consent of the Trustees to expenditure of £110 from the Memorial Fund for levelling had been given, but through some misunderstanding the requisite authority from the City angle to proceed had not been given. Agreed: that expenditure up to £110 be formally approved, and that authorisation be sought for the work to proceed.

132. The Casson Estate — A letter from Bevan, Hancock & Co., was read, saying that Dr.Casson's Estate had not yet been wound up finally, but that before long a cheque for the balance due to the Trust would be forwarded.

133. Building Fund Investments — Reported: Miss Macdonald was seeking to invest £180 in Premium Bonds, in distributed groups, hoping that by chance more than normal advantage from investment would accrue to the Building Fund. Approved.

30/vi/59

G. de Bru

52

# THE CASSON TRUST

Minutes of the Meeting of Trustees held at Harberton House on the 30th.June 1959.

Present: Mrs.Nugent Young (in the Chair)
Sir Hugh Casson
Mr.G.R.F.Bredin (temporarily in the Chair)
Miss B.G.Collins (representing Miss E.M.Macdonald)

In attendance: Mr.H.L.Dennison(Accountant)
Mr.Sam Smith (Secretary)

In the unavoidable temporary absence of Mrs.Young, Mr.Bredin was appointed to take the Chair for the time being.

134
**Minutes**

The Minutes of the Meeting held on the 16th.March 1959 as previously circulated were confirmed.

135
**Financial Statement**

The Financial Statement as at the 26th.June 1959 was received, showing £2601 in Current and Deposit Accounts and £6422 in Investments.

136
**Harberton Mead Road**

**(a) Road Repairs**

A tender obtained by Mr.Munt of St.Catherines for the repair of Harberton Mead Road for £212 was submitted, and authority given to accept.

**(b) Resident's Responsibility.**

Information was received from Mr.Cole that Christ Church had not as yet definitely affirmed their allocation of the expense of the road repairs, borne in relation to two houses; a reply had not been received as yet from another resident; and two had questioned the current apportionment. Agreed: that Mr.Cole be asked to continue with attempts to negotiate a settlement.

137
**School Buildings**

The Trustees were informed that consent in principle to building the School on Harberton ground had been given by the City Planning Authority, with the proviso that approval of the site as submitted in the outline plan was not endorsed by this consent. Five of the residents consulted by the Authority had objected to the site outlined, and it was suggested that a conference with the Objectors later on would be helpful.

ANY

The Secretary brought to the notice of the Trustees the objection of one resident to the proposed erection of a two-storey annexe to Harberton House, which the objector wished to be only one-storey high. This objection was not referred to in the Authority's letter.

138

Casson Memorial: The dedicated workshop

Miss Collins reported that no further progress had been made for equipping the dedicated workshop. The stage allocated to it was sloping and unsuitable for lower-limb patients. To level it and make necessary re-adjustments to the levelling would entail expense in the neighbourhood of £300, in place of the £110 which the Trustees had agreed to spend on stage reconstruction. Such additional expenditure would much reduce money available for equipment which was to be provided from the Memorial Fund. The Health Committee were unable to provide any contribution from Corporation funds for this purpose.

Miss Collins emphasised the fact that Miss Macdonald held firmly to the view that unless the Corporation were prepared to implement stage reconstruction as proposed so that no further expense on this account would fall on the Memorial Fund the monies in the Fund should be devoted to some other project. A further consideration was that the occupational therapist nominated to take charge of the workshop stated that she would not undertake this function unless the proposed alterations were completed.

A letter from the Medical Officer of H ealth was read, saying that he saw no reason why the stage should not be used in its existing state.

After careful review, the trustees agreed that the workshop should begin to operate with the existing stage. Difficulty in the treatment of cases, as by experience difficulty occurred, could be brought to the notice of the Medical Officer of Health, and remedy pressed for. (Some little delay might occur in initiating workshop treatment if another supervisor employed by the Corporation had to be selected.) This line of procedure was considered preferable to abandoning the project altogether. Meantime, Miss Macdonald should be consulted about the equipment to be installed in the workshop.

Memorial Plaque

Agreed: that a removable Memorial Plaque be placed in the dedicated workshop, the appropriate wording to be devised by Mrs.Young and Sir Hugh Casson.

139

Dr.Casson's Estate: final payment.

ANY

The Trustees were informed that a final payment of £230.15.11. from Dr.Casson's Estate had been received. The total bequest to the Trust from the Estate amounted to £12,175.18.8. It was agreed that the proceeds of the bequest be devoted to the Building Fund.

140

**Building Fund Investments**

Reported: as given in the Financial Statement above (Minute 135) Investments stood at the figure of £6422. An investment of £1500 in 5% Defence Bonds awaited the formal assent of Miss Macdonald. Some delay had occurred in correspondence with the Argentine.

141

**Greenhouse**

A recommendation from the School Governors was considered, proposing that the greenhouse, recently purchased from Headington Hill Hall, should be moved to a new site below the tennis court so as to be clear of the proposed extension to the hostel, and that at the same time, an extension of this greenhouse should be purchased. The gardener, it was reported, hoped for a greenhouse ten feet high. Information was received that the tallest greenhouses readily available were only eight feet high. It was agreed in principle that a greenhouse 8 feet high should be purchased. Before action was taken however the Trustees directed that an estimate be obtained from Mr.Sutton the Builder for (i) the removal and re-erection of the existing greenhouse on the new site, (ii) the erection (including foundations) of the new greenhouse.

Alice Augustyoung

23.11.59.

# THE CASSON TRUST

Minutes of the Meeting of Trustees held on the 23rd. November 1959 at Harberton House.

Present: Mrs.Nugent Young (in the Chair)
Mr.G.R.F.Bredin
Miss B.G.Collins (representing Miss E.M.Macdonald)

In attendance. Mr.H.L.Dennison (Accountant)
Mr.Sam Smith (Secretary)
Mr.S.W.Bayliss (Auditor)

Apologies for absence were received from Sir Hugh Casson.

142. Minutes — The Minutes of the Meeting held on the 30th.June 1959 as previously circulated were confirmed.

143. Statement of Accounts — The Statement of Accounts for the year ended the 31st.August 1959 with the Accountant's and A uditor's report thereon was received. Mr.Bayliss supplemented the Auditor's report. A surplus of income over expenditure was shown, amounting to £606.0.10. It was decided not to alter existing investments.

144. Harberton Mead Road

(a) Road repairs. — The Trustees were informed that owing to the omission to note that the Mead Road was a private road, Corporation staff had not given notice of work to be done by laying sewage pipes along a third of the road, and water supply pipes along one-half of the road, from the Julianstow gate. Ameys had fulfilled the contract for road surfacing before the intended installations were known. Apologies for the lack of notice had been received and assurances given that the road would be effectively re-surfaced.

It was agreed to avoid potential difficulties by deferring the collection of road repair contributions from residents until the re-surfacing was completed, in the meantime sending them an explanatory note.

(b) Residents liability. — Difficulties, mainly of a minor character, that had occurred in securing agreed allocation of liability for road repairs were reported. Mr.Cole assured the trustees that these would be reasonably overcome.

145. School Buildings

The existing situation with regard to plans for the school buildings was outlined. The architect was drafting a preliminary plan for a main two-storey building fronting Harberton Mead Road, with one storey extensions at the rear to which further sections could be added as required. This arrangement would allow an attractive open space to remain behind Harberton House and would have minimum effect on the local amenities. It was hoped that this plan would be ready shortly for consultation with Mr. Grimwood of Gateways and other interested residents as advisable.

The most convenient process, it was suggested, would be to build in two stages, one to be the workshops in their entirety, and the other to be the assembly hall and appropriate neighbouring rooms.

The proposals outlined were approved, subject to later readjustment as found to be required 150.

146. Casson Memorial: The dedicated workshop

The Chairman and Miss Collins submitted their views on provision for the dedicated workshop, arising from a visit of inspection they had made, and a consultation with the occupational therapist in charge. 151.

The platform was regarded as altogether inconvenient for the service to be given, and it was recommended that it be used for storage purposes instead of, as now, a portion of the floor, and that part of the floor be marked off as the dedicated workshop. 152.
It was decided that a consultation with the Medical Officer of Health be arranged to press for this adjustment and also to press for a full-time assistant to the occupational therapist in charge.

147. Building Fund Investments

Reported: the investment of £1500 in 5% Defence Bonds (Minute 140) had been implemented on the receipt from the Argentine of formal assent from Miss Macdonald.

148. Greenhouse

The Trustees were informed that an all-glass greenhouse had been purchased and sited separately, not as an extension. Cost approximately £64, plus cost of erection.

149. Friends of Dorset House

Congratulations were recorded to the Friends of Dorset House on their accumulation of £489.1.2. for the Building Fund.

J.P. Bloom
Chairman

3.11.60

# THE CASSON TRUST

Minutes of the Meeting of Trustees held at Harberton House on the 3rd. March 1960

Present: Mr.G.R.F.Bredin (in the Chair)
Sir Hugh Casson
Miss E.M.Macdonald

In attendance. Miss B.G.Collins
Mr.H.L.Dennison(Accountant)
Mr.Sam Smith(Secretary)

Apologies were received from Mrs.Alison Young in whose absence, due to ill health, Mr.Bredin was appointed to the Chair.

150. Minutes

The Minutes of the Meeting held on the 23rd. November 1959 as previously circulated were confirmed.

151. Financial Statement

The Statement of Income and Expenditure for the period 31st. August 1959 to the 3rd. March 1960 was received. This revealed an excess of expenditure, £33. 10. 11. over income, due to an outpayment of £212. 9. 5. for the re-surfacing of Harberton Mead Road in anticipation of the usual contributions from other residents.

152. Harberton Mead Road

It was agreed that a gate be installed at the Julianstow entrance to Harberton Mead Road, an estimate of costs to be obtained from Messrs.Hinkin & Frewin (the contractors undertaking service works in the road for Oxford Corporation) Instructions were given that the residents be informed of the project.

After the installation of the gate, the Principal & Secretary were asked to obtain as full information as possible concerning the conditions which would apply in the event of the transfer of the maintenance of Harberton Mead Road to Oxford Corporation, including in particular the procedure to be followed in such a case and an estimate of the costs which would have to be borne by the residents involved.

Approach was also suggested to residents responsible for any fences which needed to be made more secure.

AMY

As attention had been drawn to the neglected condition of land opposite to Julianstow which was liable to become a rubbish dump, it was decided to ask Mr.Cole to write to the executors of Mrs.Fielden's estate, in charge of High Wall, concerning the matter.

153. The Lodge

Miss Macdonald reported that if circumstances made it necessary for her to provide accommodation at The Lodge for her mother, additional electrical equipment would be required, and that if this were installed renovation of the wiring throughout the house might be needed.

It was agreed that if extra points were required for additional items of equipment, it should be decided then how to allocate the costs to be borne.

154. School Buildings

Preliminary plans for the new School buildings as drawn up by the architects were examined, and were passed on for review by the Governors.

Avion Nugent Gomez 14.7.66

# THE CASSON TRUST

## Minutes of the Meeting of Trustees held at Harberton House on the 14th July, 1960.

Present: Mrs. Alison Young (in the Chair)
Mr. G.R.F. Bredin
Miss E.M. Macdonald

In attendance: Miss B.G. Collins
Mr. H.L. Dennison (Accountant)
Mr. Sam Smith (Secretary)

155. Minutes. The Minutes of the Meeting held on the 3rd March, 1960, as previously circulated, were confirmed.

Business arising:-

(a) (i) Harberton Mead Road. The Secretary was asked to press the City authorities to restore the lower half of Harberton Mead Road to a much improved transitional state of repair, now that the new sewer had been installed.

(ii) Road Gate. Estimates sent in by Messrs. Hinkins and Frewin and Messrs. W.G. Powell for supplying and fixing a gate at the "Julianstow" end of Harberton Mead Road were reviewed. The lower estimate, that of Messrs. Powell, £33. 5. 0d. was accepted.

(b) The Lodge Agreed: that the cost of extensions to The Lodge be omitted from the Appeal target, and that the sum of £1,500, to be lent by Miss Macdonald to the Trust towards the cost of the extensions, be placed in a Deposit Account, to meet contingencies unforeseen at the present time, or to await repayment of the loan in due course.

(c) Casson Memorial: dedicated workshop. It was reported that it had been found impracticable to place the dedicated workshop on the floor of the Red Barn, so the platform had been reserved for it. Hand cases could be dealt with on the platform and only hand cases were in view for the time being. The necessary equipment had been arranged.

ANY

The opening of the workshop, it was expected, would be during the autumn, and the people who had contributed to the Memorial would be informed and/or invited to attend.

156. Financial Statement. The Financial Statement, showing £288 excess of income over expenditure for the period 1/9/59 to 30/6/60, was received.

Mr. Sutton had submitted a bill of £23. 7. 6d. for the installation of the greenhouse; £9 higher than his estimate, and an explanation was requested.

157. Sale of The Beeches. Reported: the agreed sale of The Beeches to the Institute of Education would need the consent of the Charity Commissioners.

The grant of ten guineas to Miss Christer as a token of appreciation for her services as receptionist to potential purchasers was endorsed.



158. Proposed entrance to the Mead Road from "Cotuit". The intention of the City Education Committee to provide an entrance to the Mead Road from "Cotuit" was reported, and it was agreed that the project be investigated further, and the residents consulted. The legal aspect had been referred to Mr. Cole.

159. The Building Fund. It was agreed that legal advice be sought to guide the Trust concerning administration of the Building Fund, a report to be presented to the autumn Meeting of Trustees.

Alison Nugent Jones

29.7.60.

# THE CASSON TRUST.

Minutes of the Meeting of Trustees held at Harberton House on the 1st December 1960.

Present: Mrs. Alison Young (in the Chair).
Mr. G.R.F. Bredin.
Miss E.M. Macdonald.

In attendance: Miss B.G. Collins.
Mr. H.L. Dennison (Accountant).
Mr. Sam Smith (Secretary).
Mr. S.W. Bayliss (Auditor).

160. Minutes. The Minutes of the Meeting held on the 14th July 1960, as previously circulated, were confirmed.

161. Statement of Accounts 1959-60 and Auditors' Report. The Statement of Accounts for the Year 1959 - 60 and the Auditors' report thereon were received and the Statement adopted. Mr. Dennison and Mr. Bayliss commented on various items.

(a) Liquid assets. The Trust had roughly £14,000 in liquid assets, of which £9,635 were readily available in the Deposit Account due largely to the sale of The Beeches.

(b) Investments. Mr. Bredin and Mr. Dennison were authorised to invest £6,500 of this amount and to deal with existing investments, e.g., if necessary, to sell at appropriate times.

162. Building Fund.

(a) Architects' fees. The sum of £1,487 had been paid in architects' fees at this stage, in relation to a scale for a special building. Scales of fees varied, and enquiry would be made of Sir Hugh Casson for the definition of "special building" and for other relevant information.

(b) Legal advice on administration. Concerning administration of the Building Fund, legal advice was to the following effect: as the School buildings would be on ground owned by the Casson Trust, the buildings would be the property of the Trust; contributions to the Building Fund should be paid to the Trust, and the Trust should decide the terms of financial arrangements between Trust and School. The contribution possible from School funds could be dealt with as rent in advance, or as a loan.

ANY

This information would be placed before the Governors.

62

163. Sale of The Beeches. — The Trustees were informed that the sale of The Beeches had realised the sum of £8,122 net. Appreciative comment was made on the refusal by Mr. Bredin of all previous lower offers.

164. The Lodge. — Reported: the legal agreement between the Trust and Miss Macdonald had been signed by the Chairman, Mrs. Young and Mr. Bredin. Construction at The Lodge was well under control by the architects.

165. Harberton Mead Road.

(a) Fencing. — It was agreed that two short lengths of fencing be installed as recommended, one on each side of the Mead road gate.

(b) State of the road. — The condition of the road where a sewer had been laid was still highly unsatisfactory. The Secretary was asked to persist in pressing for renovation.

16

16



(c) Proposed entrance to the road from "Cotuit." — It was reported that as yet the Corporation had taken no further step concerning the proposed entrance to Harberton Mead from "Cotuit."

(d) Letters from Mr. Grimwood. — Corresponsence from Mr. Grimwood was received concerning turfing of road verges fronting "Gateways." It was noted that the Trust gave attention only to verges where there were no frontages; frontagers were responsible for their own.

17

166. Casson Memorial: dedicated workshop. — The Trustees were informed that the dedicated workshop would be in operation about April next.

17

167. Harberton House: lighting and heating. — Reported: the supply of electricity to Harberton House was found to be much below standard. The supply came by way of Pullens Lane and the supply main dated from 1928. The extensive new equipment at "Cotuit" strained its capacity, and the main was to be augmented.

17

Three electric heaters were to be installed in the hut at the Hostel. For wiring these the estimate received amounted to £24. 7. 6.

Alison Nugent Young

10.1.61. RT.

17

# THE CASSON TRUST.

Minutes of a Meeting of Trustees held on the 13th March 1961.

Present: Mrs. Nugent Young (in the Chair).
Sir Hugh Casson.
Miss E.M. Macdonald.

In attendance: Miss B.G. Collins.
Mr. H.L. Dennison (Accountant).
Mr. Sam Smith (Secretary).

168. Minutes. The Minutes of the Meeting held on the 1st December, 1960, as previously circulated were confirmed.

169. Financial Statement. The Financial Statement of Income and Expenditure during the period 1/9/60 to 28/2/61 was received.

The Chairman drew attention to the excess of expenditure over income, totalling £103.18. 4. This unusual circumstance was due to the new element of expenditure on the Appeal, which would continue over a period. Withdrawals necessary would be made from the Deposit Account, which at the moment stood at £9760.

170. Building Fund. Reported: it should be made clear in Appeal literature that funds for the new School buildings would be held by the Trustees, and the title advised as appropriate to the Fund would be "The Dorset House School Development Fund."

171. The Lodge. Miss Macdonald reported that work on The Lodge was behind schedule and would not be ready for Easter as she had hoped. This would make it necessary to cut down her work in School during term in order to reorganise at The Lodge, and to press on with the Appeal during vacation.

172. Harberton Mead: projected entrance from "Cotuit." Extensions were being constructed at "Cotuit," and temporary permission had been given to the builders for an entrance from Harberton Mead. A request was expected for a more permanent entrance for the use of the Warden alone, and meantime the degree of possible inconvenience to residents was being assessed.

173. Casson Memorial: dedicated workshop. Reported: arrangements for making full use of the dedicated workshop were running smoothly, and it appeared that a member of the Radcliffe Infirmary staff might be deputed to take charge.

Sir Hugh Casson submitted the design of the Memorial Tablet for inspection. The design was warmly appreciated. It was decided that the material used should be mahogany: cost, £22; that the colour should be the natural mahogany; and that the lettering should be gilded: cost, £7. The layout would cost £5. 5. 0. and fixing the Tablet, to be fixed so as to be movable, £2 or £3. It was agreed that the cost be borne by the Trust.

The Trustees expressed their thanks to Sir Hugh.

SS/RT. 30. 3.61.

Alison Nugent Gow

5th June 1961

# THE CASSON TRUST

Minutes of the Meeting of Trustees held at Harberton House on the 5th June 1961.

Present: Mrs Alison Young (in the chair)
Sir Hugh Casson
Mr. G.R.F. Bredin
Miss E.M. Macdonald

In attendance:
Miss B.G. Collins,
Mr. H.L. Dennison (Accountant)
Mr. S. Smith (Secretary)

174. Minutes. The Minutes of the Meeting held on the 13th March 1961 as previously circulated were confirmed.

175. Financial. The Financial Statement listing income and expenditure during the period from the 1st September 1960 to the 29th May 1961 was received. Income was shown to be £555. 0s. 6d; and expenditure £2117. 18s. 5d. Excess beyond normal expenditure, £1860. 4s. 8d, was due to costs entailed in relation to the Development Fund Appeal, the London Re-Union, and Harberton Lodge.

176. Supplementary Assistance. The Trustees agreed provisionally to the engagement of an ex-student, if this could be arranged, during one year, to supplement the work of the teaching staff and to help with research work for the Appeal. The arrangement in view would release the Principal and Vice-Principal for additional attention to promoting the success of the Appeal.

177. The Lodge. The Trustees inspected the newly-built accommodation at Harberton Lodge. The suggestion that Sir Hugh should write an appreciative note to the architect met with approval.

ANY

178. The Casson Memorial: dedicated workshop.

Reported: no member of the staff had yet been seconded from the Radcliffe Infirmary to take charge of the dedicated workshop. Procedure had to work through a number of Infirmary Committees, and meantime the offical opening was delayed.

Alison Jones

30th. November 1961

# THE CASSON TRUST.

Minutes of the Meeting held at Harberton House on 30th November 1961.

Present — Mrs. Nugent Young (in the Chair)
Mr. G.R.F. Bredin
Miss E.M. Macdonald
Sir Douglas Veale (by request)

In attendance: Miss Collins,
Mr. Dennison,
Mr. Smith,
Mr. Bayliss (Auditor)

179. Minutes. — The Minutes of the Meeting held on the 5th June 1961 as previously circulated, were confirmed.

180. Statement of Accounts 1960-61. — The Statement of Accounts for the year ended the 31st August 1961 was reviewed.

Mr. Dennison pointed out that the excess of expenditure over income, £383, was due to payments made in connection with Appeal expenditure. Except for the profit on the sale of "The Beeches", £405, (not placed to Capital Account because a non-recurring item), the Income and Expenditure Account would have approximated to Accounts in preceding years.

(a). School funds and Trust payments. — The advisability of payments on behalf of the Trust made from School funds as convenient procedure was discussed. A limit of £1,000 to such payments was suggested. At the moment this limit was exceeded, and its imposition would involve the transfer of a sum of money from the Trust to the School.

(b). Investments Scrip. — The Auditors noted that some of the scrip relating to Trust investments had not been seen on their behalf, owing to its distribution in various places. Mr. Bayliss recommended that all scrip be kept at the bank. Otherwise the accounts were found to be in accordance with the books and correct.

(c) Harberton House. Mortgage interest. — It was noted that the rate of interest for the £4,000 mortgage on Harberton House had now increased to 5 per cent per annum.

(d) Allendale Cottage. — Miss Macdonald reported that Miss Barber (formerly a member of the School staff in Bristol) was now ill and likely to be unable to return to work for some time to come. She would have difficulty in paying the mortgage interest on Allendate Cottage. In these circumstances it was decided to waive receipt of the mortgage interest from March 26th 1961 to the end of August 1962.

AWY

Agreed: that the Statement of Accounts for the Year ended the 31st August 1961 be adopted.

181. Extensions to the Lodge. Payments by Miss Macdonald.

Miss Macdonald reported that certain repairs and extensions to the electrical wiring of the older part of the Lodge had been carried out at a cost of £130.15. 7d., which she had already paid. It was agreed that this amount should be refunded to her.

Miss Macdonald also informed the Trustees that she personally had purchased several electrical appliances and a Redfyre back-boiler unit for use in the Lodge; these, with their original cost and locations, are listed below. Miss Macdonald asked that it be formally recorded that these appliances are her personal property which she will be free to remove on ceasing to occupy the Lodge; should she, at that time, not require any of them, the School might buy these at an agreed valuation.

| | | |
|---|---|---|
| 1 Mark II Chilton Multi-plug unit | - £4.10. 0d. | Cloakroom |
| 1 Hurseal TR3 White Towel Radiator | -£16.19.11d. | Bathroom |
| 1 Hurseal TRC3 White Towel Radiator | -£16.19.11d. | Cloakroom |
| 1 Murphy-Richards QR/30 Pearl Bronze Convector Heater | -£10. 6. 7d. | Miss Macdonald's bedroom. |
| 1 Dimplex D.320 White Radiator | -£21. 5. 9d. | Small sitting room. |
| 1 Dimplex B.310 White Radiator | -£14. 4. 0d. | Mrs. Macdonald's bedroom. |
| 1 Radisil Model 58 Heater | - £5.12.10d. | Kitchen |
| 1 Redfyre back-boiler unit (installed by J. Barrett & Sons) | -£52. 8.10d. | Old sitting room. |

182. Harberton Mead (a) "Cotuit".

The Trustees were informed that Oxford Corporation had cancelled their project for construction of an entrance to Harberton Mead.

(b) Road surface repairs.

The Secretary gave an account of his consultations with the City Highways Department, and reported their arrangements with the sub-contractor for repair of the road surface and margins of Harberton Mead. Miss Macdonald was engaging Mr. Beasley to check the repair.

AN1

183. Portrait of Dr. Casson.

It was agreed that the cost of the portrait of Dr. Casson be borne by the Trust as a contribution to the Casson Memorial.

184. Mrs. Read's annuity; reinvestment of capital

The solicitors concerned with the administration of Dr. Casson's Will had reinvested the capital for providing an annuity of £200 to Mrs. Read, Dr. Casson's sister, in accordance with the terms of the Will. Reinvestment had resulted in a surplus of £221.14. Od. over and above capital necessary to provide the annuit of £200 as specified in the Will. This sum had been paid into Dr, Casson's estate.

Some Trustees felt that the surplus from reinvestment should in some way be applied for the benefit of Mrs. Read, and various possible and impossible methods were discussed. In view of the terms of the Will it had finally to be recognised that the legal considerations involved made the situation too complex for ready solution, and that payment of £200, as before, must be accepted.

185. Building Fund Appeal:

Lunch at the Goldsmiths Hall
(a) Selection of Speaker

Sir Douglas suggested that the keynote for the Development Fund campaign should be that the School applied the technique of psychiatry in reverse. He reviewed possible lines of approach to potential supporters of the Development Fund Appeal, with special reference to the Projected lunch at the Goldsmith's Hall. He stressed the importance of selecting the speaker at the lunch, one whose name as announced on the invitation cards would attract an appropriate audience, and whose manner and speech content would be acequately impressive. Various personalities whom he could approach were considered. Finally it was agreed that Sir Wilfrid le Gros Clark (President of the British Association), Sir Miles Thomas - (well-known industrialist) - and Lord Taylor should be approached in that order, unless, to replace the latter name, another presented itself.

(b) Suggested change of date.

Sir Douglas drew attention to the inadequacy of the time left to prepare with full advantage for a lunch on February 20th. Deferment would be helpful, but the Goldsmiths had already agreed to one postponement, and later on the Hall might not be available. He volunteered, however, to consult the Clerk of the Goldsmiths' as to the possibility of a later date, and it was decided that a date next May was the main preference, with April or the beginning of June as alternatives.

It was also decided to postpone the Oxford sherry party at Corpus, if possible, to late March.

Alison Young 19th March 1962

THE CASSON TRUST

Minutes of the Meeting of Trustees
held on the 19th March 1962

Present: Mrs. Nugent Young (in the Chair)
Mr. G.R.F. Bredin
Sir Hugh Casson
Miss E.M. Macdonald

In Attendance: Mr. Dennison (Accountant)
Mr. Smith (Secretary)

186. Minutes. The Minutes of the Meeting held on the 30th November 1961, as previously circulated, were confirmed, together with the subsequent insertion of a list of items in Minute 181 (Extensions to the Lodge. Payments by Miss Macdonald) bought by Miss Macdonald and installed for her personal convenience, with an account of their locations and original cost, the said items being her personal property which she will be free to remove on ceasing to occupy the Lodge, or to negotiate, when that event occurs, for the sale to the School of any she does not require, at an agreed valuation.

Business arising:

(a). Donation re debt on extensions to the Lodge. Reported: a cheque for £1,350 had been forwarded by a relative of Miss Macdonald to redeem a debt earmarked in the Trust accounts as relating to extensions of the Lodge, a sum which could now be transferred to the Development Fund. The transaction had been dealt with in legal form by the Trust's solicitor.

It was agreed that the Chairman send a letter on behalf of the Trustees thanking the donor for his generosity.

(b). Allendale Cottage (Minute 180(d). The Trustees were informed that Miss Barber was very grateful for the decision to waive receipt of mortgage interest on Allendale Cottage from March 26th 1961 to the end of August 1962.

ANY

187. Financial Statement

An account of Income and Expenditure from the 1st September 1961 to the 17th March 1962 was received: Income £792.10.4; Expenditure £4,406.12.4., the excess of expenditure over income due to payments relevant to the Appeal and to a deposit concerned with the purchase of "Hillstow".

(a) Excess Expenditure.

Money in the deposit account at the moment totalled £4,722. 4. 1.

(b) Report on "Hillstow".

It was agreed that Mr. Gray, the architect, be asked to submit his charge for the report on "Hillstow".

(c) Mr. Beasley.

Miss Macdonald was asked to write to Mr. Beasley, who had acted as agent for the purchase of "Hillstow", saying that she was instructed by the Trustees to thank him for the discretion he had exercised in charging for his services.



188. Progress of Development Fund

Miss Macdonald reported that the Development Fund to date had reached a total of £8,798. Of this sum, the Friends of Dorset House (Staff and Students) had raised £1,000; The previous Appeal brought in £1,739; the current Appeal £4,709; and a cheque received recently, £1,350.

189. Sale of Building Plots.

Concerning the suggested sale of the site in Harberton House grounds originally intended for new School buildings, letters from Mr. Beasley advising on the project were read.

The Trustees agreed that the land be sold, with a view to its use for the building of flats, with parking space for cars; that planning permission be obtained first, and also that informal inquiry as to the probable attitude of the City Council to further building on Harberton House ground be made.

ANY

Action by Mr. Beasley.

It was also agreed to instruct Mr. Beasley to approach the City Planning Authority and to ask for consent to new planning proposals for the site formerly intended for School buildings. In addition, he should ascertain what permits for other building on Harberton House ground were likely to be granted, as the Trustees wished to know what building on the ground was a possibility. Restrictions might arise attaching to planning permission for the site originally allotted for the School, and from a tree preservation order relating to the spinney. If the construction of a new road for access to new building became necessary, it should be ascertained whether objection would arise to its entry from Pullens Lane. An important factor was to retain architecural control over whatever new building was permitted.

190. Final payment for "Hillstow"

In present circumstances about £1,200 would be in hand after the final payment for the purchase of "Hillstow". It had been estimated by the architects that adequate repair of the roof would cost £10,000. The interior painting could be done economically with the help of the students and of other service which might be available.

a. Accommodation

As it now stood "Hillstow" would provide office room for the needs of administration, with space for the library, canteen, and lecture room. The addition to the cottage of a kitchen and bathroom was necessary, to make it suitable for use as a students' hostel.

b. Extension

The Trustees decided that an estimate for adding a kitchen and bathroom be obtained, and planning permission sought; Mr. Gray to be asked to make an outline sketch.

c. School loan.

It was also decided to ask the Governors of the School whether they were prepared to make a loan for the adaptation of "Hillstow", a property to be owned by the Trust.

d. Contracts.

The Secretary drew attention to a formula suggested by Mr. Talbot for dealing with contracts for the purchase of properties by the Trustees, subject to approval by Mr. Cole. It was agreed to submit the formula to Mr. Cole, and then to circulate the approved text to the Trustees for subsequent action.

ANY

Cont'd....

191. Harberton Mead: road repairs.

Miss Macdonald reported that work by the City Council on road repairs at Harberton Mead was well advanced, and that Mr. Beasley was getting them completed.

Alison Margaret Young
1st April 1963

SS/JM. 11th May, 1962.

# THE CASSON TRUST

Minutes of a Meeting of Trustees held at Harberton House on the 1st April, 1963.

Present: Mrs. Nugent Young (In the Chair)
Mr. G.R.F. Bredin
Sir Hugh Casson
Sir Douglas Veale

In attendance: Miss E.M. Macdonald (Principal); Miss B.G. Collins (Vice-Principal); Mr. H.L. Dennison (Accountant); Mr. Sam Smith (Secretary); Mr. Bayliss (Accountant).

---

192
1, Minutes

The Minutes of the Meeting held on the 19th March, 1962 as previously circulated, were confirmed.

193
2. Annual Statement of Accounts: 1961-62

The Annual Statement of Accounts for the Year 1961-62 was reviewed, supplemented by the comments of Mr. Dennsion and Mr. Bayliss. The Statement was then adopted.

194
3. Financial Statement to date

The Financial Statement to date was examined, and supplemented verbally; cash and other assets to a total of £4,500 were reported as available. The Statement was received.

Notice was given of the intention of the Governors of Dorset House School to give a substantial sum to the Casson Trust on behalf of the School and it was agreed that if such an offer were made it would be gladly accepted. The sum in question amounted to £9,280. 4. 9.

195
4. Future Plans
(a) Finance Required

The Meeting noted that a sum of £33,000 was estimated to be sufficient to cover the cost of the extensions at 58 London Road. Some £4,500 is now available for alterations and heating for the present house.

Mr. R.B. Cole had advised that power to borrow by means of mortgage or loan was available subject to the consent of the Charity Commissioners or the Ministry of Education, and that such consent was likely to be obtained without difficulty. It was agreed to make recommendations to the Governors of the School as follows: H.C.

(b) Loans — That for the monies necessary an overdraft at an estimated maximum figure of £30,000 be sought from Barclays Bank. From previous enquiries it appeared that the Bank would probably agree to such an arrangement to cover a twenty-year period. Mr. Bredin agreed to complete the negotiations with the Bank on the above lines.

(c) Mortgage — The Meeting agreed that the advisability of reducing the extent of the overdraft by increasing the Mortgage on Harberton House from £4,000 to £10,000 should be explored.

(d) Rates — Reference was made to the local rates which would need to be met, the incidence of which could not at present be assessed.

(e) Transfer to new premises — The Principal reported that she planned to vacate nine huts at the Churchill Hospital by December 1963 at least, and to occupy instead accommodation in the new premises which, it was expected, would by then be available. She hoped that the remaining fifteen huts would be vacated sometime in 1964.



(f) Garage at Harberton — It was agreed that the pre-fabricated garage at Harberton should not be moved, for the time being.

(g) Cottage lease — The meeting agreed that on the request of the present tenants of the cottage in the new school grounds, their lease of the cottage should be extended from June to the end of August 1963.

It was noted that an estimate for the necessary alterations to the cottage should be obtained in the meantime.

(h) Architects — Plans were submitted covering the above projects drawn up by the architects on the staff of Messrs. Carter Jonas and Sons, who were concerned originally with the proposal for erecting the pre-fabricated buildings which had now been found unsuitable. The present intention was to proceed with permanent buildings.

Mr. Bredin agreed to explain to Mr. Gray, whose firm had been originally consulted, the reasons behind the change of plan whereby the operations were to be entrusted to another firm of architects.

Hugh Cann

Nov 19th 1963.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

THE CASSON TRUST

Minutes of an Extraordinary Meeting of the Casson Trustees held at Harberton House on the 22nd July, 1963.

Present: Sir Hugh Casson (in the Chair) at the request of Mrs. Young
Mrs. Nugent Young
Mr. G.R.F. Bredin
Sir Douglas Veale
Miss E. M. Macdonald

In attendance: Mr. H.L. Dennison (Accountant): Mr. Sam Smith (Secretary). Also in attendance, (from Messrs. Carter Jonas and Sons): Mr. Beasley, Mr. Field and Mr. Whitehouse.

96

1. Students future competitive fees.

Prior to consultation with the visiting advisers, the possibility was discussed that the Regional Hospitals Board might in future provide courses alternative to those of Dorset House and at subsidised fees. The Trustees agreed to record that they would not be diverted from following current plans by proposals of the Regional Board.

In consultation with the visiting advisers they then proceeded to consider estimates of cost and to decide what further action to undertake relating to 58 London Road, Headington. The following is a list of items considered and decisions made:

196

Preparation of School premises procedure.

a) Repairs and extensions. Repairs to, and extensions of, 58 London Road, are to go ahead.

b) Heating and rewiring. The arrangements for heating and rewiring were receiving attention. It was proposed that a small coke-fired boiler be installed to heat the main building, until extensions were completed. Such a boiler should be provided by P. & H. Engineers, as sub-contractors to the main builders. This boiler would later be transferred to the new boiler house and extended and altered as necessary. The extra cost of this interim measure would be £173. This was felt to be a worthwhile expenditure to ensure earlier occupation. With reference to heating the whole of the premises when completed, the merits and demerits of gas, electricity, oil and other fuel was discussed, but the issue was left for later decision. The site for the new boilerhouse is to be agreed by the architects with Sir Hugh Casson.
For re-wiring, and the necessary electric fittings, estimates had still to be obtained. The representatives of Messrs. Carter Jonas & Sons were asked to arrange for electrical, gas and drain tests, and receive reports on these. The Southern Electricity Board and Minns, the builders, are to be asked for estimates. The lighting considered appropriate was: fluorescent for main workrooms and tungsten lighting for public rooms, all cables to be of capacity for the heaviest installation.

c) Builders: Stage I For Stage I, alterations, repairs and redecoration of 58 London Road, the tender for £3,500 submitted by Frederick J. Minns & Co. was accepted. This was £60 more than the lowest tender, but the time required for the job was two months, whereas the lowest tender specified 16 weeks. The speed of transference from the Churchill to London Road was important economically and in other ways, e.g. among them the need now of meeting students' expectations, and the time factor was therefore regarded as most important.

Stage II It was agreed that Messrs. Minns be among those contractors invited to tender for Stage II, but the possibility of a change

of builders for Stage II was mentioned. It was noted that the probable cost of changing builders' equipment on the site would be about £200.

d) Materials. Specifications were discussed but not finalised. Green felt was proposed on the roof and aluminium-framed sash windows with asbestos and timber cill panels. Dark-facing bricks were suggested if finance permitted. No objection was made to French windows if placed where appropriate.
It was suggested that all these points be later discussed by the architects with the Chairman.

e) Workroom for metalwork. The possibility of annoyance to neighbours by noise from metalwork was considered. It was decided to transpose the wood and metalworkshops and that some arrangement for extra insulation be made if necessary.

157
3. Finance. Monies were estimated to be required as follows:

| | £ | |
|---|---|---|
| For Messrs. Minns | 3,500 | |
| Electrical installation | 1,000 | wiring and fittings |
| Heating | 2,500 | |
| Fees | 500 | |
| Furniture - curtains | 1,000 | |
| Extras; contingencies | 500 | |
| | 9,000 | |

It was agreed that by April next between £9,000 and £10,000 would be required to meet costs.

198
4. Mortgage repayment: Allendale Cottage. It was reported to the Trustees that Miss Barber wished to repay the mortgage of £800 on Allendale Cottage. It was agreed to accept repayment.

H. McCann.
Nov 15th 1963.

# DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

## THE CASSON TRUST

Minutes of a Meeting of Trustees held at Harberton House on the 19th November, 1963.

Present: Sir Hugh Casson (in the Chair)
Sir Douglas Veale
Miss E. M. Macdonald

In attendance: Mr. H. L. Dennison (Accountant), Mr. Sam Smith (Secretary). Also in attendance (from Messrs. Carter Jonas & Sons): Mr. Beasley, Mr. Field and Mr. Whitehouse; Mr. Bayliss (Auditor).

Apologies were received from Mr. G. R. F. Bredin and Mrs. Nugent Young.

Prior to the Meeting, a visit was paid to 58 London Road and certain proposals considered.

1. 199. Mrs. Young's resignation from the Trust and its Chairmanship was accepted with regret and it was agreed that a letter of warm thanks for her interest and help be sent to her by the new Chairman. The Trustees elected Mr. Bredin as Chairman, but, in his absence through illness, Sir Hugh Casson took the Chair. Sir Douglas Veale was appointed as the fourth Trustee and agreed to serve.

200

2. Minutes The Minutes of the Meeting held on the 1st April, 1963, and of the Extraordinary Meeting held on the 22nd July, 1963, were confirmed.

201

3. Final Accounts for the year 1962-63 The final Accounts for the Year 1962-63 were received and noted, but held over for further review. It was agreed that a Special Meeting be held to consider the terms of the lease of premises from Trust to School, and related financial arrangements.

4. New Buildings for the School

a) Progress report

A report on the current situation with regard to the new premises for the School was received:

The present buildings would not be completed until late in January. Progress had been held up by difficulties with the boiler for central heating. The electrical work would be completed within the next week or fortnight. Interior decorations will take up to three weeks or a month.

It was felt that Messrs. Minns had not unduly overstepped the time agreed for finishing their operations, owing to some additional work required, and to unforeseen difficulties. It was agreed, however, that the contractor and the sub-contractors should be given a firm date for completion since it is clear that the initial completion date will be exceeded.

b) Further decisions Emergency needs Quantity Surveyors

Further necessary decisions of the Trustees related to fire precautions and electric equipment. Expense for work authorised by Mr. Bredin and the Principal as need arose was approved. (List in Minute Book).

Authority was given for the following procedure:

a) To appoint Messrs. Davis, Belfield & Everest as quantity surveyors for this project, their fees in this matter being R.I.C.S. scale fees for pre-contract services under Category B.

b) To proceed with the preparation of working drawings and details etc. and to proceed to tender stage.

c) That so far as the preparation of tender documents was concerned the stage payments to be made to the builder to be in instalments of not less than £1,500.

d) That a provisional sum of 350/- per thousand be allowed in the Bill of Quantities for the facing bricks.

e) To proceed with arrangements for trial holes on the site of the new building and these to be carried out by Messrs. Minns in accordance with their recent quotation of £6. 10. 0. It was pointed out, however, that this quotation may be exceeded since it may be necessary to pump the trial holes to keep them free of water during the inspection.

f) That the revised arrangements for the central heating, that is, using the existing boiler house, erecting the new flue and external staircase, be approved and the Local Authority be approached in order to obtain final Bye-law and Planning approvement in respect of the position of the new proposed flue etc.

g) That the facing bricks selected for the extension be Indigo Flint from the Stonehenge Bricks Ltd. and that a sample board be prepared showing the proposed materials for the extension.

Consideration of other matters was deferred until the Meeting of School Governors the same day.

Douglas Veale

Encl. (3)

58, LONDON ROAD,

HEADINGTON.

| | | | | |
|---|---|---|---|---|
| **Contract** | | | | 3,614.18. 6. |
| **Provisional Sums:** | | | | |
| Attic floor | 100. 0. 0. | | | |
| Guttering over area. | 75. 0. 0. | | | |
| **P.C. Sums** | | | | |
| Soundmaster doors. | 135. 0. 0. | | | |
| Steps (Room 4). | 50. 0. 0. | | | |
| Plaster repairs. | 20. 0. 0. | | | |
| **Contingency.** | 200. 0. 0. | | | |
| ≠ **Additions.** | | | | |
| ø **Fire Precautions.** As required by Local Authority and Fire Dept. | | | | 182. 0. 0. |
| Special doors, including two special fire doors. | | | | 31.11. 0. |
| **Sanding floors.** | | | | 83. 0. 0. |
| **"E" items** (excluding painting) | | | | 382. 0. 0. |
| (*) **Extra internal painting.** | | | | 1,732.10. 0. |
| ~~#~~ **Electrical Work** (not including fittings). | | | | 558.10. 6. |
| Addition for alterations to switchgear and meter positions | | | Say | 10. 0. 0. |
| Builders attending on Electrician and Heating Engineer. | | | Say | 150. 0. 0. |
| | | | | 6,744.10. 0. |

**Probable adjustments to Provisional, P.C. and Contingency Sums.**

| | Contract | Estimated Figure | | |
|---|---|---|---|---|
| Attic floor. | 100 | 30 | | |
| Gutter over area | 75 | 5 | | |
| Soundmaster doors. | 135 | 160 | | |
| Steps. | 50 | 30 | | |
| Plaster repairs. | 20 | 100 | | |
| Contingencies | 200 | 200 | | |
| | 580 | 525 | Say equal | - - - |
| | | | | 6,744.10. 0. |
| **Cottage** | | | | 264.12. 0. |
| | | | | £7,009. 2. 0. |

# THE CASSON TRUST

Minutes of a Meeting held at Pembroke College, Oxford, on 20th February, 1964.

Present: Mr. G. R. F. Gredin (in the Chair)
Miss E. M. Macdonald
Sir Douglas Veale

Apologies were received from Sir Hugh Casson

203

**Tenders for the New Wing at 58 London Road, Headington, Oxford.**

Five firms had submitted tenders for the construction of the new wing at 58 London Road, Headington. It was agreed, with the written concurrence of Sir Hugh Casson, that the lowest tender be accepted, and that the contract be awarded to Messrs. F. J. Minns & Co. Ltd. of 5-11, West Way, Oxford.

Each firm had submitted alternative tenders, the one being a "contract and fluctuation" price, the client meeting the risk of changes in the costs of labour and materials, the other being a somewhat higher "fixed price", the contractor undertaking these risks. It was agreed that the "fixed price" tender submitted by Minns & Co. be accepted, in the sum of £31,293.

205

204.

**Relations between Main Contractor and Heating Sub-Contractor**

A report was received from Mr. Whitehouse, architect in charge of the works, that Messrs. P. & H. Engineers had failed to maintain their programme of work while installing the heating system in the existing building. As this firm could expect to be invited to instal the heating system in the new wing, Minns & Co. anticipated delays to their own part of the work, and were likely to object to the nomination of P. & H. Engineers as sub-contractors, unless the latter gave a written guarantee to adhere to a planned programme of work.

206

A meeting between Mr. Whitehouse, Minns & Co. and P. & H. Engineers was to be held to consider this matter, the outcome of which was to be reported by Mr. Whitehouse to the Trustees for their consideration.

207

Douglas Veale

THE CASSON TRUST

Minutes of a Meeting of the Trustees held at Harberton House on Monday, 13th April, 1964.

Present: Sir Douglas Veale (in the Chair)
Miss E. M. Macdonald.

In attendance: Mr. H. L. Dennison (Accountant)

---

In the absence of Mr. Bredin, Sir Douglas Veale was invited to take the Chair.

Apologies were received from Mr. Bredin and Sir Hugh Casson.

205. Minutes — The Minutes of the meetings held on 19th November, 1963, and 20th February, 1964, were confirmed.

Matters arising:

Heating Contractor (Minute No. 204 refers)

It was reported that Messrs. P. & H. Engineers had agreed to maintain the programme of work stipulated by Messrs. F. J. Minns Ltd., and on this understanding, the contract for the installation of the heating system in the new wing had been awarded to P. & H. Engineers.

206. Resignation of Secretary — The resignation of Mr. Sam Smith was accepted with much regret. The Trustees warmly commended his excellent service and noted with pleasure that the Governors of Dorset House School intended to make provision for the payment of a pension to Mr. Smith.

Mr. H. L. Dennison was appointed Secretary to the Trustees at a salary of £25 per year.

207. Financial Position — The Accountant reported that, to date, £7,350 had been spent on the alterations and decorations at 58 London Road, and that architect's and quantity surveyors' fees amounting to £2,158 had been paid in respect of preparatory work on the new wing. The Trust's current account at Barclays Bank showed an overdraft of £4,615 although this would be reduced to £2,158 as a result of the sale of the remaining Trust investments.

208. New Buildings

Miss Macdonald reported that work on the existing building at 58 London Road was almost completed. Work was in progress to convert a stable into a sitting-room for the caretaker and to re-roof a range of outbuildings for use as maintenance workshops, at a total cost of £419.

Plans to convert the ground floor of 44 London Road to a teaching room dealing with the rehabilitation of the disabled housewife had been prepared, but no estimate of the cost was yet available.

Work on the new wing had now started and the building was scheduled to be completed on 19th September, 1964.

9.x.64

# THE CASSON TRUST

Minutes of a meeting of the Trustees held at Harberton House on Monday, 9th November, 1964.

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Miss B. G. Collins
Mr. H. L. Dennison
Mr. J. F. Beasley
Mr. R. B. Cole

The death of Mr. Sam Smith, until recently Secretary to the Trustees, was reported. Tribute was once more paid to Mr. Smith and to the value of his work for the Trust, and the Chairman undertook to write a letter of sympathy to Mrs. Smith, on behalf of the Trustees.

109. Minutes — The minutes of the meeting held on 13th April, 1964, had been previously circulated and were confirmed.

110. Finances — Prior to the meeting, the Trustees had inspected the new Dorset House School premises, and they expressed general satisfaction with the adaptation of the existing building to the School's needs, and with the facilities offered by the new wing.
The Secretary reported that, although the total cost of the new premises was not yet known, it was now possible to give a reasonable estimate of the amount, as follows:

| | |
|---|---|
| Purchase price of 58 and 44 London Road | £23,100 |
| Alterations to and decoration of existing buildings | 8,300 |
| Adaptation of 44 London Road, ground floor, to Rehabilitation Unit | 1,000 |
| New Wing, contract price | 31,300 |
| New Wing, additional costs due to special problems, landscaping, cycle-sheds etc. | 4,300 |
| Professional fees | 2,500 |
| | £70,500 |

It was further reported that the Trust's overdraft with the Bank now stood at £19,180, and that a further sum of approximately £8,000 remained outstanding to the builders; this would mean that the maximum amount of the overdraft should not exceed £27,000 as compared with the permitted overdraft of £30,000. Up to the present, Dorset House School had paid to the Trust the sum of £5,000 by way of rent and rent in advance, as permitted in the lease, and that this had been devoted to the partial repayment of the loan from Barclays Bank Ltd.

211. Building Development in Pullen's Lane

The Trustees were informed that the Trustees of the High Wall Estate, Pullen's Lane, proposed to sell for building development a site of some 10 acres with frontage to Pullen's lane and contiguous with the western end of Harberton Mead for a distance of some 70 yards. A plan of a possible development of this site had been prepared, which relied for access, partly on Pullen's Lane, and partly on creating an opening from the site to the western end of Harberton Mead Road. Messrs. Curtis and Henson, Estate Agents of Banbury, acting on behalf of the High Wall Trustees, requested from the Casson Trustees permission to create such an opening to allow the development to proceed.

Mr. Beasley informed the Trustees that the Oxford Planning Committee, which had given outline approval to the site layout plan, were anxious to preserve the amenities of the neighbourhood, and would oppose any measure which tended to increase the flow of traffic between Marston Road and London Road.

Mr. Cole confirmed that, subject to the rights of way enjoyed by the residents in Harberton Mead, the Trust owned the freehold rights of the Mead road and were empowered to decline the request from Curtis and Henson, should they so desire.

Miss Macdonald pointed out that to grant the request would inevitably lead to an increase in the amount of traffic through the Mead, because the plan indicated that for twenty of the thirty-two houses shown in the plan, the Mead would offer the only means of access from Headington unauthorised traffic had already increased as a result of the development of the housing estate between Harberton Mead and Marston Road, and a further, permitted, increase would seriously interfere with the privacy of the Mead. It was further pointed out that other means of access to the site are readily available, viz, William Street, which leads from the site to Marston Road, and Jean Cottage Lane, which opens on to Pullen's Lane. It was eventually agreed that Mr. Cole be asked to inform Messrs. Curtis and Henson that the Trustees are unable to grant any access from the High Wall Estate to Harberton Mead, as to do so would seriously affect the amenities of the Harberton Estate.

212. Allocation of Memorial Money

Miss Macdonald stated that it had been suggested that certain sections of the Dorset House School's new premises should be named to commemorate individual benefactors to the School. The Trustees agreed in principle with this but felt that this matter concerned not only the Casson Trust but also Dorset House School, and the suggestion was therefore referred to a meeting of the School's Governors.

# THE CASSON TRUST

Minutes of a meeting of the Trustees held at 58 London Road, Oxford, on Monday, 3rd May, 1965.

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Mr. H. L. Dennison (Secretary)
Mr. J. F. Beasley (Surveyor)
Mr. S. W. Bayliss (Auditor)

213. Minutes — The minutes of the meeting held on November 9th, 1964, had been previously circulated and were confirmed. The minute-book had not been returned from the auditor's office, and the Chairman was authorised to sign the book at a later date.

214. Final Accounts 1963-64 — In commenting on the Accounts, the Secretary pointed out that, with the exception of Premium Bonds to the value of £180, the whole of the Trust's investments had now been sold, and its capital was represented by the freehold property at Harberton House and London Road.
It was agreed that furniture and equipment valued at £443. 14. 4. might more properly be held by Dorset House School and that it should be transferred to the School's charge.
The Auditor's report drew attention to the fact that vouchers had not been produced in respect of the sale of certain investments, though the proceeds had been received by the bank, and that payments had not been received during the year on eleven covenanted subscriptions. The Trustees accepted the explanation that the vouchers had probably been mislaid during the removal, and agreed that the sending of information concerning the formal opening afforded an opportunity of reminding the eleven covenantors about the missing payments.
The Accounts were adopted by the Trustees.

215. Increased Loan from Barclays Bank — The Secretary reported that it had become apparent that the loan of £30,000 from Barclays Bank Ltd. would be insufficient to finance the completion of the works at 58 London Road, Oxford. With the prior approval of the Chairman, an approach had been made to the Bank to seek an additional loan of £6,500. The Bank had agreed to this and the formal approval of the Charity Commissioners was now awaited.
To ensure the repayment of the additional loan within the prescribed period, it would be necessary to increase the annual payment from the Trust to the Bank to £3,000, the rent payable to the Trust by Dorset House School being correspondingly increased to this amount.

216. Dorset House School - new premises

On behalf of Dorset House School, Miss Macdonald expressed her general satisfaction with the premises, and reported that the School had settled down contentedly in its new quarters. There were, however, certain outstanding problems; the surface of the front drive was unsatisfactory, it was important that front gates should be provided, and there was still uncertainty concerning the ultimate site of the fuel oil tank. It appeared that, as a result of misunderstanding between the architect and the Oxford authorities, planning permission had not been obtained for the existing site of the tank, and objections had been raised that it affected the amenity of the neighbourhood.

The architect had submitted to the Oxford Planning Committee a plan which involved resiting the tank at ground level in the same general position, and incorporated screening for the tank and new entrance gates. This application had been rejected on amenity grounds. The Trustees considered, however, that there was an element of unreasonableness in this rejection, and it was agreed that Mr. Beasley should be asked to give notice of appeal against the decision.

With regard to the surface of the front drive, it was agreed that any further major work should await the final decision concerning the site of the oil tank, in case it should be necessary to lay a new oil supply pipe which would involve excavations in the drive. However, as part of the preparation for the formal opening of the new premises, a light application of gravel could be made immediately before this event. It was agreed that there was urgent need for the front gates, and Mr. Beasley undertook to enquire if planning permission was necessary for these to be fitted.

217. Building Development at High Wall, Pullen's Lane.

Mr. Beasley reported that the Pullen's Lane Residents Committee was now willing to accept the principle that there should be a through road, serving all the houses on the proposed estate and opening on to Pullen's Lane at the east end and to Harberton Mead at the west end; the developers of the estate were also agreeable to this. The Trustees considered that this removed the likelihood that Harberton Mead would provide the only access to Headington for the majority of the estate, and were therefore disposed to grant access to the Mead road, though the view was expressed that the developers should be pressed to provide a further access via William Street. Before giving absolute consent, however, it was agreed that the views of the other residents in Harberton Mead should be sought, and to this end, a meeting of the residents was arranged for Thursday, May 13th, 1965, at 6.00 p.m.

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Harberton House on November 22nd 1965.

Present: Mr. G.R.F. Bredin (in the Chair)
Sir Hugh Casson
Miss E.M. Macdonald
Sir Douglas Veale

In Attendance: Mr. H.L. Dennison (Secretary)
Mr. S.W. Bayliss (Auditor)

- - - - - -

218. Minutes

The minutes of the meeting held on May 3rd 1965 had been circulated and were confirmed. The minute book not being available, the Chairman was authorised to sign the minutes at the next meeting of the Trustees.

219. Accounts

The Accounts for the year ended 31st August 1965 were presented by the Auditor and commented upon by him and by the Secretary. It was noted that the amount of Bank Charges, £1567.12.8., represented the interest charged on the overdraft during the year, and that this figure should be increased in respect of the period July 1st to August 31st 1965. The Auditor pointed out that the amount shown as the value of the London Road properties, £76,280.11.0. was the total cost of the new school, including the purchase of the original property, alterations to the existing buildings, and the new wing. The Auditor reported that, for technical reasons, he was unable to issue the audit certificate, and the Trustees agreed that formal adoption of the accounts should be deferred until the next meeting.

220. Increased loan - Barclays Bank

The Secretary reported that Barclays Bank had agreed to allow the Trustees' current account to be overdrawn to the increased total of £36,500; should this figure be reached, the Bank would expect repayment of the loan to be made at the rate of £3,000 per annum instead of £2,500 per annum as was agreed when the original loan of £30,000 was negotiated. It was noted that the overdraft stood at £29,592.4.6. at August 31st 1965 but that various projects were in hand (e.g. the provision of a changing-room, and central heating in 44 London Road) which would make use of the additional loan.

90

221. Peto Charitable Settlement - donation

The Secretary reported that a gift of £3,237.2.1. had been received from the Trustees administering Sir Geoffrey Peto's estate. This sum was intended to defray the cost of purchasing, altering and equipping the ground floor of 44 London Road, now known as the Peto Home Rehabilitation Unit; here, students are taught to understand the difficulties facing disabled housewives in their own homes, and to help in overcoming these problems. Miss Macdonald said that the unit offered a most valuable part of a student's training, and considered that Sir Geoffrey Peto would have been pleased to have his name remembered in this connection.
The Trustees formally acknowledged their gratitude for the gift and noted that, should Dorset House School cease to exist in its present form, it would be incumbent upon them to ensure that Sir Geoffrey Peto's name should continue to be commemorated in some suitable way, this being a condition attached to the gift, and provision for this being recorded in general terms, in the Casson Trust Deed.

222. Building Development in Pullens Lane

The situation created by the proposal to develop the High Wall estate was reviewed in detail, including the feelings expressed by other residents in Harberton Mead. The Trustees finally decided that:

1) They would prefer to see William Street used to offer even limited access to Marston Road, in addition to Harberton Mead.
2) They would give favourable consideration to the request for access to Harberton Mead only if:
   (a) the whole of the new estate is served by at least one through road giving direct and easy access to Pullens Lane,
   (b) the entrance to the Mead is located in the extreme north-west corner of the estate;
   (c) a suitable financial arrangement can be reached.
3) they would wish to see and approve of the final estate plan before giving formal consent.

223. Dorset House School

1) The secretary reported that planning permission has been received for a proposed re-siting of the oil-fuel tank, and the Planning Committee had agreed that the work might be deferred until Easter 1966. It was agreed that the architect should be asked to obtain an estimate of the likely cost of moving the tank.

2) Miss Macdonald stated that a changing-room, for students preparing for physical recreation classes, was most urgently required, having unfortunately been omitted from the list of requirements originally presented to the architect. The Trustees agreed that it should be provided and considered three alternative proposals; in view of the Trust's financial position, they selected the plan which appeared to offer the cheapest method of obtaining the required accommodation. The Secretary was instructed to ask the architect to prepare the necessary plans and obtain estimates of the cost, which, it was thought, should not exceed £1,500.. The Trustees agreed that F.J. Minns & Co. should be asked to proceed with the erection of a store-room, adjacent to the Woodwork room, at a cost of approximately £300.

3) The Secretary reported that an examination of the ground floor of No. 44 London Road indicated that proper damp-proofing arrangements had not been included in the construction of the building; this resulted in a cold, dank atmosphere which the amount of heating available could not dispel. The architect had advised that a central heating system offered the most economical method of improving these conditions. Alternative estimates for a gas-fired installation had been obtained and one for an oil-fired installation.
The Trustees agreed in principle that central heating should be installed, that it should include the heating of the Welfare Officer's flat on the first floor of the building, and that it should be an oil-fired system in view of the economy of operation of oil as compared with gas. The Secretary was instructed to obtain competitive estimates for an oil-fired installation for consideration at a later date.

4) The Chairman informed the Trustees that he had given approval for the construction of a small fenced enclosure outside the Caretaker's cottage at a cost of approximately £115. The main purpose of this was to provide a compound in which the Caretaker's young children might play without any danger of straying on to the main road. The Trustees concurred with this decision and approved the expenditure involved.

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Harberton House on November 22nd 1965.

Present: Mr. G.R.F. Bredin (in the Chair)
Sir Hugh Casson
Miss E.M. Macdonald
Sir Douglas Veale

In Attendance: Mr. H.L. Dennison (Secretary)
Mr. S.W. Bayliss (Auditor)

- - - - - -

218. Minutes — The minutes of the meeting held on May 3rd 1965 had been circulated and were confirmed. The minute book not being available, the Chairman was authorised to sign the minutes at the next meeting of the Trustees.

219. Accounts — The Accounts for the year ended 31st August 1965 were presented by the Auditor and commented upon by him and by the Secretary. It was noted that the amount of Bank Charges, £1567.12.8., represented the interest charged on the overdraft during the year, and that this figure should be increased in respect of the period July 1st to August 31st 1965. The Auditor pointed out that the amount shown as the value of the London Road properties, £76,280.11.0. was the total cost of the new school, including the purchase of the original property, alterations to the existing buildings, and the new wing. The Auditor reported that, for technical reasons, he was unable to issue the audit certificate, and the Trustees agreed that formal adoption of the accounts should be deferred until the next meeting.

220. Increased loan - Barclays Bank — The Secretary reported that Barclays Bank had agreed to allow the Trustees' current account to be overdrawn to the increased total of £36,500; should this figure be reached, the Bank would expect repayment of the loan to be made at the rate of £3,000 per annum instead of £2,500 per annum as was agreed when the original loan of £30,000 was negotiated. It was noted that the overdraft stood at £29,592.4.6. at August 31st 1965 but that various projects were in hand (e.g. the provision of a changing-room, and central heating in 44 London Road) which would make use of the additional loan.

221. Peto Charitable Settlement - donation — The Secretary reported that a gift of £3,237.2.1. had been received from the Trustees administering Sir Geoffrey Peto's estate. This sum was intended to defray the cost of purchasing, altering and equipping the ground floor of 44 London Road, now known as the Peto Home Rehabilitation Unit; here, students are taught to understand the difficulties facing disabled housewives in their own homes, and to help in overcoming these problems. Miss Macdonald said that the unit offered a most valuable part of a student's training, and considered that Sir Geoffrey Peto would have been pleased to have his name remembered in this connection.
The Trustees formally acknowledged their gratitude for the gift and noted that, should Dorset House School cease to exist in its present form, it would be incumbent upon them to ensure that Sir Geoffrey Peto's name should continue to be commemorated in some suitable way, this being a condition attached to the gift, and provision for this being recorded in general terms, in the Casson Trust Deed.

222. Building Development in Pullens Lane — The situation created by the proposal to develop the High Wall estate was reviewed in detail, including the feelings expressed by other residents in Harberton Mead. The Trustees finally decided that:

1) They would prefer to see William Street used to offer even limited access to Marston Road, in addition to Harberton Mead.
2) They would give favourable consideration to the request for access to Harberton Mead only if:
   (a) the whole of the new estate is served by at least one through road giving direct and easy access to Pullens Lane,
   (b) the entrance to the Mead is located in the extreme north-west corner of the estate;
   (c) a suitable financial arrangement can be reached.
3) they would wish to see and approve of the final estate plan before giving formal consent.

223.
Dorset House School

1) The secretary reported that planning permission has been received for a proposed re-siting of the oil-fuel tank, and the Planning Committee had agreed that the work might be deferred until Easter 1966. It was agreed that the architect should be asked to obtain an estimate of the likely cost of moving the tank.

2) Miss Macdonald stated that a changing-room, for students preparing for physical recreation classes, was most urgently required, having unfortunately been omitted from the list of requirements originally presented to the architect. The Trustees agreed that it should be provided and considered three alternative proposals; in view of the Trust's financial position, they selected the plan which appeared to offer the cheapest method of obtaining the required accommodation. The Secretary was instructed to ask the architect to prepare the necessary plans and obtain estimates of the cost, which, it was thought, should not exceed £1,500.. The Trustees agreed that F.J. Minns & Co. should be asked to proceed with the erection of a store-room, adjacent to the Woodwork room, at a cost of approximately £300.

3) The Secretary reported that an examination of the ground floor of No. 44 London Road indicated that proper damp-proofing arrangements had not been included in the construction of the building; this resulted in a cold, dank atmosphere which the amount of heating available could not dispel. The architect had advised that a central heating system offered the most economical method of improving these conditions. Alternative estimates for a gas-fired installation had been obtained and one for an oil-fired installation.
The Trustees agreed in principle that central heating should be installed, that it should include the heating of the Welfare Officer's flat on the first floor of the building, and that it should be an oil-fired system in view of the economy of operation of oil as compared with gas. The Secretary was instructed to obtain competitive estimates for an oil-fired installation for consideration at a later date.

4) The Chairman informed the Trustees that he had given approval for the construction of a small fenced enclosure outside the Caretaker's cottage at a cost of approximately £115. The main purpose of this was to provide a compound in which the Caretaker's young children might play without any danger of straying on to the main road. The Trustees concurred with this decision and approved the expenditure involved.

25/vii/66

G.R.E. Bradnum

# THE CASSON TRUST

Minutes of a meeting of the Trustees held on Monday, 25th July, 1966 at Harberton House

Present: Mr. G.R.F. Bredin (in the Chair)
Sir Hugh Casson
Miss E.M. Macdonald
Sir Douglas Veale

In attendance: Mr. H.L. Dennison (Secretary)

* * * * * * *

224
Minutes

The Minutes of the meeting held on 22nd November, 1965, which had been circulated, were confirmed.

225
Financial Position

A statement showing the Trust's financial position was placed before the Trustees. It indicated that the amount of the overdraft had increased from £29,592 at September 1st, 1956 to £30,129 at July 20th, 1966, despite the fact that the School had paid £5,000 as rent in advance during that period. This increase was due to the fact that builder's work to the value of £2,282 had been paid for, including the final payments on the School buildings.

The Secretary reported that the principal outstanding commitments were the changing-room (approximately £1,400) and the resiting of the oil-fuel tank (approximately £200) and stated that it was hoped to make a further payment to the Trust from the School before the end of the financial year.

It was agreed that the statement be accepted.

226
Future Plans - Hostel Buildings

In accordance with a previous decision, Messrs. J. Carter Jonas & Sons had been asked to furnish an approximate valuation of Harberton House and the grounds, and a letter from Mr. J.F. Beasley was read which placed a value of some £50,000 on the whole property; this assumed that planning permission for a small number of houses would be available, though formal planning consent had not been obtained. It was noted that a mortgage of £4,000 on the property was outstanding.

It was pointed out that the City Planning Committee might well decline to renew the temporary consents for certain buildings at Harberton, and that this lent a certain degree of urgency to the need for consideration of the problem of replacing the School's hostel accommodation. It was estimated that the cost of erecting a residential block for sixty-four students would be of the order of £100,000 plus the cost of the site.

It was agreed that means should be sought of interesting wealthy donors in the School and its urgent need of substantial support.

227
High Wall Estate

A letter from Mr. J.F. Beasley of J. Carter Jonas & Sons was placed before the Trustees. It stated that the High Wall Trustees had been unable to persuade the Pergamon Press, the present lessee of High Wall, to allow a road to be constructed across their land so as to provide a link between the two parts

227 cont'd.
High Wall Estate

of the proposed new estate. It appeared that, until 1970 when this lease expired, the High Wall Trustees hoped to be allowed to use Harberton Mead as the means of access for the larger group of twenty-two houses.

The Trustees considered that Jean Cottage Lane afforded a more convenient and direct means of access to Pullens Lane, and that they should not permit any access to Harberton Mead if this would entail an increase in the amount of Headington-bound traffic using the Mead. They agreed, however, that a representative should meet other interested parties to discuss this matter if the Trust were invited to do so.

228
Harberton House Fire Escape

The Secretary reported that the City of Oxford Fire Brigade's officer had condemned the existing fire-escape ladders as unsafe. He had obtained estimates for the cost of installing an external steel staircase and these were of the order of £600. Estimates were also being obtained for an additional internal staircase, and it was agreed that a decision should be deferred until these were available.

Hugh Carter

.....
Chairman

Feb 27th

.....
(date)

96 CONFIDENTIAL

# THE CASSON TRUST

Minutes of a meeting of the Trustees held at Harberton House on Monday, 27th February, 1967.

Present: Sir Hugh Casson (in the Chair)
Miss E.M. Macdonald
Sir Douglas Veale

In attendance: Mr. H.L. Dennison(Secretary)
Mr. S.W. Bayliss (Auditor)

Apologies for absence were received from Mr. G.R.F. Bredin.

228
**Minutes.** The Minutes of the meeting held on 25th July 1966, which had been circulated, were confirmed.

229
**Accounts.** The Statement of Accounts and Balance Sheet for the year ended 31st August 1966 were presented and commented upon by the Secretary and the Auditor. It was noted that the final cost of the London Road premises now stood at approximately £80,000, all the major works having been completed.

It was agreed that the stock of 'The History of Dorset House School', which now required re-writing, and the small stock of stationery should be written off in the accounts for the year 1966/7.

The accounts were formally adopted.

230
**Hostel Buildings.** A scheme for replacing the School's hostel at Harberton House was placed before the Trustees. It envisaged the purchase of seven four-bedroomed houses which are to be erected in the course of development of a site at London Road, Headington, directly opposite the new school premises. The total cost of purchase including various alterations to meet the requirements of a hostel, would be of the order of £65,000; sixty-three students could be accommodated, and preliminary budgets indicated that the project was a practicable proposition from an economic point of view. The Architect, Mr. Whitehouse, had previously been consulted as to the possible cost of building a new hostel; his estimate of £1,600 per place produced a total cost of approximately £100,000 for a hostel of similar capacity.

The Trustees agreed that this scheme afforded the means of supplying new hostel accommodation, for which there was an increasingly urgent need, at very reasonable cost and in a very convenient position in relation to the School buildings. It was noted that there might

230 Cont'd.
Hostel Buildings.

well be objections by the Oxford Planning Committee to the change of use from private residential to hostel accommodation, and it was agreed that Mr. Beasley of J. Carter Jonas & Sons be asked to enquire if the developer would be willing to sell the block of seven houses for this purpose, and if so, to seek formal approval from the Planning Committee for the project.

With regard to the financial side of the project, it was observed that it would be necessary to seek a further loan from Barclays Bank. In the first place, there would be need for a bridging loan to cover the initial capital outlay; this would be reduced by the sale of Harberton House to the final, long-term value. It might be hoped that the bank would be willing to agree to a repayment period of twenty years as in the case of the School loan. It was noted that Mr. Beasley had valued Harberton House at approximately £50,000, though this was subject to market fluctuations, and that there was an outstanding mortgage of £4,000 on the property. It was agreed that the secretary should prepare, as accurately as possible under the circumstances, an estimate showing likely income and expenditure and the amount which might be expected to be available for capital repayment. Sir Douglas Veale agreed to approach the bank manager, when this estimate was ready, to seek his co-operation in making a formal request for a loan.

231
School Building - Sewage Pump defects.

The secretary reported that the sewage pump which serves the student's cloakroom in the new wing had given a great deal of trouble during recent months. The makers, Mono Pumps Ltd., had made tests which indicated that the cause of the continuing failures must lie in the sump; they claimed that the position of the oil-fuel tank prevents access to the sump since there is only 18" clearance between the bottom of the tank and the man-hole which gives access to the sump, and that they could not, therefore, inspect the sump.

The Trustees agreed that this was not an unreasonable objection, and that Mr. Beasley be asked to seek approval from the Planning Committee for raising the tank a further two feet from the ground; if this were obtained, arrangements to have the work done should be made as soon as possible.

R.E. Bradshaw

.....
Chairman

19/vii/67

.....
(date)

# THE CASSON TRUST.

Minutes of a meeting of the Trustees held at Harberton House on July 19th, 1967.

Present: Mr. G.R.F. Bredin (in the Chair).
Sir Hugh Casson.
Miss E.M. Macdonald.
Sir Douglas Veale.

In attendance: Mr. H.L. Dennison (Secretary).

---

232 Minutes.

The Minutes of the meeting held on 27th February 1967 had been circulated and were confirmed.

Matters arising:- Sewage Pump.

The Secretary reported that the Planning Committee had agreed that the oil-fuel tank might be raised a further two feet from the ground. Arrangements had been made for the work to be done by Messrs. F.J. Minns & Co.Ltd., during the summer vacation; the pump manufacturer, Mono Pumps Ltd., were to examine the sump while the oil-tank was removed, and it was hoped that this examination might reveal the cause of the numerous breakdowns of the pump.

233 Financial Position.

A statement showing the financial position at 17th July 1967 was presented. This showed that, during the period September 1966 to July 1967, Dorset House School had repaid a total of £9,000 to the Trust, as compared with the nominal rent of £3,000. Taking into account bank interest on the overdraft and sundry minor items of expenditure, the overdraft had been reduced from £30,386 to £23,781.
The statement was accepted.

234. Hostel Buildings.

It was reported that Mr. Beasley had secured the agreement of the developer to sell a block of seven houses in the position required by the School at the London Road site. However, the Planning Committee could not agree to the change of use from private to hostel accommodation and this project had, therefore, to be abandoned.

As an alternative, the architect, Mr. Whitehouse, had been asked the possibility of erecting a hostel in the School grounds. This had proved to be practicable and a brochure explaining the architect's ideas was placed before the Trustees. The building comprised three three-storey blocks, each to contain twenty students; these were located on either side of the existing wood-work and metalwork block, and above the latter was a linking unit which would provide further accommodation. The estimated cost was £65,000.

It was noted that the cost was somewhat higher than that of the scheme for the seven separate houses, but the estimate of anticipated income and expenditure indicated that the annual charge of loan repayment and interest could be met. It was felt that the wardens' quarters could with advantage be transposed to a ground-floor situation; this would afford a means of supervising the entrance to the building.

It was agreed to accept the architect's recommendations that he should prepare a more detailed sketch design, this to include the requirement relating to the siting of the wardens' quarters, and should arrange any necessary discussions with the Planning Authority, the Building Inspectors and the Fire Officer, on an informal basis.

235 Harberton Mead.

Miss Macdonald reported that she had attended a meeting at which officers of the College of Technology had explained to residents in Pullens Lane, Jack Straws Lane and Harberton Mead the intentions of the Education Committee with regard to the development and use of the hostel at 'Cotuit'. The development plan included the erection of a further three-storey residential block for female students. The meeting had also considered such matters as the soundproofing of certain parts of the building, and the frequency of the social events permitted to be held there.

The Trustees considered that no action should or could be taken in this matter. They were, however, concerned to know if there were plans for further extensions to the hostel, and the Chairman agreed to ascertain from the Chief Education Officer for Oxford if the present plans represented the limit of expansion.

236
Dorset House
School Lease.

The Secretary reminded the Trustees that, when the upper limit of the Bank overdraft was increased from £30,000 to £36,500, the annual repayments had been increased to £3,000 p.a.

Until now, this increase had been reflected by a corresponding increase in the rent payable by the School which had not, however, been placed on a formal basis. The Solicitor, Mr. Cole, recommended that this should now be done by a formal endorsement to the lease.

The Trustees agreed that this should be done and the amending document was signed by all the Trustees, it being understood that the School authorities would give their assent at a meeting to be held later on the same day.

J R E Brown
.....
Chairman.

20.x'.64
.....
(Date)

# THE CASSON TRUST

Minutes of a meeting of the Trustees held at Harberton House on November 20th, 1967.

Present: Mr. G.R. Bredin (in the Chair)
Sir Hugh Casson
Miss E.M. Macdonald
Sir Douglas Veale

In attendance: Miss B.E.G. Collins
Mr. H.L. Dennison

- - - - -

237 Minutes

The minutes of the meeting held on July 19th 1967 had been circulated and were confirmed.

Matters arising:-

Sewage Pump

The Secretary reported that the oil-tank at Dorset House School had been raised a further two feet from the ground during the Summer vacation, thus affording more convenient access to the sewage sump. During this operation, the sump had been examined by Mono Pumps Ltd. No major cause of the numerous breakdowns had been discovered, but some minor adjustments had been made which it was hoped might prevent further trouble.

Harberton Mead

The Secretary reported that Professor Lloyd-Jones, residing at Gateways, Harberton Mead, had raised a formal objection to the existing system of recovering road repair charges from the residents in the Mead. He suggested that it would be more equitable if all households contributed an equal share, rather than an amount based on the length of their property's frontage to the road.
The Trustees considered that any proposal for such a charge would need the support of all the residents since it would involve variation of the existing Deed of Covenant which stipulated the proportion due in respect of each property; it was agreed that, subject to the payment by Professor Lloyd-Jones of the amount due for the latest resurfacing of the road, the Trustees would be willing to approach all the Mead residents to ascertain their attitude towards the proposal.

238. Financial Statement

A financial statement for the period ended 31st August 1968 was placed before the Trustees. It indicated that, during the year, the bank overdraft had been reduced from £30,386 to £23,406, a reduction of some £7,000; this represented a total payment from Dorset House School of £9,000 during the year, less bank charges of £2,000.
The Secretary reported that he had been informed by the Fry's Men's Pension Trust that the rate of interest payable on the mortgage on Harberton House was to be increased from 6½% to 7% from April 1st, 1968. This would increase the mortgage interest by £20 in a full year.

239. Hostel Buildings

It was reported that the Architect had had informal consultations with representatives of the local Planning Authority and it appeared likely that there would be no major objection to the proposal. However, it had seem possible that premature disclosure of the intention to build a new hostel might adversely affect the sale of the Harberton property, and the Chairman had therefore advised the Architect not to proceed to the preparation of detailed drawings until the financial position had been clarified; the Trustees concurred with this decision.

240 Appeal

A list of charitable trusts and foundations had been obtained from the consultants who had advised on the organisation of the first Appeal; it indicated, in addition, the range of interests of each trust, the scope of its benefactions and the names of the principal officers. The Trustees were asked to examine an extract from this list, to see if there were any trust to which they could make a personal approach. Several names were selected but a final decision was deferred until the Governors of Dorset House School could be consulted, in the hope that some of them might be able to assist in this renewal of the Appeal.

Hyla Camm
Mar 25.

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on 25th March, 1968.

Present: Sir Hugh Casson (in the Chair)
Miss E. M. Macdonald
Sir Douglas Veale

Apologies for absence were received from Mr. G. R. F. Bredin.

In attendance: Miss B. G. Collins
Mr. H. L. Dennison (Secretary)

---

241.
Minutes

The minutes of the meeting held on November 20th, 1967, had been circulated and were confirmed.

Matters arising:-

(i) Sewage Pump.

The Secretary reported that the sewage pump at the School had broken down yet again in December 1967 and that, following a visit by the Service Engineer of Mono Pumps Ltd., the firm had offered to replace the existing pump by a new one of larger capacity, which would be more suitable for the type of duty required. This exchange would be made without charge to the School as a gesture of goodwill. This generous offer had been accepted and it was proposed to fit the new pump during the Easter vacation.

(ii) Harberton Mead.

The Secretary reported that he had written to Professor Lloyd-Jones, stating that, subject to the payment of the outstanding account, the Trustees would be willing to approach the other Residents in the Mead to ascertain their views on the proposed change in the basis of apportionment of road charges; as yet, no reply had been received.

242. Financial Position

It was reported that the Bank overdraft now stood at £22,133; this would be reduced by a further £2,000 when a cheque now awaiting signature had been paid into the Trust's account.

The Trustees were asked to consider a project for converting a disused attic in the main School building into a quiet-study room, which would accommodate twelve students. An estimate from Messrs. F. J. Minns Ltd. placed the cost at £1,171., which did not include any allowance for heating; to extend the central heating system might cost approximately £300. It was pointed out that this accommodation would be particularly welcome because study-space in the library was restricted.

It was resolved that enquiry should be made to see if planning permission would be required and, if so, obtainable, and that the local Fire Officer should be consulted to ascertain his views on the project.

243. Appeal

It was agreed that, as between the need for new hostel accommodation and the need for funds to assist students taking the advanced course, priority should be given to the hostel project, taking into account the increasingly critical attitude of students towards the dormitory type accommodation at Harberton, and the likely effects of the expansion of the College of Technology.

A draft of a letter appealing for funds was placed before the Trustees, and after it had been appropriately emended, it was agreed that copies should be prepared to be sent to various charitable Trusts. Sir Hugh Casson undertook to make a personal approach to the Pilgrim Trust and the Max Rayne Foundation, Sir Douglas Veale would make similar approaches to the Coulthurst Trust and the Sembal Trust, and it was understood that Mr. Talbot, a Governor of the School, would write to the Dulverton Trust. Sir Hugh, in his capacity of Chairman of the Governors, would make a formal application for funds to certain other Trusts.

244. High Wall Estate

It was reported that outline planning permission had been granted to the High Wall Estate Trustees for a development comprising the erection of thirty-two houses; this revised plan envisaged the use of William Street to provide access to the Western Section of the estate, with Harberton Mead offering an optional additional access.

GRE Decide 29/VIII/68.

The Trustees welcomed the decision to use William Street, but reiterated their original decision that they could not agree to grant access to the Mead if this would involve any significant increase in the amount of Headington-bound traffic through it.

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on

29th July, 1968, at Harberton House.

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Mr. H. L. Dennison (Secretary)

---

245.
Minutes

The minutes of the meeting held on 25th March, 1968, had been circulated and were confirmed.

Matters arising:-

(1) Sewage Pump

It was reported that a new sewage pump, of larger capacity than the original one, had been installed during the Easter vacation and had operated satisfactorily up to the present time.

(2) Harberton Mead

The Secretary reported that Professor Lloyd-Jones had now paid in full the amount due in respect of road-repair charges, and the Trustees agreed that it would now be proper to approach the Mead residents to see if they would accept an alternative and, perhaps, more equitable method of allocation of these charges. In addition to the "equal shares" method put forward by Professor Lloyd-Jones, it was suggested that a system based on the rateable values of the various properties should also be placed before the residents, and the Secretary was instructed to prepare a comparative table showing the likely effects of these changes.

It was decided that the residents should be invited to Harberton Lodge on Tuesday, 24th September, 1968, at 6 p.m., to discuss this matter with Mr. Bredin.

246.
Financial Statement

The Secretary reported that the Trust's overdraft at Barclays Bank now stood at £21,580. It was proposed that Dorset House School should pay a further sum of £2,500 to the Trust at the end of the Trinity Term, which would reduce the overdraft to just over £19,000 by the end of the financial year.

247.
Renewal of Appeal

The results of the renewed Appeals to certain charitable Trusts were reviewed. Some, including the Wellcome, Dulverton and Leverhulme Trusts, had declined to make any contribution; the Coulthurst Trust and Coutts Bank Ltd. had given a total of £275, while the Pilgrim Trustees had not yet considered the appeal, and a representative of the Max Rayne Foundation, Air Commodore Milligan, was to visit the School on September 16th in connection with the Appeal.

The Trustees were informed that there was a possibility that the Nuffield Provincial Hospitals Trust might be willing to offer an interest-free bridging loan, which would cover the period of time between starting to pay for the new building and the sale of Harberton. The Trustees agreed that they would be very glad to accept this generous offer. Further information and advice concerning the method of application would be given by Mrs. Williams at the meeting of the School's Board of Governors later in the day.

It was agreed that an initial approach should be made to Mr. Riley, Manager of Barclay's Bank Ltd., Headington, to see if the Bank would be willing to offer a further loan, repayable over a period of, say, twenty years, and that Mr. Whitehouse, the School's architect, be instructed to apply for outline planning permission for the new hostel, using the general design lay-out already suggested by him.

248.
Study Room

The Secretary reported that planning permission would be available and that the Fire Officer had no objections to the scheme to convert an attic into a study-room. A decision in this matter was deferred because, in view of the proposed development of the School site, it might be possible to make other arrangements for accommodation of this nature.

18/xi/68

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on 18th November, 1968, at Harberton House.

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Mr. H. L. Dennison (Secretary)

---

249. Minutes — The minutes of the meeting held on July 29th, 1968, had been circulated and were confirmed.

250. Final Accounts — The Secretary reported with regret that, as a result of a period of illness, he had been unable to prepare the Final Accounts. It was hoped, however, that they would be available for the next meeting. In the meantime, a Financial Statement had been prepared in the form of an Income and Expenditure Account which showed that, as a result of the additional payments made by the School, the Trust's overdraft had been reduced by some £4,300 during the year, and at August 31st, 1968, stood at £19,080. The statement was accepted.

251. Harberton Mead

(a) In consequence of the Secretary's illness, the meeting of residents arranged for October 2nd, 1968, had been cancelled; the purpose of this meeting was to ascertain the residents' views on the desirability of changing the present method of allocating road charges. It was agreed that the Secretary should approach the Chairman early in 1969 to arrange a new date for this meeting.

(b) The Secretary reported that a request had been received from Messrs. Roby, Teal & Company, acting on behalf of a client, for vehicular access to the Mead road from the Jack Straw's Lane side, near to the Silver How corner. The Trustees considered that they should continue to oppose any action which would tend to increase traffic in the Mead, and declined to agree to the request for access.

(c) It was reported that Councillor Mrs. Ellis, of Jack Straw's Lane, had approached the Secretary to suggest that the residents of Pullens Lane, Harberton Mead and Jack Straw's Lane should join together to formulate a plan to close these three private roads to through traffic. The Trustees felt that to put such a plan into effect would be difficult and expensive and would create many problems, and they therefore decided that they could not participate in such a scheme.

252.
New Hostel

Sir Douglas Veale informed the Trustees unofficially that the Nuffield Provincial Hospitals Trust had agreed to offer an interest-free bridging loan of £50,000, which would be used to finance the building operations prior to the sale of Harberton House; he understood that Mrs. Williams would make a formal announcement to this effect during the following Governors' meeting. The Trustees agreed that this offer should be accepted, and the Chairman undertook to write to the Nuffield Trust to express the sincere gratitude of the Trustees for this generous gesture.

The Trustees noted that, if the sale of Harberton realised exactly £50,000, which is its value as estimated by Mr. Beasley in 1966, it would be necessary to seek a further long-term loan from Barclays Bank of £31,000 for the new building, plus an additional £4,000 for the redemption of the existing mortgage on Harberton House; in this latter connection, Miss Macdonald stated that she might be able to arrange a private loan to finance the repayment of the mortgage loan so that the title deeds of Harberton could be handed to the Nuffield Trust as security against their loan.

Bearing this offer in mind, the Trustees agreed that Mr. Cole should be instructed to open negotiations with the Fry's Men's Pension Fund for the redemption of the mortgage, and that Mr. Bredin and Sir Douglas Veale should visit the Manager of the Headington branch of Barclays Bank to enquire into the possibility of a further loan. It was noted that the Architect had obtained outline planning permission for the new hostel, subject to the formality of approval by the full Council; it was agreed that he should not be instructed to proceed to the next stages of planning until the matter of the Bank loan had been investigated.

March, 1969.

J R E Bredin
.....
Chairman

24/iii/69
.....
Date

# THE CASSON TRUST

Minutes of a Meeting of the Trustees held on Monday, March 24th, 1969, at Harberton House.

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Miss B. G. Collins (Vice-Principal, Dorset House School)
Mr. J. W. Beasley (Surveyor)
Mr. H. L. Dennison (Secretary)

---

253. Minutes — The Minutes of the meeting held on November 18th, 1968, had been circulated and were confirmed.

254. Financial Position and Pilgrim Trust Donation. — The Secretary reported that, as a result of a further protracted period of illness, he had been unable to complete the preparation of the final accounts for 1967 and 1968 in readiness for the audit. It was hoped that the audited accounts would be available for the next meeting. An interim report was presented from which the Trustees noted that the overdraft had now been reduced to £11,077.8.1d.

At this point, it was formally announced that the Pilgrim Trust had made a donation of £5,000 towards the cost of building the new Students' Hostel, and the Trustees expressed their gratitude for this generous gift; the Chairman undertook to write a formal letter of appreciation to the Pilgrim Trustees. It was pointed out that this cheque had been paid into the Casson Trust's bank account, and that this accounted for the dramatic decrease in the level of the overdraft. It was agreed that the attention of the Bank should be drawn to the fact that this sum was earmarked for the new hostel project and that the Chairman should make this point clear to the Manager of the Headington Branch of the Bank at some convenient time.

It was further reported that Miss Macdonald had offered to lend the sum of £4,000 to the Casson Trust to facilitate the negotiations with the Nuffield Provincial Hospitals Trust by repaying the mortgage loan to the Fry's Pension Fund and thus placing the Title Deeds of Harberton House in the hands of the Trustees. The Trustees expressed their gratitude for this generous and timely gesture and for the fact that the loan was made free of interest.

254.
Future Plans

Mr. Bredin and Mr. Beasley gave to the Trustees an account of a meeting between themselves and Mr. Murray, the Oxford City Architect and Planning Officer. It appeared likely that there would be no opposition to a proposal seeking outline planning permission for six building plots, and Mr. Beasley stated that this tended to confirm his estimate of £55,000 as a likely selling price for the Harberton property. He also confirmed that no betterment levy would be payable on this sale as the land was owned by a charity and was in current functional use by that charity. It was noted that the Oxford Education Committee might well show an interest in the property in view of their search for further hostel accommodation. Mr. Beasley stated that the City had the power of compulsory purchase, but he considered it unlikely that its use could be justified in these circumstances.

It was agreed that the Trust's interests would best be served by selling the Harberton property at auction, and that this should take place in late July, 1970, completion of the sale being two or three months later. It was decided to accept Mr. Beasley's recommendation that he commence the approach to seek outline planning permission in September, 1969, on the basis of the conversation with Mr. Murray.

Consideration was given to the possibility of retaining the Lodge for approximately a year after the completion of the sale for Miss Macdonald's occupation. Mr. Beasley considered that to make this a prior condition of sale might have an adverse effect on the final price realised, and recommended that negotiations to arrange such a lease should be opened after the sale.

Mr. Beasley confirmed that he would consult Mr. Cole, the Trust's Solicitor, on all necessary matters, and the Trustees thanked Mr. Beasley for his attendance and for his warm interest on behalf of the Trust and Dorset House School.

It was agreed that the hostel staff and the Mead residents should be informed of the decision to sell Harberton House. Mr. Bredin undertook to speak to the male members of the staff after the meeting, and to the residents at a meeting later in the afternoon.

---

16th June, 1969.

F R Bredin
.....
Chairman.

# THE CASSON TRUST

Minutes of a Meeting of the Casson Trustees held on 16th June, 1969, at Harberton House.

---

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Miss B. G. Collins
Mr. H. L. Dennison (Secretary)

---

255. Minutes

The Minutes of the meeting held on March 24th 1969 had been circulated and were confirmed.

256. Financial Position

The Secretary reported that he was still unable to present the accounts for 1967 and 1968; the books had been delivered to the Auditors but the audit was not yet completed. An interim statement showed that the overdraft now stood at £10,936.16.1d, while a cheque for £2,000 was ready to be paid into the account; it was anticipated that a further payment of, perhaps, £3,000 from Dorset House School might be made towards the end of the School year in August.

257. New Hostel

The Chairman informed the Trustees that, following the meeting of the Governors of Dorset House School on May 15th, he had discussed with Sir Hugh Casson the opinions expressed at that meeting, with particular reference to Sir Hugh's comments on the mutual restriction of natural light between the existing School buildings and the new hostel. It was agreed that the architect should send for Sir Hugh's approval revised plans incorporating the original roof design rather than the Mansard type recently proposed, together with detailed elevations showing the relative sizes and positions of the School and Hostel buildings, and that he should make a formal application for full planning permission and then proceed with the various design stages leading up to obtaining tenders. It was anticipated that the new hostel would be ready for occupation by September 1970, which would be very convenient for the School.

The Trustees considered suggestions made by the architect for re-arranging the accommodation in the Wardens' block of the new hostel, in accordance with the ideas put forward at the last Governors' meeting. These suggestions appeared to offer a more convenient design and were approved.

.....
Chairman

October, 1969.

.....
Date

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on May 6th, 1970, at Harberton House.

---

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Mr. H. L. Dennison (Secretary)

---

Apologies for absence were received from Sir Hugh Casson

---

258 **Minutes.** The minutes of the meeting held on June 16th, 1969, had been circulated and were confirmed.

259 **Financial Position.** The Secretary reported that the amount of the Trust's overdraft stood at £4,762. 1. 10d at April 30th, 1970. There was a possibility that the overdraft might be completely paid off by the end of August, 1970, but this was the less likely because of the unexpectedly large salary increases faced by Dorset House School, which would reduce the amount available for accelerated loan repayments.

260 **Harberton Mead.** Three matters affecting Harberton Mead required attention, the first of which concerned the Mead residents. During recent months it had become apparent that the residents were uneasy about the future of the Mead road. A meeting of residents was held at Professor Duthie's house on March 23rd, during which it became clear that the principal reason for this unease was the fact that the original plan for the new hostel for Dorset House School envisaged that Harberton House would be sold during the summer of 1970; after the change in this plan, no public announcement of the Trustees' intentions concerning Harberton had been made, and the residents were concerned lest their interest in the Mead road should have been overlooked. Mr. Beasley, attending the meeting on behalf of the Trustees, had repeated the assurance that the Casson Trustees would bear in mind the residents' wish to have more control over the road than a mere right of way over it.

The Trustees confirmed that this continued to be their attitude towards the residents, but deferred any final decision on this matter, as on a request from Professor Duthie to buy the freehold rights over the Harberton back lane, until they were ready to discuss the whole question of the sale of Harberton and its possible development.

The second problem referred to above, was a proposal by certain residents in the neighbourhood to close Staunton Road (West side) at its junction with Headley Way, with the claimed intention of reducing the amount of traffic using all the private lanes in the area, traffic which was likely to increase as the Manor Road Hospital site was developed. Miss Macdonald pointed out, however, that previous experience indicated that when Jack Straw's Lane was closed for any reason, e.g. road repairs, the amount of traffic using Harberton Mead immediately increased; it seemed likely that the proposal to close Staunton Road would produce a similar result. It was understood that the Corporation was unwilling to accept this proposal.

The third matter concerned a proposal by the same group of people to establish a large area of land, including the Harberton estate, as a Conservation area, under the terms of the Civic Amenities Act 1967. The most important practical result of this suggestion, as far as the Casson Trust was concerned, would be that any scheme for land development within the area would come much more closely under public scrutiny, which might have the effect of restricting such development. This in turn would be likely to result in reduced land values.

The Trustees decided that they could not support either of these proposals because, in the former case, they feel a continuing responsibility to preserve the amenity of Harberton Mead, and because the second might adversely affect the amount realised on the sale of Harberton House.

261

60, London Road. It was reported that the purchase of No. 60 London Road, initiated during March, had now been completed. This small, semi-detached, house adjoining Dorset House School on its eastern boundary, would offer hostel accommodation for eight students, with a communal sitting-room and some facilities for self-catering, while the garden could be of value in teaching gardening for the disabled. After some bargaining, the price paid for the property was £5,025; however, Mr. Bredin had considered that an appropriately high standard of ethics had not been observed during the negotiations, and had brought diplomatic pressure to bear on Lloyd's Bank Ltd. who had ordered the sale, acting as executor. As a result, the Bank had made a donation of £175. to the Casson Trust's funds, which had reduced the cost of the house to £4,850, the original asking price.

Although basically sound, the house needed some repair-work and complete redecoration. It was anticipated that these works would cost approximately £1,700, bringing the total cost of the property to £6,500; this represented a cost per student-place of about £800, which compared favourably with this cost for the other hostel accommodation to be provided for Dorset House School.

G.R.F. Bredin

.....

Chairman.

23.X.70

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Harberton House on November 23rd, 1970.

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald

In attendance: Miss B. G. Collins
Mr. R. B. Cole (Solicitor)
Mr. J. F. Beasley (Surveyor)
Mr. R. Carter Jonas (Surveyor)
Mr. H. L. Dennison (Secretary)

---

Apologies for his absence were received from Sir Douglas Veale

---

262. Minutes — The Minutes of the meeting held on May 6th, 1970, had been circulated and were confirmed.

263. Financial Position — Sets of accounts for the years 1968-69 and 1969-70 were placed before the Trustees. The most notable fact to emerge from these was the reduction in the amount of the Bank overdraft, from £19,080 in September 1968, to £3,461 in August 1970. It was also noted that the amount so far borrowed from the Nuffield Trust was £24,580; this sum had been devoted mainly to the purchase of No. 1 Latimer Road and No. 60 London Road. The accounts were accepted, subject to audit.

264. Staunton Rd. Closure — Mr. Beasley reported that, in accordance with the Trustees' decision on this matter at their last meeting, he had written to the Town Clerk to express their objection to the proposal to close Staunton Road (West) at its junction with Headley Way, on the grounds that this action would be likely to produce an increase in the amount of traffic using Harberton Mead. The formal Order proposing the closure had now been published, and it was necessary to consider whether the original letter of objection needed amendment. Sir Hugh Casson pointed out that there appeared to be very little concrete evidence available on the amount of traffic using Staunton Road, and suggested that a traffic census should be undertaken, both at the present time and after the opening of the new hospital complex, in order to show whether the closure was necessary.

It was agreed that Mr. Richard Carter Jonas should be asked to attend the meeting of the Traffic Committee which would consider objections to the scheme, and that, in addition to repeating the Trustees' original objection, he should ask that a traffic census be undertaken to justify the scheme.

265. Sale of Harberton House

Mr. Beasley reported that he had been approached by an agent acting on behalf of the English China Clay Co. which was concerned with the development of the High Wall Estate. The company considered that the only available access to the site, via William Street, was inappropriate to the proposed character of their development, and they would be willing to negotiate for permission to have access to the Mead. The sum of £5,000 was mentioned as the sort of price they would be willing to pay for such access.

During discussion of matters affecting Harberton Mead Road, it was noted that during a discussion in March 1969 between Mr. Bredin, Mr. Beasley and Mr. Murray, the City Planning Officer, it had been stated that the existing Mead road would be able to accommodate the additional traffic generated by six more houses; this assumed that Harberton House, with a reduced area of garden, would be retained in its present form. If it should be proposed to create more sites, it might be necessary to make improvement to the road, and this would affect the price obtained on sale.

Mr. Beasley repeated his conviction that the best price for the Harberton property would be achieved by a sale by auction, as he was already aware of several parties interested in purchasing it. The Trustees agreed that the sale by auction should take place in September 1971; the sale should be completed, and possession handed over, some two or three months later.

It was noted that three matters awaited decision, all of them concerned with the Mead road; these were: (a) the request from Professor Duthie to purchase the freehold of the Harberton back lane for the sum of £500; (b) the desire of the other Mead residents to exercise control over the road after the departure of the Trust from the area; (c) the approach from the English China Clay Company. The Trustees decided that, before making these decisions, they must know what planning permissions would be available in respect of the property, and it was agreed that the architect should be instructed to prepare two plans indicating possible lines of development; one based on the retention of Harberton House in its present form, the other assuming its demolition and the consequent availability of further building sites. These plans were to be presented to the Trustees at a meeting to be held in January 1971. The architect would then apply for outline planning permission on the basis of the plan selected by the Trustees.

Date 29.11.71

J R E Bredin
Chairman

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Harberton House on March 29th, 1971.

---

Present: Mr. G. R. F. Bredin (in the Chair
Sir Hugh Casson
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Mr. R. W. Whitehouse (Architect)
Mr. H. L. Dennison (Secretary)

---

266.
Minutes — The minutes of the meeting held on November 23rd 1970 had been circulated and were confirmed.

267.
Financial Position — It was noted that the amount of the Trust's overdraft was now £5,036, and that the total of the Nuffield loan stood at £48,611; approximately £21,000 of this had been devoted to the purchase of No.60 London Road and No.1 Latimer Road, the balance, some £27,000, representing about half the total cost of the new hostel building. It was also reported that the Nuffield Trust had agreed to advance the whole of the next payment to the builders; as this was expected to be of the order of £6,000, the total loan would thus be approximately £54,600, and the Trustees asked that their gratitude be conveyed to the Nuffield Trust for this additional generosity.

268.
Future Plans — It was noted that the Architect had obtained Outline Planning Permission for the development of the Harberton estate at a density of not more than four houses per acre, in accordance with the Oxford Planning Committee's Statement of Policy for the whole area.

The Surveyor, Mr. Richard Carter Jonas, had prepared a report on the method of sale of Harberton House, and various matters affecting the property and the future of the Mead road were discussed in the light of this report, which was also to form the basis of a report which the Surveyor was required to submit to the Charity Commissioners.

It was agreed that the property should be sold in two lots by auction on a date still to be decided, in late September, 1971. One lot would include the Lodge and its garden, excluding its existing garage, the other lot comprising the hostel and the remainder of the grounds. The Surveyor anticipated that the property would realise a gross total in excess of £65,000, but it was considered prudent to set a somewhat lower reserve price, and it was agreed that this should be set at £58,000, the Surveyor having discretion to increase this to not more than £60,000 in case the Commissioners considered the agreed figure to be too low. The purchaser of the property and his successors should have access to it over the Mead road, and should also undertake to contribute to its upkeep on a "per user" basis.

It was noted that the question of access to the Harberton site for development purposes was not yet settled, and it was agreed that no firm decision could be taken in respect of Professor Duthie's offer of £500 for the purchase of Harberton's back lane, until it was known if satisfactory access could be arranged on the north boundary of the site. If this were possible, the Trustees agreed in principle that they would be willing to sell the lane to the Professor, subject to the agreement of Lady Pim whose garden gate opened on to the lane.

The future of the Mead road was next discussed in relation to the valuation of not less than £6,000 placed on it by the Surveyor, this amount being justified by the fact that the road affords access to building sites on both sides of the road. The Trustees agreed that they would prefer to sell the road to a residents' association which was understood to be in process of formation; if the residents were unwilling to pay the price mentioned, the Charity Commissioners would be likely to insist that the road should be sold to some other purchaser, on the grounds that Trustees must obtain the best possible price when selling Trust property. It was agreed that the report to the Commissioners should deal only with the sale of Harberton and the Lodge, the sale of the road being regarded as a separate issue which could be dealt with after the auction of the main property had been successfully completed. However, it was important that the Trustees should be informed of the residents' intentions as soon as possible, and they agreed that Mr. Carter Jonas should approach the residents through Dr. Hughes to ascertain their reactions to the Trustees' decisions concerning the road.

With regard to the request from the English China Clay Company for access to the Mead from the High Wall estate, the Trustees considered a suggestion by Miss Macdonald that the gate at the Western end of the Mead road should be moved Eastwards, the minimum distance necessary to permit of this access being created; this would safeguard the right of the owners of the Mead road, whoever they might be, to insist on the preservation of the privacy and amenity of the Mead. The Trustees accepted this suggestion, and authorised Mr. Carter Jonas to negotiate the sale of an appropriate section of the road to the English China Clay Company for a consideration of not less than £5,000, subject to the preservation of the right of access across it for the residents of Harberton Mead, Pullens Lane and Jack Straw's Lane.

It was agreed that the Surveyor should prepare his report to the Charity Commissioners on the basis of the document submitted to the Trustees, subject to the amendments necessary as a result of the decisions taken at this meeting. It was also agreed that the auctioneer should be informed that he is not empowered to discuss any offer to purchase by private treaty in the event of an unsuccessful auction.

269.
Julianstow Cottage — A request had been received from the Ark Foundation, owner of Julianstow Cottage, for permission to create a vehicular access to the Mead road for this property. The Trustees agreed to grant access, subject to agreement with Mr. Carter Jonas as to the best position for it, and directed that the Foundation should be reminded of the liability to share in the upkeep of the road.

270.
Staunton Road Closure — It was reported that Mr. Carter Jonas and others had been able to persuade the Traffic Committee to defer the closure of Staunton Road (West) until the effects of the new hospital's traffic requirements could be observed. However, the Council had later reversed this decision, and it was now understood that both sides of the Staunton Road junction with Headley Way were to be closed on an experimental basis. It now appeared that no further action could be taken for the time being.

C.E. Brown
.....
Chairman.

14.v.71
.....
Date.

May, 1971.

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Harberton House on Monday, 14th June, 1971

---

Present: Mr. G.R.F. Bredin (in the chair)
Sir Hugh Casson
Miss E.M. Macdonald

In attendance: Miss B.G. Collins (Vice-Principal)
Mr. R. Carter Jonas (Surveyor)
Mr. H.L. Dennison (Secretary)

---

271. Minutes

The minutes of the meeting held on March 29th, 1971, had been circulated and were confirmed.

Matters arising: Staunton Road Closure.

Miss Macdonald reported that the amount of traffic using Harberton Mead had increased significantly following the closure of Staunton Road (West) and it was agreed that Mr. Carter Jonas should be asked to inform the Council about this. It was noted that no traffic census had been conducted before the closure.

272. Financial Position

The Secretary reported that the Trust's overdraft with the Bank now stood at £15,749. The amount outstanding on the main contract was approximately £20,000, and further sums would be due for items outside the main hostel, including the laundry and the trunk store, which would amount to some £5,000, so that the total overdraft might rise to £40,000. The maximum overdraft permitted by the Bank was £50,000, and the rate of interest had been set at 1% above Bank rate.

273.
Future Plans

Mr. Carter Jonas reported that he had been in communication with Dr. Hughes, Chairman of the Harberton Mead Residents' Association, and that it appeared unlikely that the residents wished to buy the freehold of the road at the valuation of £6,000 placed upon it; however, no formal refusal had been received. The Trustees agreed that they would be willing to consider some compromise offer, e.g. an immediate nominal payment of, say, £500, with an undertaking that the residents would pay to the Trustees an appropriate share of the proceeds if rights of access to the Mead road were sold in the future. Mr. Bredin undertook to consult Professor Duthie, in Dr. Hughes' absence in America, to obtain a firm statement of the residents' intentions since it was now essential for the Trustees to have this information so that the arrangements for the sale could be completed. It was agreed that, if the residents did not wish to buy the road, it should be sold with the main property, since it was most undesirable that an outside speculator should have the opportunity of buying it.

With reference to the decision to sell the property in two separate lots, (Minute No. 268) the main house, and the Lodge, the Trustees considered a proposal by Mr. Carter Jonas to sell the whole property as one lot, on the grounds that only one vehicular access to the Mead was permitted by the Planning Committee, and that this might prejudice the sale of the larger portion of the property because the one access had to serve both the Lodge and Harberton House itself. The meeting was adjourned for a short time to allow the Trustees to consider the proposal on the site, after which it was decided to adhere to the original decision to sell the property in two lots, on the understanding that the decision might be changed should new circumstances require it.

No date could be fixed for completion of the sale after the auction because it was impossible to specify the School's accommodation requirements at the present time.

Mr. Carter Jonas informed the Trustees that, on the authority of Mr. Bredin, he had arranged for advertisement of the sale, now fixed for October 7th, 1971, to appear in the Estates Gazette, The Times, The Financial Times and the Oxford Times in the near future. Should it appear necessary to restimulate interest after the holiday period, further advertisements might be inserted in September. The total cost of advertising would be about £400, while professional fees, which are fixed by scale, would probably amount to some £960.

Mr. Carter Jonas also reported that the reserve price of £58,000 had been provisionally approved by the Charity Commissioners. Final approval was subject to the submission of certain additional particulars and would be given nearer to the date of the sale.

In order to keep the property looking as attractive as possible to potential purchasers, it was agreed to ask the School to arrange to retain the gardeners' services at least until the date of the sale.

.....
Chairman.

.....
Date.

November, 1971.

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on Monday, 15th November, 1971.

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Miss B. G. Collins (Principal)
Mr. H. L. Dennison (Secretary)

---

Before opening the meeting, the Chairman congratulated Miss Collins on her appointment as Principal of Dorset House School in succession to Miss Macdonald and welcomed her to the Trustees' meeting in this new capacity.

274. Minutes — The minutes of the meeting held on June 14th, 1971, had been circulated and were confirmed.

275. Financial Position. (a) Accounts. — The Secretary reported that, as a result of pressure of work following the move to the new hostel, he had been unable to prepare the final accounts in time for Mr. Bayliss to audit them. At present the overdraft stood at £26,156, and further expenditure of £14,630 in known or estimated amounts could be anticipated. The School had been unable to make any payments to the Trust in recent months as a result of the heavy expenditure involved in the preparation of the new hostel, and was unlikely to do so before the increase in tuition fees took effect in January 1972.

(b) Sale of Harberton House. — The Trustees were informed that the auction sale had duly taken place on October 7th. The residents of Harberton Mead had decided against buying the freehold of the road for their Association, and the property, including the Lodge and the Mead road, had been sold as one lot to New Ideal Homes Ltd., a firm of property developers, for £59,000. It had been a somewhat unsatisfactory sale, New Ideal Homes being the only active bidder, and it was to be regretted that the interest shown in the property by the City of Oxford had been withdrawn at the last minute. The total amount realised by the auction sale, the sale of a short length of the Mead road to the English China Clay Co. for £6,000, and the Harberton back lane to Professor Duthie for £500, was £65,500; after allowing for the repayment of various

outstanding debts including the loan of £50,000 from the Nuffield Trust and the mortgage of £4,000 on Harberton House, a balance of rather more than £8,000 should be left. The Trustees agreed that it was satisfactory that it had been possible to pay these debts even though the amount realised at the auction sale was less than might have been hoped.

(c) Architect's Fees account. The Secretary drew the Trustees' attention to certain items in a fees account presented by Mr. Whitehouse. It was agreed that these charges appeared excessive and the Chairman undertook to see Mr. Whitehouse to discuss the matter.

276.
New Hostel. The Trustees were informed that the removal of the hostel from Harberton House to Mary Macdonald House had been successfully completed during August and the new intake of students had come into residence at the beginning of September. There had been some serious problems - euphemistically referred to by the builders as "teething troubles" - with the drainage system and the flushing arrangements for the W.C.'s; the latter being still not satisfactorily resolved.

The Secretary reported that he was already very concerned at the rate of consumption of electrical power, in spite of every effort at economy; the cost of heat and light for the building was likely to be much higher than anticipated, and it would be necessary to bear this in mind when considering the hostel charge to the students. Despite these and other minor difficulties, the hostel appeared to be running quite smoothly, and the students were settling comfortably into the changed pattern of hostel life.

277.
Elizabeth Casson Lectures. Miss Macdonald drew the Trustees' attention to a suggestion from the Association of Occupational Therapists to institute an annual lecture as a memorial to Dr. Elizabeth Casson; it would be delivered by a distinguished speaker at the Annual General Meeting of the Association. The Trustees commended the idea and agreed that they would contribute £25 per annum for five years towards the cost of such lectures.

---

G R F Bruce
.....
Chairman.

3/March/72
.....
Date.

February, 1972.

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on Monday, 13th March, 1972, at Dorset House School of Occupational Therapy, Oxford.

---

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Miss E. M. Collins (Principal)
Mr. S. W. Bayliss (Auditor)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Sir Hugh Casson

---

278.
Minutes. The minutes of the meeting held on November 15th, 1971, had been circulated and were confirmed.

Matters arising:

Elizabeth Casson Lectures. It was noted that, owing to a misunderstanding, the Association of Occupational Therapists had not been informed of the decision taken by the Trustees at their last meeting, and the Chairman agreed to write to the Association to repair this omission.

279.
Financial Position.
(a) Accounts The Final Accounts for the years ended August 1969 and 1970 had been completed and were presented to the Trustees by the Auditor, Mr. Bayliss, who commented upon the various items of interest. It was noted that, as a result of salary increases paid by Dorset House School, it had not been possible to pay off the bank overdraft in respect of the School buildings; in fact, the Balance Sheet as at August 1970 showed that the overdraft stood at £3,461. It was agreed that these Accounts indicated that the Trust's finances were in a satisfactory state, and the Accounts for both years were approved.

(b) Sale of Harberton House.

The Secretary reported that the purchasers of Harberton House, New Ideal Homes Ltd., had not completed the sale by December 31st 1971, and that the Trust's solicitors, Cole and Cole, had considered it advisable to issue a formal notice requiring them to complete the transaction within twenty-eight days. Thanks to a liberal interpretation of this period, the sale had in fact been completed, the cheque in settlement of the purchase having been received on the afternoon of the last day.

It was noted that interest had been charged on the unpaid balance, and that, pending the settlement of a dispute between New Ideal Homes and their solicitor concerning the exact time involved, the latter had paid a part of the interest from his own pocket. The Trustees agreed that they were not, on this account, prepared to waive the amount of interest involved.

The sale of a short length off the Mead Road to the English China Clay Company for £6,000 had also been completed, and the only part of the sale still outstanding was the transfer of the back lane to Professor Duthie.

The Secretary reported that the Completion Statement received from Cole and Cole indicated that the loans from the Nuffield Trust and from Miss Macdonald had been repaid, and that, after deducting all professional fees and charges, the amount accruing to the Trustees in respect of the sale was £8,897.84, plus the sum of £500 receivable from Professor Duthie.

The Trustees again placed on record their gratitude to Miss Macdonald and to the Nuffield Trust for the loans which had made possible the operation of completing the new hostel, and the Chairman undertook to write to the Nuffield Trust in expression of that gratitude. It was further agreed that interest should be paid to Miss Macdonald in respect of her hitherto interest-free loan to the Trust, from January 1st 1972 up to the date of repayment, the sum of £25. being approved for this purpose.

(c) Architect's Fees Account.

The Chairman informed the Trustees that he had interviewed the Architect. The explanations he had been given were incorporated in a letter dated 4th February 1972, copies of which were placed on the table. The Trustees decided that it would be advisable to have the assistance of Sir Hugh Casson when considering this matter, and deferred further consideration until their next meeting.

280.

New Hostel.

The Secretary reported that, as the end of the six-month maintenance period approached, the Warden of the hostel had prepared a substantial list of defects apparent even to the layman's eye, and this had been sent to the architect for attention.

The high consumption of electricity continued to give cause for concern, and a discussion with an officer of the Southern Electricity Board had confirmed his surmise that the actual cost of electricity for the year was likely to be substantially more than twice as much as the estimate on which the charge to the students had been partially based. A proposal was to be placed before the Governors which would have the effect of charging an appropriate amount for heat and light to the hostel residents as a separate item, instead of attempting to include it in the weekly charge, and the Trustees agreed that this would remove much of the anxiety felt by the School's officers on this score.

---

G.R. Bird

.....
Chairman.

17.vii.72

.....
Date.

June, 1972

# The Casson Trust

Minutes of a meeting of the Casson Trustees held on July 17th, 1972 at Dorset House School, Oxford.

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Sir Douglas Veale

In attendance: Miss B. G. Collins (Principal)

Apologies were received from Miss Macdonald.

---

281.
Minutes

The Minutes of the meeting held on March 13th, 1972 had been circulated and were confirmed.

Matters arising:

Architect's Fees Account.

In view of the explanations given by the Architect, it was agreed that the account should be paid in full.

282.
Future Plans

Miss Collins outlined to the Trustees certain possibilities that might arise in connection with developments in the hospital region brought about by the S. M. A. C. (Tunbridge) recommendations. It seems probable that attempts will be made to establish a Physiotherapy training school in Oxford, and this could provide the opportunity for collaboration in regard to both physio- and occupational therapy. As no definite plans have yet been formulated, it was felt impossible to discuss the matter further at this stage, but the Trustees asked Miss Collins to keep in touch with developments.

G R F Bredin
. . . . . .
Chairman.

28/iii/73
. . . . . .
Date

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on March 28th 1973 at Dorset House School, Oxford.

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Sir Douglas Veale

In attendance: Miss B. G. Collins (Principal of Dorset House School)
Mr. H. L. Dennison (Secretary)

---

283. Minutes

The minutes of the meeting held on July 17th 1972 had been circulated and were confirmed.

284. Financial Position

The audit of the Trust's Accounts for the year ended 31st August 1972 had now been completed and the accounts were placed on the table. Commenting on them, the Secretary noted that payment for the new hostel was now virtually completed and the accounts showed that the total cost was approximately £65,500, as compared with the net proceeds of the sale of Harberton House, £53,800. On the date of the accounts, the overdraft amounted to £28,752, which had been reduced to £20,994 on the present date. It was agreed that the accounts be accepted.

The Secretary also reported that, following the death of Mrs. Esther Reed who had received an annuity during her life-time under the terms of Dr. Casson's will, Dr. Casson's estate had been finally wound up, and the sale of the investments which had produced Mrs. Reed's annuity had realised £5688.23. This increased the total value of Dr. Casson's bequest to the Trust to £18,933.

285.
Future Plans

It was decided that consideration of future developments affecting the School should be deferred as this matter was due to be considered by the Governors later in the day.

286.
42 London Road

The Trustees noted that this property might come on to the market in the reasonably near future, and considered that it would form a useful addition to the Trust's property. It was agreed that their interest in principle in this purchase should be conveyed to the owner, although no price had as yet been fixed.

---

.....
Chairman.

November, 1973

.....
Date

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on 20th November, 1973, at Dorset House School.

---

Present: Mr. G. R. F. Bredin (in the Chair
Sir Hugh Casson
Miss E. M. Macdonald

In attendance: Miss B. G. Collins (Principal)
Mr. H. L. Dennison (Secretary)

---

287.
Minutes — The Minutes of the last meeting had been circulated and were confirmed.

288.
Death of Sir Douglas Veale — Mr. Bredin formally announced, with deep regret, the death of Sir Douglas Veale, who died on the 27th September, 1973, and those present paid tribute to him.

289.
Appointment of new Trustee — The appointment of a new Trustee was discussed, and it was agreed that Lady Williams should be invited to act in this capacity.

290.
Financial Position — The financial position was reported by the Secretary.

291.
Casson Trust — The death of Mrs. Esther Reed, who had been an annuitant under Dr. Casson's will, was reported by the Secretary. On the cessation of the annuity the sum of £5,688 had accrued to the Casson Trust, and this, together with the additional grant from the School, had reduced the overdraft to just under £12,000.

134

292.

42 London Road The Secretary reported that Messrs. Brooks & Son, estate agents for the owners of this property, had approached him to enquire whether Dorset House would be interested in the acquisition of this property in view of its proximity to the School; it being offered at a purchasing price of £21,500. The Trustees expressed an interest in acquiring this property, and asked the Secretary to view it to ascertain whether it would be suitable for student accommodation.

---

Feb. 1974.

G R F Brad [illegible]
Chairman.

27.4.74
Date

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on 27th February, 1974, at Dorset House School

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Lady Williams

In attendance: Miss B. G. Collins (Principal)

Apologies for absence were received from Mr. H. L. Dennison (Secretary)

---

293. Appointment of New Trustee

The Chairman announced that Lady Williams had accepted the invitation to become a Trustee, and welcomed her to the meeting.

294. Minutes

The Minutes of the last meeting, which were tabled, were confirmed and signed.

295. Finance

In the absence of Mr. Dennison, Miss Collins reported that the three accounts at present stood as follow:-

a) Casson Trust £10,024. 52 DR
b) Casson Trust No. 2 A/c £2,694. 37 DR
c) Building Fund £221. 62

After discussion, it was decided that as the building was now completed, the title of (c) should be widened to "House and Building Fund."

296. 42 London Road

It was reported that an offer of £19,000 had been made for this property, but this had been refused as the owners hoped to obtain a higher sum. It was agreed that contact should be kept, and the situation reviewed if the owners decided to lower the purchasing price.

297.
Heat loss in the hostel

It was reported that Mr. Dennison had been considering the possibility of reducing heat-loss through the windows of the hostel. After inspecting the rooms in question, it was decided that it would be advisable to have these double-glazed.

298
Mr. Dennison

In closing the meeting, the Chairman asked that good wishes for a speedy recovery should be sent to Mr. Dennison.

---

J.R.F. Brewer
.....
Chairman

4/vi/74
.....
Date

3/74

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on 4th June, 1974, at Dorset House School

---

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E.M. Macdonald
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Sir Hugh Casson

---

299. Minutes. The Minutes of the meeting held on February 27th, 1974, had been circulated and were confirmed.

300. Finance. The Secretary reported that the amount of the Trust's overdraft with Barclays Bank now stood at £9,718, and it was to be anticipated that this might be virtually cleared by the end of the current term. The Trustees expressed their pleasure that the loans, which had financed the provision of the school and hostel buildings, should have been repaid so quickly, and thanked the School for the accelerated payments which had made this possible.

301. Hostel. It was noted that there had been no further developments concerning the proposed purchase of No. 42 London Road, following the Trustees' offer of £19,000 which was not accepted.

The Secretary informed the Trustees that Mr. Whitehouse had unofficially confirmed the feasibility of extending No. 60 London Road to provide accommodation for six more residents; the cost was estimated to be of the order of £14,000. This compared favourably with the purchase of No. 42 which would house only one more student. It was agreed that this possibility should be borne in mind for future consideration.

The Chairman reported that the partnership between Mr. Whitehouse and Mr. Yakeley, the architect associated with the School and Hostel buildings respectively, had been dissolved, and that Mr. Yakeley had asked that his new firm might be considered for any further work commissioned by the Trustees. It was agreed that the Trustees had always considered that they were dealing with Mr. Whitehouse, and that they would prefer that his services should be retained for any future developments.

The Secretary described the measures he proposed to adopt to reduce heat losses through the sitting-room windows in the hostel; these included fitting a hardboard panel to the inside of the lowest row of windows and providing a layer of fibreglass insulation between the hardboard and the existing window pane. It was agreed that one window should be so treated as an experiment; if successful, it could be applied to the other ground floor windows. It was suggested that the students might be consulted concerning the possibility of reducing the window area in the bedrooms.

---

G R F Brown
.....
Chairman

27/x/78
.....
Date

11/74

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees, held at Dorset House School on November 27th 1974

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Mr. H. L. Dennison (Secretary)

---

302.
Minutes

The Minutes of the meeting held on June 4th 1974 had been circulated and were confirmed.

Matters arising:

Hostel Insulation

The Secretary reported that the experiment of insulating the lower section of the windows of one sitting-room had been successful in that the room felt appreciably warmer; in addition, the occupants of the room preferred the additional privacy afforded by the insulating materials. The same treatment had therefore been applied to all the ground-floor rooms used by the students.

It was noted that the students were not in favour of reducing the window area in the bedrooms, and as there were practical difficulties to be overcome, it was decided not to proceed with this project.

303.

Financial Matters

The Secretary reported that the audit of the two previous years' accounts was still not complete. However, he presented a Statement of Account, prepared in the form which the final accounts would take, which indicated that, for the years ending 31st August 1973 and 1974, there had been surpluses of income over expenditure of £2,450 and £3,207 respectively. The balance sheet as at August 1974 indicated that the total value of the properties leased to the School now stood at £176,747, and that the overdraft was £424; it was agreed that this was a satisfactory state of affairs.

Continuing from this statement, the Secretary reminded the Trustees that the rent paid to the Trust by the School now stood at £5,000 per annum, and drew their attention to the fact that, in consequence of the very substantial salary increases to be anticipated under the terms of the Halsbury report, the School must be prepared to meet corresponding increases in its running costs.

The Trustees agreed that their primary duty, as Trustees, was to support Dorset House School as far as lay in their power, and it was decided that the rent should be reduced to £1,000 per annum with effect from September 1st 1974, in order to assist the School to meet the impending increase

/Cont'd ....

in its committments.

304. Premium Bonds — It was noted that the Trustees owned Premium Bonds to a total value of £181, which were held in Miss Macdonald's name, and it was agreed that these Bonds should be cashed and new ones purchased, to be held in the Secretary's name.

305. Secretary's Salary — It was agreed that the salary paid to the Secretary should be increased to £100. per annum with effect from September 1st 1974.

- - - - - - - - - - - - - - - -

.....
Chairman

16/vii/75
.....
Date

308.

Future Plans

The Trustees were given a short account of the circumstances which had resulted in an informal approach to the Oxford Polytechnic, made by the Principal with the approval of Sir Hugh, to sound out the probable reaction to a proposal for a merger between the School and the Polytechnic; it appeared likely that such an approach would not be unsuccessful. With regard to the possibility of such a step being taken, the Secretary reported that Carter Jonas had advised that the School and Hostel buildings had a market value of some £180,000, and that a reasonable annual rent for the whole property would be of the order of £20,000.

- - - - - - - - - - - - - - -

J.R.F. Bredin

.....

Chairman.

21/1/76

.....

Date

1/76

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on July 16th 1975

---

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E.M. Macdonald
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Mr. H.L. Dennison (Secretary)

---

Apologies for absence were received from Sir Hugh Casson.

306.
Minutes

The minutes of the meeting held on November 27th 1974 had been circulated and were confirmed.

307.
Finance

The Secretary presented a statement of account which indicated that the Trust's current account now showed a credit balance of £276.08. It was agreed that, as funds became available, they should be invested in local authority loans which attracted a rate of interest of approximately 13%, and that any decision as to the use of the money should be deferred until a useful balance had been achieved. It was also decided that the rent charged to Dorset House in respect of the School and Hostel premises should remain at £1,000 for the time being.

308.
Future Plans

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on January 21st, 1976

- - - - - - - - - - - - - - - - - - - - - - - - - - - -

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Mr. Stone (Auditor)
Mr. H. L. Dennison (Secretary)

- - - - - - - - - - - - - - - - - - - - - - - - - - - -

309.
Minutes — The minutes of the meeting held on July 16th, 1975, had been circulated and were confirmed.

310.
Finance — The Auditor presented and commented in detail upon the Annual Accounts for 1973, 1974 and 1975. The outstanding feature of these accounts was the rate at which the overdraft, which had stood at £28,700 in September 1973, had been repaid, so that the 1975 balance sheet showed that the Trust was in credit to the extent of £221. The Trustees recorded their pleasure that the School and Hostel buildings were now completely free from encumbrance, and thanked the School for the grants which had made this possible in such a relatively short period of time. The accounts were formally adopted.

It was agreed that the rent to be charged to the School for the School and Hostel buildings should be reviewed annually, and that for the following year it should remain at £1,000.

311.
42 London Road — The Secretary reported that there had been no progress in the matter of the proposed purchase of this property. The sale depended on the owner's success in obtaining a house more suited to his present needs, and it was understood that he was actively engaged in seeking such a property. Barclays Bank was willing to allow the Trust to borrow the sum of £19,000 for the purchase of 42 London Road, and was agreeable to allow the loan to remain available for a period of time.

312.
Hostel Roof

The Secretary reported that, up to the present time, investigations into the cause of the dampness in the hostel's first-floor ceilings had produced no conclusive results. The architect, the main building contractor, the roofing and the ceiling-heating sub-contractors, had all examined their own contribution to the building without any major fault being discovered, and it was now proposed to enlist the specialist services of the Building Research Advisory Service in order to obtain an authoritative diagnosis of the problem. The Trustees agreed that this should be done, the fee for this service being of the order of £150.

- - - - - - - - - - - - - - -

. . . . . .
Chairman

. . . . 19/V/76 . . . . . .
Date

5/76

# THE CASSON TRUST

Minutes of a meeting of the Trustees held at Dorset House School on Wednesday, 19th May, 1976

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Miss E. M. Macdonald
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Mr. H. L. Dennison (Secretary)

---

313.
Minutes — The minutes of the meeting held on January 21st were confirmed.

314.
Hostel Roof — The Secretary reported that the Inspection by the Building Research Advisory Service had been completed. The report stated that the dampness in the hostel ceilings was due to moisture trapped within the structure during the building process, and emphasised that neither the design nor the construction of the roof can be regarded as deficient. The recommended treatment was to apply a suction-pumping process which would extract the moisture still remaining in the concrete roof slab; any water which had passed through the plastic moisture barrier beneath the slab would have to be allowed to evaporate slowly and naturally, the only way of speeding-up this operation consisting of removing the whole of the ceiling and the heating elements, an extremely expensive procedure.

The architect had prepared a programme of work to carry out the pumping process, to make good the damage caused by the moisture, and to take steps to provide a measure of ventilation for the slab which might prevent any recurrence of the trouble. The total cost would be approximately £1,500.

The Trustees agreed that they would have to bear the whole cost of the remedial work as defect in design or construction had been ruled out, and agreed that the work should be put in hand. They noted with pleasure that the architects, Whitehouse-Perry Associates, had stated that their charge would be limited to nett costs incurred, and the Trustees asked that their thanks should be conveyed to Mr. Whitehouse for this generous gesture.

42 London Road — The Secretary reported that it had not been possible to make any progress towards the purchase of this property as the present owner had not found suitable alternative accommodation.

---

.....
Chairman

.....4/xii/76.....
Date

12/76

# THE CASSON TRUST

A meeting of the Casson Trustees was held on 6th December, 1976, at Dorset House School

---

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Miss E. M. Macdonald

---

316. Minutes

The minutes of the meeting held on May 19th, 1976, were placed on the table and were confirmed.

317. Final Accounts 1975/76

The accounts for the year ended 31st August, 1976, were presented and commented upon by the Secretary. The principal factor affecting the accounts was the cost of the repairs to the hostel roof; up to the end of the year, work valued at £929 had been completed and this, together with normal expenditure, had produced a deficit of £102. It was noted that additional expenditure of some £500 would be incurred during the year 1976/77.

It was agreed that the accounts should be adopted.

The Trustees noted that the rental charged to the School in respect of the School and hostel buildings had now been maintained at the nominal value of £1000 p.a. for two full years, and that the period of financial difficulty, which had occasioned the reduction to this level, now appeared to have been safely passed. It was agreed that the Governors should be asked to agree to a return to a more normal value of rent for the year 1977/78, consideration of the amount being deferred until a later meeting.

318.

Hostel Roof The Secretary reported that the process of pumping moisture from the concrete roof slab of the hostel, recommended by the Building Research Establishment, had been applied during the latter part of the summer term. No moisture had been extracted during the pumping and this was attributed to the prolonged period of hot weather which, it was considered, had completely dried the roof structure. On this understanding, the heating elements had been replaced and the ceilings re-instated, and the rooms concerned were now occupied. The Trustees expressed the hope that the problem might now be considered to have been solved, although it was noted that the B.R.E. Inspector was not completely certain that further similar outbreaks of dampness would not occur.

319.

42 London Road The Secretary informed the Trustees that the owner of this property had now found another house more suited to his needs, and had accepted the Trustees' offer of £19,000. Negotiations had proceeded to the point of applying for planning permission for the change of use to hostel accommodation, and the application was to be heard on December 15th. In view of the fact that the City Council had made a policy decision to refrain from allowing domestic property to be used for student accommodation, it was unlikely that the application would be successful, but the Trustees would be informed as to the outcome.

320.

Architect The Trustees noted that the Whitehouse-Perry Partnership was to be dissolved, and they considered whether it would be better to retain the services of Mr. Whitehouse, out of gratitude and respect for his work for the Trust, or of Mr. Perry, whose office was more conveniently situated in Oxford. Sir Hugh pointed out that, in these circumstances, the partners might well have agreed on some basis on which the firm's clients might be allocated between them, and the Secretary was instructed to enquire if any such arrangement had been made.

- - - - - - - - - - - - - - - - - - - - - - -

9.iii.77

.....
Chairman

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held on March 9th, 1977, at Dorset House School

---

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E. M. Macdonald
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Sir Hugh Casson

---

321.
Minutes The minutes of the meeting held on December 6th, 1976, were confirmed.

Matters arising:

(1) Hostel Roof

The Trustees were pleased to hear that the winter weather had so far failed to produce any recurrence of the damp patches in the first-floor ceilings. The Secretary reported that a new problem had arisen in the shape of leaks through the sitting-room window-frames; estimates for the necessary repair work were to be obtained.

(2) Architect

The Secretary reported that it had been established that it would be proper for the Trustees and the School to consult either Mr. Perry in Oxford for help in any emergency, or Mr. Whitehouse for long-term advice; this fortunate situation arose because the dissolution of their partnership had taken place on an entirely amicable basis, and there was, therefore, no need for the Trustees to confirm either as official architect to the Trust.

322.

4a London Road

The Secretary reported that planning permission for the change of use to hostel-type accommodation had been refused because of the loss of family accommodation and also because it would adversely affect the amenities of No. 1A, Latimer Road. The Trustees confirmed the decision, made earlier by correspondence, not to appeal against the refusal, and the project was therefore considered to have been abandoned.

During a general discussion of the residential accommodation available to the School, Lady Williams suggested that vacant beds in the hostel might be offered for use by parents visiting their daughters. It was agreed that this would offer a useful service to parents and would produce a useful, even though probably small, income; it was recommended that the School authorities should examine the possibility further.

323.

Dorset House Rent

The decision to increase the rent from the nominal amount of £1,000 per annum had been taken in principle at the last meeting. It was noted that Messrs. Carter Jonas had recommended that a rent based on commercial practice would be of the order of £20,000 p.a., but this was considered inappropriate because the primary charge undertaken by the Trustees was to support the School for so long as it remained an independent institution. It was agreed to ask that the rent should revert to the rate of £5,000 p.a., commencing from September 1st, 1977; this was the amount which had been in force until 1974 when the Trustees had agreed to accept a reduced rate to assist the School in a difficult financial situation. It was decided that, as funds build up following the increase in rent, they should be invested; the bank manager might be consulted as to details at the appropriate time.

- - - - - - - - - - - - - - - - - - - -

Lyn Caplin

. . . . . .

Chairman

Sept 20. 77

. . . . . .

Date

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on Tuesday, 20th September 1977

---

Present: Sir Hugh Casson (in the Chair)
Miss E. M. Macdonald
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G.R.F. Bredin

---

324. Minutes

The Minutes of the meeting held on March 9, 1977 were confirmed.

325. Hostel

The Secretary reported that a number of small, hard blisters had appeared in the floor-tiles on the ground floor; they were scattered indiscriminately over the whole area, rather than in one locality. The tile manufacturers, Armstrong Cork Tiles Ltd., stated that the blisters were caused by the activation of the alkali content of the concrete floor by damp; it had not been possible, however, to find where the dampness was coming from. The Architect, Mr. Perry, had established that the damp-proof membrane had been installed under the floor slab, instead of under the screed as was the original design intention, and he wondered if, in consequence, the damp-proof membrane had been correctly installed into the wall damp-proof course. The Trustees adjourned to the hostel to inspect the damaged floors, and agreed that Mr. Perry should be authorised to investigate at a few points around the outer wall of the hostel, to see if the membrane had been properly installed; the estimated cost of this exercise was approximately £200.

Whilst they were in the hostel, the Trustees also examined the Common-room windows, which had continued to leak, despite the application of a patent flashing material. It was agreed that the offending sections of the original wooden frame should be replaced by aluminium frames, at an estimated cost of £700.

326.

Appointment of new Trustees

Sir Hugh Casson informed the Trustees that he understood that Mr. Bredin proposed to resign within about two years, and he, himself, proposed to resign in June 1978. Consideration was given to possible replacements for Mr. Bredin and Sir Hugh; the name of Miss Collins, formerly Principal of the School, was suggested, while Lady Williams suggested that it would be desirable to retain a link with the family of Dr. Casson, foundress of Dorset House School; it could also be valuable to have the assistance of a professional person who might be able to offer legal or financial advice, and she proposed that Mr. J. Talbot, a Governor of the School, would be eminently suitable on this count. It was agreed that Mr. Talbot should be invited to become a Trustee although it was recognised that the numerous and pressing calls on his time might make it impossible for him to accept the invitation.

---

Chairman

1st February 1978

Date

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on Wednesday, 1st February 1978

---

Present: Lady Williams (in the Chair)
Sir Hugh Casson

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin and Miss E. M. Macdonald

---

327. Minutes — The Minutes of the meeting held on September 20th 1977 were confirmed.

328. Accounts 1976/77 — The Final Accounts for the year ended 31st August 1977 were presented by the Secretary. It was noted that there was an excess of income over expenditure of £619 but that there was a debt of £3,383 to Dorset House School in respect of bills which had been paid by the School as a matter of administrative convenience; this debt would be repaid during 1977/78 when the rent for the School and Hostel premises was to be increased to £5,000 p.a.

It was agreed that the Accounts were satisfactory and should be adopted.

329. Appointment of new Trustee — The Trustees heard with pleasure that Mr. Talbot had accepted the invitation to become a Trustee although this might be for a limited period only because of the pressure of other commitments. It was agreed that, after Mr. Bredin's resignation from the Trust, it would be desirable to restore the link with the Casson family; however, as this was some two years ahead, there was no immediate urgency to find a replacement for him.

330.

Elizabeth Casson Lecture

Referring to the Memorial Lecture, delivered annually at the Annual General Meeting of the British Association of Occupational Therapists, the Secretary reported that the period of five years for which the Trustees had agreed to subsidise the lecture, was now complete. The Trustees agreed to extend the subsidy for a further five years and to increase the annual payment to £50 if this were necessary. The Secretary was asked to enquire as to the adequacy of the amount of £25 which had hitherto been paid for this purpose.

331.

New Hostel

The Secretary reported that it had not been possible to check on the correct installation of the damp-proof membrane during the Christmas holiday because of the extensive holiday period enjoyed by the building-trade workmen, and this would have to be deferred, possibly till the summer holiday. In the meantime, the leaks through the hostel windows had become worse and Mr. Perry suggested that, before embarking on the installation of metal-framed windows, it would be desirable to investigate the condition of the damp-proofing arrangements at the joint between the brickwork of the walls and the existing wooden-framed windows. It was agreed that this should be undertaken during the Easter holiday.

- - - - - - - - - - - - - - -

.....
Chairman

.....
Date

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on Tuesday, 4th July 1978

---

Present: Mr. G.R.F. Bredin (in the Chair)
Miss E.M. Macdonald
Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Mr. H.L. Dennison (Secretary)

---

Before commencing the business of the meeting, the Chairman warmly welcomed Mr. Talbot, who was attending his first meeting as a Trustee in place of Sir Hugh Casson who had recently resigned.

332.
Minutes: The minutes of the meeting held on 1st February 1978 had been circulated and were confirmed.

333.
Hostel: The Secretary reported that investigation of the junction between the brickwork and the wooden window-frames in the hostel's sitting-room windows had revealed that, during construction, a large quantity of mortar had fallen into the cavity between the inner and outer layers of the cavity walls. It was considered that this might be responsible for some of the leakage which had been experienced during heavy rain, and in fact, after the mortar had been cleared away from two of the windows, it was found that these leaks had been cured. It was proposed to treat the remaining two windows in a similar fashion at a later date.

The Trustees approved of this action, and agreed that, after the work had been completed, the original wooden frames of the roof sections of the bay-windows should be replaced by metal frames, in the expectation that this would completely cure the leakages which had taken place ever since the hostel was built.

The Warden of the hostel had reported that the blisters affecting the floor-tiles on the ground floor appeared to have reached a static condition; no new blisters had formed and the existing ones were no worse. In these circumstances, the Trustees agreed that no further action should be taken in this matter for the time being.

334.
Portrait of Dr. Casson: A portrait in oils of Dr. Elizabeth Casson had been offered as a gift to the School by Mr. Glyn Owens, the husband of the late Dr. Constance Owens who was the first Principal of the School founded by Dr. Casson. The Trustees agreed that the portrait should be accepted, with the warmest thanks to Mr. Owens for this generous gesture. It was also decided that it would be desirable to have a portrait of Dr. Owens, and the Secretary was asked to approach Mr. Owens to see if he possessed a photograph or portrait of Dr. Owens from which a copy might be made.

335.
Casson Memorial Trust: The Secretary reported that the British Association of Occupational Therapists had informed him that the sum of £25 was now paid as a fee to the speaker at this annual lecture, and expenses incurred were also paid. The Trustees agreed that the amount payable to the B.A.O.T. in support of the lecture should be increased to £50 to cover the cost of the fee and expenses.

J.R.S. Bredin
.....
Chairman

13/x/48
.....
Date

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees
held at Dorset House School on 14th November, 1978

---

Present: Mr. G. R. F. Brodin (in the Chair)
Miss E. M. Macdonald
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from
Mr. J. B. Talbot

---

336.
Minutes

The minutes of the meeting held on 4th July 1978 had been circulated and were confirmed.

Matters arising:-

Portrait of Dr. Owens

The Secretary reported that Mr. Glyn Owens had very kindly loaned a studio photograph of Dr. Owens in order that a copy might be made. This had been done, and the copy was approved by the Trustees who asked that their thanks should be conveyed to Mr. Owens.

337.
Accounts 1977/78

The Final Accounts for the year ended 31st August 1978 were presented by the Secretary. During this period the rent paid by the School had reverted to the sum of £5,000 p.a., and in consequence, there was a surplus of £3,803 of income over expenditure; this had largely been devoted to paying off the debt of £3,383 which was owed to the School. During examination of the Balance Sheet, the Trustees noted that the values shown for the various properties owned by the Trust represented the costs incurred in purchasing, building or extending these, and it was agreed that a revaluation of the properties would present a more realistic picture of the Trust's assets. The Accounts were then formally adopted.

338.
Extension to Woodwork Room

The Secretary explained that the woodwork room, originally designed to accommodate fifteen students, was now required to take seventeen because a larger annual entry had been accepted, and the resultant overcrowding was not only inconvenient, but also potentially dangerous. The situation could be greatly improved if an extension could be built out from the South-facing wall, of the same length as the existing window-frame and about ten feet wide, giving an additional area of some two hundred square feet. The cost might be expected to be of the order of £4,000 - £5,000. The Trustees agreed that it would be desirable to provide the extra space and the Secretary was instructed to ask the Architect to prepare the appropriate plans and to obtain estimates of the cost of an extension of the type described.

339.
Sound-proofing

The Secretary reminded the Trustees that the two main lecture-rooms were separated by a patent folding-door system. This was claimed to be sound-proof, but in practice, sound was so readily transmitted between them that it was difficult for lectures to be given in the two rooms simultaneously, and if a film was shown in one room, the other was unusable because the sound from the projector speaker seemed to penetrate very easily.

The Trustees agreed that efforts should be made to improve the sound-proofing, and Lady Williams offered to approach an acoustics expert who had been associated with St. Edward's School. The Secretary was asked to conduct any experiments possible and to make enquiries of commercial firms to see if any worthwhile results could be obtained.

---

8/1/79
Date

GRF Brodrick
Chairman

# THE CASSON TRUST

Minutes of a Meeting of the Casson Trustees
held at
Dorset House School
on
8th February, 1979

---

Present: Mr. G. R. F. Bredin (in the Chair)
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from
Miss E. M. Macdonald

---

340.
Minutes

The minutes of the meeting held on 14th November 1978 were confirmed.

Matters arising:

(i) Revaluation of premises

Mr. Talbot recommended that, in view of the likely high cost of the revaluation exercise, it should be deferred until it had been possible to consult the Auditor, which could most conveniently be done at the Autumn meeting; this was agreed.

341.
Woodwork Extension

Plans of the extension, prepared by the Architect, Mr. Keith Perry, were displayed, and were approved, subject to the following considerations:

1. The windows were shown in the side walls of the extension, and it was considered that this would result in the back of the room receiving little natural light; the architect was therefore asked to arrange for additional windows to be placed in the South wall.

2. It was considered that the depth of the extension should be restricted to 12 feet instead of the 15 feet shown in the plans.

The Architect was asked to proceed to obtain planning permission when these adjustments had been made.

342. Sound-proofing

The Principal stated that, of the two openings between the main lecture-rooms, it was quite acceptable that the smaller should be permanently closed, which would facilitate the sound-proofing of this section. The Trustees accepted this recommendation and agreed that the search should continue, perhaps with the help of the architect, to find a suitable removable partition for the larger opening.

343. C.P.S.M. Visit

The Trustees were informed that the statutory visit by representatives of the Council for the Professions Supplementary to Medicine had taken place in November 1978. The Visitors' Report contained certain references to the School's premises and these were of concern to the Trustees as landlords of the property. The most far-reaching suggestion was that a lecture-theatre should be provided which would enable the School to accept a significantly larger annual intake of students. The Principal pointed out that the future of O.T. education was uncertain, and that in the not-too-distant future, it might be centred on Polytechnics; moreover, the delivery of a single lecture to a very large number of students may well not be satisfactory from an educational point of view. The Secretary reported that a preliminary estimate, based on figures supplied by the Architect, indicated that the cost of a fully-equipped lecture-theatre would be in the region of £50,000 - £60,000. The Trustees agreed that, in view of these considerations, it would be imprudent to take any further action at the present time.

The Report also commented upon the standard of heating in the School and the Hostel. The Principal and Secretary both considered the criticism of the School heating system to be unjustified, and the Trustees accepted this. As for the Hostel, an initial estimate of the cost of installing a gas-fired central-heating system had been provided by H. & E. Engineers, amounting to approximately £15,000. The Trustees agreed that they would prefer not to undertake expenditure of this magnitude at the present time, but asked that further attention be given to the problem of heating the Hostel, particularly the common-rooms.

The Trustees approved (a) the installation of a system of 'panic buttons' allowing instant control over all electrical machinery in the woodwork room, at a cost of £300, and (b) the provision of an internal doorway between the changing-room and the main corridor of the Casson Wing, at a cost of approximately £250.

---

14/vi/79
Date

J R F Bullock
Chairman

# THE CASSON TRUST

## Minutes of a Meeting of the Casson Trustees

## held at Dorset House School on 14th June, 1979

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E. M. Macdonald
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

---

344
Minutes — The minutes of the meeting held on 8th February 1979 had been circulated and were confirmed.

345
Woodwork Room Extension — A revised plan of the extension had been prepared by the Architect as requested by the Trustees; this showed that additional windows were to be provided in the South wall of the extension and that the depth had been reduced from fifteen to twelve feet. The cost was estimated at £6,000.
The Trustees approved the revised plan and accepted the estimated cost, and it was agreed that the building should be erected during the summer vacation.

346
Heating — The Trustees noted that the price of heating oil had risen substantially during recent years and that further increases seemed likely. In addition, there had already been some restriction in the supply of oil and, again, it was to be anticipated that there might be serious problems in the future. The advisibility of converting the system from oil to gas firing was considered, and Lady Williams commented that this conversion had been carried out at Rhodes House with very satisfactory results.
The Trustees agreed that the change to gas firing had much to recommend it and instructed the Secretary to proceed with the necessary arrangements.
The Secretary reported that the very cold weather experienced during the Hilary Term had resulted in very high electricity charges for the residents in Mary Macdonald House, the bill for the term amounting to £63. Payment of this bill had been withheld by a number of the residents pending an appeal to the D.H.S.S. for additional grant aid. The Trustees, although sympathising with the students'

problems, decided that, as the electricity had been consumed, there was no alternative but to recommend to the School that payment of the bills in full should be required.

Attention was then given to the possibility of providing a more economical form of heating in the hostel than the electric ceiling heating. Several possible methods were mentioned, including the extension of the School's heating system to the hostel, and the provision of bottled gas heaters or gas convector heaters. The Secretary was asked to investigate these possibilities, and any others which seemed appropriate, as a matter of urgency.

---

14. February 1980.
Date

Chairman

# THE CASSON TRUST

Minutes of a Meeting of the Casson Trustees held at Dorset House School on Thursday, 14th February, 1980

---

Present: Lady Williams
Miss E. M. Macdonald
Mr. J. B. Talbot

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin

---

347 Minutes — The Minutes of the meeting held on 14th June 1979 were confirmed.

348 Final Accounts 1978-79 — The Accounts were presented by the Secretary. The cost of the installation of metal-framed windows in the hostel sitting-rooms in place of the original wooden frames had been regarded as a repair and was therefore charged via the Income and Expenditure Account; however, a surplus of £1670 remained after the payment of other routine items of expenditure. The cost of the extension to the woodwork room appeared in the Balance Sheet in the shape of the increased value of the London Road premises, from £~~87590~~ to £90203. It was noted that certain liabilities remained outstanding in respect of these two projects, some £3000 for the extension and £500 for the reglazing. The Secretary reminded the Trustees that the Governors of Dorset House School had made a grant of £21,000 to the Trust at their meeting in November 1979, which should cover the cost of the reglazing, the extension and the conversion of the School's central-heating system to gas-firing.
The Trustees agreed that the Accounts should be adopted.

£85,759 ?

349 Woodwork Extension — The Secretary reported that the extension was now satisfactorily completed and was in regular use. Miss Edwards said that the additional floor area was proving to be very valuable and was much appreciated, and she assured the Trustees of the School's gratitude.

350 Hostel Reglazing — The installation of the new metal glazing-bars had been completed and these appeared to be satisfactory, on the whole. Some minor leaks remained and it was proposed to deal with these by fitting additional sealing strips which should finally cure the problem. These were to be fitted during the Easter vacation.

351
Heating

The bulk of the work of converting the School's central-heating system to gas-firing had now been completed and the system was operating although so far only one of the two boilers was working, due to the difficulty of obtaining certain necessary parts. The work of conversion had taken longer than anticipated and the School had been able to continue to function only through the kindness of Rhodes House in lending a number of bottled-gas heaters; Miss Edwards asked Lady Williams to be so kind as to convey to the Warden the School's gratitude for this help.
The possibility of extending the School's heating system to the hostel was discussed and it was decided that no decision on this could be taken until an estimate of the likely running cost was available so as to compare this with the cost of running the existing electric ceiling heating; the Secretary was asked to obtain this for the next meeting of the Trust.

---

GRF Baldwin
.....
Chairman

13/xi/80
.....
Date

# THE CASSON TRUST

## MINUTES of a MEETING of the CASSON TRUSTEES held at Dorset House School on NOVEMBER 13th, 1980

Present: Mr. G. R. F. Bredin (in the Chair)
Miss E. M. Macdonald
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)
Mr. B. R. Sennett (Auditor)

Apologies for absence were received from Mr. J. B. Talbot

---

352. Minutes

The minutes of the meeting held on 14th February 1980 had been circulated and were confirmed, subject to the amendment of the value of the School premises, (line 9, Minute 348), from £8,759 to £85,759.

Matters arising:

1. Hostel Reglazing

The Secretary reported that the reglazing was still not completely satisfactory and that further investigations were in progress to trace the source of the leaks.

353. Final Accounts 1979-80

The Accounts for the year ended 31st August, 1980 were presented and commented upon by the Auditor. He pointed out that the large apparent overspending in the Income and Expenditure Account was due to the fact that the conversion of the central-heating system from oil to gas-burning had been treated as a replacement, rather than an improvement, and the whole cost had been absorbed into the accounts for the year. He also reminded the Trustees that the School had made a grant of £21,000 to the Trust which covered the cost of the central-heating conversion, the extension to the Woodwork room and the repairs to the hostel windows.

It was noted that the rent charged to Dorset House in respect of the School and Hostel premises had remained unchanged at the amount of £5,000 p.a. since September 1977, and it was agreed that this should be reviewed at the meeting of the Trust which would probably take place in June 1981.

The Accounts were formally approved and the Trustees thanked Mr. Sennett for explaining them so clearly.

354. Hostel Heating

After the Secretary had explained the difficulties involved in obtaining a reasonably accurate estimate of the cost of operating the various electrical services in the hostel, the Trustees asked that the relevant facts should be incorporated in a memorandum for discussion at the next meeting. Attention was also given to alternative methods of water-heating, and the Secretary was asked to enquire into the possibility of using either gas or the central-heating system as a means of providing hot water.

355. Resignation of Miss E. M. Macdonald

Miss Macdonald informed the Trustees that, in view of her uncertain health and the difficulties involved in attending meetings, she had reluctantly decided that she must resign from the Trust. In order to preserve the link between the Casson family and the Trust, she had asked Mr. John Casson if he would be willing to take her place as a Trustee, and he had agreed to do so. Accepting Miss Macdonald's reasons for resigning with great regret, the Chairman spoke in the warmest terms of her long association with the Trust from the time of its foundation and of her tireless efforts on its behalf, and thanked her on behalf of the Trustees for her outstanding record of service to the Trust.

356. Appointment of new Trustee

The Trustees welcomed the suggestion that Mr. John Casson might take Miss Macdonald's place as a Trustee, and the Chairman agreed to issue a formal invitation to Mr. Casson.

Date: 19th February 1981. Chairman: William Williams.

# THE CASSON TRUST

## Minutes of a Meeting of the Casson Trustees held at Dorset House School on Thursday, February 19th 1981

Present: Mr. John Casson
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from:
Mr. G. R. F. Bredin

---

The Trustees welcomed Mr. Casson, attending his first meeting as a Trustee, and invited him to take the Chair.

357
Minutes

The minutes of the meeting held on November 13th 1980 had been circulated and were confirmed.

358
Hostel Heating and Water Heating

The Trustees considered a memorandum which estimated the relative costs of heating the hostel by means of the existing electric ceiling heating, on the one hand, and on the other by extending the School's gas-operated central-heating system to include the hostel. It was clear that the electrical system is significantly more expensive to run, even after making allowance for an anticipated increase in gas prices. The cost of installing the central-heating system is quoted by Messrs. Spearman as £13,800.
The cost of providing domestic hot-water supplies was also examined. At present, electric immersion heaters are used; the alternatives proposed were, first, to utilise the central-heating system as the heat source, and second to bring a gas supply into the hostel and instal gas-operated boilers. Again, it was estimated that the cost of running either type would be approximately half that of the electrical

system. The installation costs quoted by Spearman were £5,000 for the type operated by the central-heating system, and £6,000 for the gas-operated system; Messrs. Clifford & Blake quoted a price of £5,000 for a gas-fired system in which the boilers were to be located in the tank-rooms on the roof, this suggestion obviating the need to cut a hole through the hostel roof through which the flues could pass.

The Trustees noted that the total cost might be of the order of £19,000 and that their own resources were inadequate for the purpose. They agreed to invite the Governors to make a grant of the required amount from the School's accumulated reserves; if this were made available, it was agreed that the central-heating system should be installed, and that Clifford & Blake's quotation for the provision of a gas-operated hot-water system should be accepted.

It was considered that the cost of running these new installations might most conveniently be met by means of an addition to the weekly rent charged to the hostel residents, and a total increase of £3 per week was recommended. It was noted that a charge for electricity used for cooking, lighting, etc., would also be made, the amount depending on actual consumption.

359
Rent

The Secretary informed the Trustees that the School was under pressure from the Department of Health & Social Security to announce its tuition fee for the academic year 1981-82, and in order to complete the estimate for this purpose, it would be necessary to know what rent would be payable for the School and Hostel premises. The Trustees noted that the rent had remained at the sum of £5,000 p.a. for the past three years.

The Trustees considered that, although they would not wish to approach this matter on a purely commercial basis, it was nevertheless advisable to build up a reserve against future needs, and it was therefore agreed to recommend that the rent shall be increased to £10,000 p.a., commencing from September 1st, 1981.

Date: 25/v./81

Chairman: J R Bowdin

# THE CASSON TRUST

## MINUTES OF A MEETING
## OF THE
## CASSON TRUSTEES

held at Dorset House School on

25th JUNE, 1981

Present: Mr. G. R. F. Bredin (in the chair)
Mr. J. Casson
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from
Mr. J. B. Talbot

---

360
**Minutes** The minutes had been circulated and were confirmed.

Matters arising:

The Trustees considered a suggestion that there should be an agreed procedure for the selection of a Chairman at future meetings of the Trust. After some discussion, Mr. Bredin proposed that the Chairmanship should be decided on the basis of seniority as a Trustee, and this was unanimously agreed, subject to the proviso that it might be thought inappropriate that the Chairman of the School's governing body should also act as Chairman of the Trustees.

361
**Hostel Heating** The Secretary reported that a gas-operated hot-water system had been installed during the Easter vacation, as approved at the last meeting and was working satisfactorily; the total cost was £4,730 as compared

* Should the Chairman not be present

with the original estimate of £5,000.
Messrs. Clifford & Blake, the suppliers of the hot-water system, had submitted an estimate of £10,600 for the extension of the School's central-heating system to the Hostel and it was agreed that this should be accepted; the work was to be under-taken during the summer vacation.
It was also agreed that any increase in the weekly charge for accommodation in the Hostel should be intended to cover the cost of operating the heating system; it was not intended that the capital cost of installing the system should be recovered from the residents because the necessary funds had been accumulated from surpluses on tuition fees.

361
Hostel Leaks

The Secretary reported that the roof sections of the hostel's bay windows continued to give trouble during heavy rain; unfortunately, the two ground-floor bedrooms were the worst affected. After describing the measures which had so far proved unsuccessful, he reported that it had been agreed that during the summer vacation, a jet of water from a hosepipe should be directed at different parts of the elevation in the hope that this would indicate the precise points at which the leaks were taking place; with this knowledge, it should be possible to find an appropriate and permanent cure. Approving of this proposal, the Trustees wondered if it might be advisable to withdraw these bedrooms from use until the leaks were cured. Recognising that student accommodation in Oxford is scarce and expensive, they were reluctant to take this step, but asked that prospective residents should be informed of the situation and that some means be found of ameliorating the problem.

.....
Chairman

24. 11. 81
.....
Date

# THE CASSON TRUST

## MINUTES OF A MEETING OF THE CASSON TRUSTEES

held at Dorset House School on 24th NOVEMBER, 1981

Present: Mr. J. B. Talbot (in the Chair)
Mr. J. Casson

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. Bredin and Lady Williams.

---

362
Minutes — The minutes had been circulated and were confirmed, subject to the following amendment:

Minute 360, Matters arising: line 6:
after ".... seniority as a Trustee", insert
"should the Chairman not be present".

363
Final Accounts — The Accounts for the year ended 31st August, 1981 indicated that there had been an overspending of approximately £9,900 on the Income and Expenditure Account which was due to the fact that the costs of converting the hostel's hot-water system to gas operation and of extending the School's central-heating system to the hostel had been charged to this account. The method of accounting for the expenditure had been adopted because the work was regarded as the replacement of existing systems rather than as an enhancement of the value of the property. However, the overspending was covered by the grant of £19,000 made to the Trust by Dorset House School, so that there was an overall surplus of some £9,100 for the year.
The Accounts were formally adopted.

364
The Hostel

The Secretary reported that the work of extending the central-heating system to the hostel had been completed during the summer holiday and that the system was working satisfactorily except for a minor problem with one radiator valve. The residents were very pleased with the result and the staff in particular had commented that the hostel was now a much more pleasant place in which to live and work.

Another task undertaken during the holiday was the investigation into the cause of the leaks through the ground-floor windows. The 'hose-pipe' test had clearly shown the points at which water was penetrating, and on removing bricks in the areas indicated, it was found that the cavity tray had been so badly installed as to be quite ineffective. The tray consists of sheet lead which is shaped to provide a water-tight seal at the base of the first-floor brickwork, and it was clear, even to a layman's eye, that the work had been so carelessly done that it could not constitute a waterproof barrier; both the architect, Mr. K. Perry, and the builders who carried out the investigation were highly critical of the standard of workmanship involved.

Only the south-facing elevation of the building had been examined, and the cost of the investigation and the necessary remedial work was not yet known. The Trustees considered that legal action against the firm which built the hostel, Messrs. Symms & Co., was unlikely to be successful as the building was completed approximately ten years ago, but it was agreed that Symms should be invited to make a contribution towards the total cost of the remedial work when this was known.

Chairman .....

Date .....18/2/82.

# THE CASSON TRUST

## MINUTES OF A MEETING OF THE CASSON TRUSTEES held at Dorset House School on 18th FEBRUARY, 1982

Present: Mr. J. Casson
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards ( Principal)
Mr. H. L. Dennison ( Secretary)

Apologies for absence were received from
Mr. G. R. F. Bredin

---

365
Minutes

The Minutes of the meeting held on 24th November 1981 had been circulated and were confirmed after further discussion of the role of the Chairman in relation to trustees.

366
The Hostel

The Secretary informed the Trustees that the remedial work to the cavity tray in the south-facing elevation of the hostel appeared to have successfully cured the problem of the leaks through the lead of the ground-floor windows. The cost of the work, carried out by Messrs. Clifford & Blake, was £320. The Trustees were glad that the solution to this long-standing problem had been found, and it was agreed that the west-facing elevation should be similarly treated. The Secretary reported that he had written to Symms, the builders of the hostel, describing the condition of the cavity tray and inviting them to make some contribution to the cost of the repair work. The Trustees recognised that it was unlikely that any further approach would be more successful, but asked the Secretary to contact the firm once more, stressing that it was the quality of workmanship which was in question and that the Trust was requesting a contribution towards the cost of repair; rather than payment of the whole cost.

367

Cycle Shed

The Trustees' attention was drawn to the thefts of bicycles and cycle equipment from the cycle shed at the rear of the School; coupled with this was the possibility of a student being assaulted while parking her cycle during the hours of darkness. To surround the shed with a 'cage' would cost up to £2,000 and would create its own security problems, with either many keys in circulation or with many people using a small number of keys. The Trustees inspected the existing shed and other parts of the grounds and recommended that the fencing panels which at present screen the shed from view should be removed, that an additional floodlight should be installed and that an estimate for an additional cycle shed should be obtained, the new shed to be close to the hostel and well-lit because hostel residents were most at risk when parking their cycles at night.

---

Chairman .....

Date 17th June 1984

# THE CASSON TRUST

## MINUTES OF A MEETING OF THE CASSON TRUSTEES held at Dorset House School on 17th June 1982

Present: Mr. J. Casson
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin.

---

368 Minutes — The minutes of the meeting held on February 18th 1982 were placed on the table and were confirmed, subject to the following addition:
Minute 366, line 16: after "...repair work.", insert: "Symms had declined to make any contribution on the grounds that they should have been invited to carry out the repair work."

369 The Hostel — The Trustees considered the refusal by Symms to contribute towards the cost of the repair work to the cavity trays, and agreed that a further approach to the firm should be made through a letter addressed to the Chairman; it should point out that Symms had failed to cure the defects which had been apparent from the beginning of the School's occupation of the building, and that the request for a contribution was based on the faulty workmanship which had been responsible for the leaks.
The Secretary reported that recent heavy rain had caused leaks in the common-rooms which had not been treated, and the Trustees agreed that the elevations facing north and east should also receive the necessary remedial treatment.

370 Cycle Sheds — The Trustees considered a suggestion that a large cycle shed should be constructed in the hostel drive. They concluded that it was unacceptably open to view from London Road, and after examining several possible sites, agreed that the Secretary should consult the hostel residents and arrange for the construction of cycle sheds in the vicinity of the hostel, subject to a maximum cost of £1,000.

371 Investments — The Trustees noted that the sum of £15,000 had recently been transferred to the Trust's account from the School. The Secretary was requested to enquire the most appropriate method of investing this sum; a small part - say £1,000 - might be left on deposit and the remainder placed in medium-term gilt-edged securities.

---

Chairman ..... Williams.

Date 25th November 1982

# THE CASSON TRUST

## Minutes of a meeting of the Trustees held on 25th November, 1982 at Dorset House School at 11.45 a.m.

Present: Mr. J. Casson
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. B. Sennett (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin

372
Minutes

Minutes of the meeting held on 17th June, 1982 had been circulated and were confirmed.

373
Final Accounts

The Accounts for the year ended 31st August, 1982 were presented and commented upon by the Auditor, Mr. Sennett.
He noted that there had been little financial activity during the year and that the excess of income over expenditure amounted to £10,200. He considered that the Accounts indicated that the Trust was in a healthy financial position.
The Trustees formally accepted the Accounts and thanked Mr. Sennett for his very clear explanation of the technicalities concerned.

The Trustees considered the most advantageous way of investing capital and it was decided that £5,000 should be placed on short-term investment and £20,000 on medium term. Mr. Sennett undertook to consult a firm of brokers to obtain advice as to the best investment available.

374
The Hostel

The Secretary reported that he had written to the builders of the Hostel, Symm, once more but they took the view that they had made constructive suggestions and had offered to undertake additional work, but these had been ignored. They therefore declined to make any contribution towards work of which they had no knowledge and which was done by another builder.
The Trustees agreed that under the circumstances, it was of no value to pursue this matter further.

375
Cycle Sheds

The Secretary reported that two small cycle sheds had been erected to serve No.1 Latimer Road and the Hostel; and the roof of the sheds on the lawn at the rear of the School had been extended to provide better weather protection.
Lady Williams pointed out that the Staff/Student Council Minutes of 1st July, 1982 - Item 5 - referred to an expenditure of £2,000, whereas the Trustees had agreed to a maximum cost of £1,000 and she asked that this should be corrected.

---

Chairman .....G.R.F. Baldwin.....

Dated .....23/vi/83.....

# THE CASSON TRUST

Minutes of a meeting of the Trustees held on March 17th, 1983
at the offices of Messrs. Williams & James, 3-4 South Square, Gray's Inn, London

Present: Mr. J. Casson
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards ( Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin

376
Proposal for New Library

In order to assist the Trustees to assess the need for a new library, the Principal described in outline certain forthcoming changes in the School's educational structure. These were based on the requirement that the whole of the course should be designed and conducted internally, subject to external moderation; there is also the possibility that it will need to become a degree course. To meet these developments, it will be necessary to raise the School's standards in certain respects such as the staff-student ratio, and better facilities for study would be included among these changes.

The Trustees accepted that more study-time is likely to be a feature of the future educational system, especially if the School runs a degree course, and this implies a need for improved library and study facilities.

They then considered the report prepared by Perry Associates. It was agreed that the ideas contained in the report were unnecessarily lavish and therefore unneccessarily expensive, and it was thought imprudent to reduce the School's financial reserves to too low a level.

The Principal suggested that valuable advice about the requirements of a library suited to the School's needs might be obtained from Dr. Peter Leggate, the Librarian/Co-ordinator at the Cairns Library in the John Radcliffe Hospital, who has been helpful on several occasions in the past.

The Trustees welcomed this suggestion and hoped that any advice or recommendations which Dr. Leggate might offer would be available for consideration at the next meeting; it might then be possible to

invite Mr. Perry and perhaps one other architect to submit a plan incorporating these ideas, and restricted to a building cost in the range £100,000 to £120,000.

---

Chairman .....

Dated 22/4/60

# THE CASSON TRUST

## Minutes of a meeting of the Casson Trustees held at Dorset House School on 23rd June 1983

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. John Casson
Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Dr. P. Leggate
Mr. H.L. Dennison (Secretary)

---

377
Resignation of Mr. G.R.F. Bredin

Opening the meeting, the Chairman informed the Trustees that, having reached the age of 84, he no longer felt able to take as active a part in the affairs of the Trust as he had been accustomed to do, and that he therefore wished to resign from his position as Trustee. Accepting the resignation with regret, the Trustees thanked Mr. Bredin in the warmest terms for his long record of service to the Trust, and for the wisdom and good sense which had helped to guide both the Trust and Dorset House School to the secure position they now occupy.

378
Minutes

The minutes of the meeting held on 17th March 1983 had been circulated and were confirmed.

379
New Library

In presenting his ideas on the design of a library for Dorset House School, Dr. Leggate mentioned several factors which must be taken into account. It was important to determine how students expect to use a library, as this would affect the whole tone of the design; some would prefer a dynamic setting which would welcome discussion and conversation, others need a quiet, academic atmosphere. This, in turn, has a bearing on the number of study places to be provided, in relation to the School's population. Further, it would be desirable to give thought to the way in which libraries would be seen in the future, to the question of whether books would continue to be the main feature in a library.

He recommended that every effort should be made to incorporate a large degree of flexibility in the internal design; this would allow for possible changes in student attitudes towards library facilities. This implied that, in the first instance, it would be better to concentrate on the shell of the building rather than on elaborate and often expensive furnishings.

Commenting on the need to look ahead to future needs, Miss Edwards noted that technological advances made it difficult to predict the way in which library usage would develop. Videotape and, later, the videodisc, might well become the principal assets in a library; she suggested that it might be appropriate to view a library in terms of an overall "learning resource" rather than as a traditional collection of printed matter.

The Trustees considered it important that the staff and students of the School should be consulted before any firm decision was made. They accepted a suggestion from Dr. Leggate that much might be learned from an examination of other libraries, and Lady Williams agreed to represent the Trustees on a working party to visit any suitable libraries. Dr. Leggate agreed to make further enquiries regarding building and furnishing costs, and to seek out libraries which might repay the time and trouble involved in visiting them. The Trustees warmly thanked Dr. Leggate for the invaluable help he was giving to the Trust and to Dorset House School in this matter.

380
Storage space for Room 30

The Trustees agreed that the Architect should proceed with the plan to provide additional storage space for the Physical Demonstration Room, Room 30.

Chairman Gwilym Williams

Dated 24th November 1983

# THE CASSON TRUST

## Minutes of a meeting of the Casson Trustees held at Dorset House School on November 24th 1983

Present:- Mr. J. B. Talbot
Lady Williams

In attendance:- Miss J. D. Edwards (Principal, Dorset House School)
Mr. B. Sennett (Auditor)
Mr. P. Brown (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. J. Casson

---

381
Minutes

The minutes of the meeting held on June 23rd 1983 had been circulated and were confirmed.

382
Accounts 1982-83

The Accounts were presented by the Auditors. They showed a satisfactory balance of income over expenditure, although the Auditor pointed out that the amount of £20,000, shown as a grant from Dorset House School, depended upon the approval of the School's Governors; this would be considered at the meeting of the Board of Governors to be held later in the day. The Secretary reported that, in order to obtain a better rate of interest, funds belonging to the Trust and to the School had been invested jointly in the Bid Deposit Scheme, arranged by Barclays Bank; during the year, a rate of interest of about nine and three-quarters per cent had been obtained by this means.
The Trustees agreed that the Accounts should be accepted.

383
Store-room extension

The Secretary reported that, after telephone conversations with the Trustees concerning the tenders submitted by various firms in connection with this project, he had accepted on their behalf the lowest tender, which had been submitted by Messrs. Clifford & Blake, in the sum of £6894.

The work would begin near the end of the term and, given reasonable weather, should be finished before the commencement of the Hilary Term.
The Trustees formally approved of this action.

384
New Library

Lady Williams reported that a working-party consisting of herself, the Principal and the Librarian of Dorset House, and the Secretary, had been able to visit several libraries, thanks to the arrangements made by Dr. Leggate. These visits included the Cairns Libraries at the Radcliffe Infirmary and the John Radcliffe Hospital, the Cherwell School Library, and the Royal Hampshire County Hospital Library. All of these had some interesting and useful ideas to offer, but the one which was most suited to the School's needs was the Royal Hampshire Hospital. This was a plain, rectangular building which served the needs of the Nursing School and the post-graduate Medical School; thanks in large part to the furnishings and fittings, it offered a pleasing atmosphere which seemed entirely appropriate to its purpose. The Trustees agreed that Dr. Leggate, the Librarian Mrs. Croft, should be asked to consult the Architect and the Royal Hampshire Librarian respectively, to obtain as much information as possible about the building, for consideration at the next meeting of the Trustees.

Chairman .....

Date 23rd February 1954.

# THE CASSON TRUST

## Minutes of a Meeting of the Casson Trustees held at Dorset House School on 23rd February, 1984

Present: Mr. J. Casson
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mrs. S. Croft (Librarian)
Mr. H. L. Dennison (Secretary)

---

385
Minutes

The minutes of the meeting held on 24th November 1983 had been circulated and were confirmed.

Matters arising:

(1) The need to appoint a Chairman of the Trustees in place of Mr. Bredin was discussed. Mr. Talbot pointed out that it is customary to regard all Trustees as equals, and it was agreed that the Casson Trust did not require a Chairman.

(2) It was agreed that an honorarium should be paid to Dr. Peter Leggate for his services to the Trustees in connection with the design of the new Library; the amount should be decided at a later date.

386
Store-room Extension

The Secretary reported that the store-room extension to Room 30 was virtually completed; some minor matters were still to be attended to and the builders were completing these at week-ends, so as not to interfere with the School's use of the room.
It was noted that there remained a liability to plant a tree in place of the pine which was felled to make way

for the store-room and it was agreed to defer a decision on this to see if the choice might fit in with other plans.

387
New Library

The Trustees were informed that Dr. Leggate had consulted the Architect's Department of the Winchester Health Authority. They would be willing to make the plans of the Royal Hampshire County Hospital's library available for the Trustees' inspection through the Oxford Health Authority, but were unable to take any part in designing or building a library for Dorset House School. Similarly, the Oxford Health Authority would be willing to offer advice but could take no further part. It was noted that the Winchester library had not been designed as an integrated whole; the librarian had been given an empty shell, and the interior arrangement and furnishings were to her design.
The Trustees examined and discussed a Report prepared by the Librarian, Mrs. S. Croft, which described some of the interesting features seen during the Working Party's visits to various libraries. It also set out the School's requirements in terms of space, seating capacity, shelf space and the various facilities which appear to be desirable in view of the way in which it is thought that the library may be used in the future.
The Trustees approved the principles contained in the Report and thanked Mrs. Croft for her work in preparing it.
The Trustees agreed that it would be desirable to see alternative plans to those produced by Perry Associates as part of the feasibility study, and Lady Williams suggested that Mr. J. Lankester, Surveyor to Oxford University, might be interested to accept such a commission. The Trustees welcomed this suggestion and the Principal was asked to write to Mr. Lankester on their behalf.

388
New Trustee

The Trustees considered the appointment of a new Trustee to take the place of Mr. Bredin and the discussion was extended to include the choice of a new Governor for the School.
Lady Williams pointed out that community care was likely to be of increasing importance in the future and that this would lead to an expansion of the domiciliary occupational therapy service. It could be of value to

the School to have a link to the community service and she therefore suggested that the Trustees should recommend to the Governors that the appointment of a General Practitioner to the Board would be of value to the School. Lady Williams also reminded the Trustees that there was a tendency for the Board to appoint new members of their own age-group, and in order to maintain a degree of continuity it would be desirable to seek a younger person, perhaps in the 40-50 age-group. The Trustees agreed with both these suggestions. It was also agreed that, in due course, a new Trustee should be appointed from among the Governors. During the discussion, Mr. Casson mentioned that, when the time came for him to retire from the Trust, it would be possible to maintain the link with the Casson family; there were two grand-nieces of Dr. Elizabeth Casson, Mrs. Pocock and Dr. Diana Devlin, who would both be interested to take his place. The Trustees were pleased to know that it would be possible to retain the link with foundress of the School and the Trust.

389
Fire Safety

The Trustees were informed that the School ought to be examined by the Fire Safety Officer in order to bring it into line with current requirements in this field. It was agreed that, as the Fire Safety Officer would need to be involved in the design of the new Library, the two exercises might well be taken together.

---

The meeting closed at 12.40 p.m.

Gillian Williams

28th June 1984 Date

THE CASSON TRUST

Minutes of a meeting

of the

CASSON TRUSTEES

held on 28th June 1984

Present: Mr. John Casson
Lady Williams

In attendance:

Miss J.D. Edwards (Principal)
Mr. H.L. Dennison (Secretary)

390 Minutes — The Minutes of the meeting held on February 23rd 1984 had been circulated and were confirmed.

391 Matters arising — Lady Williams referred to the matter of the appointment of a new Governor and put forward the name of Dr. Gordon Fowler whose practice includes a large number of undergraduates and who is Reader in General Practice to the University. It is possible, however, that he may be too busy and other names were suggested, including Dr. Birch, Dr. Padfield and Dr. Marcus, all at Thame. Dr. Peter Lawrence, a retired Community Physician, was also mentioned; he might be particularly suitable as offering a link between Occupational Therapy and the Community service.
It was agreed that it would be desirable to have a practising doctor on the Board of Governors;

this was helpful in obtaining medical advice concerning applicants for admission to the course, and it was agreed that further enquiries should be made.

392
New
Library

Mr. J. Lankester, Surveyor to the University, had prepared two plans which outlined his ideas for a new Library building for the School. The first envisaged an extension at the front of the older part of the School building; basically a single-storey building, it included a two-storey element which would replace the existing front staircase. To retain as far as possible the character of the existing building, the exterior would be constructed in a similar style to the original house; this could well enhance the appearance of the front of the School, and, while offering the desired facilities, would avoid the need to spoil the amenity offered by the lawn at the rear of the School.

The second plan proposed a basically rectangular building to be constructed on the back lawn. In order to provide the facilities required by the School, the building would need to take up rather more than half of the lawn and it would also be necessary to fell the beech tree and other trees. During consideration of the plans, the Trustees noted that although the first plan had certain attractive features, there were also some drawbacks; parking space in front of the School would be curtailed, the two-storey section would have a serious effect on the amenity of the caretaker's cottage and, perhaps most serious of all, the cost of this Library building was noted to be £200,000. This sum included an amount of £23,000 V.A.T. which would be payable because the new building was an extension to an existing building. The total cost was considerably more than the figure of £120,000 which the Trustees

had already agreed to be the maximum which should be devoted to the new Library.

The Trustees accepted that there was no reasonable alternative to the proposal to construct the new Library on the back lawn. They regretted the loss of amenity through the removal of the beech tree and the fact that the size of the lawn would be reduced, but agreed that the new Library should take the general form envisaged in Mr. Lankester's second plan.

It was noted that the price of £103,000 quoted for the second plan was well within the target figure of £120,000; this was partly due to the fact that as an independent building, it did not attract V.A.T. although a small linking section to be constructed later would attract a correspondingly small amount of tax. It was also noted that this quotation did not include any allowance for furniture, it being taken for granted that as much of the existing library furniture as possible would be re-used. However, before proceeding to the next stage of planning, they agreed that the plan should be presented to the staff and students to allow them to express their views and feelings about it.

.....

Date: 22nd November 1984.

# THE CASSON TRUST

## Minutes of a Meeting of the Casson Trustees held at Dorset House School on 22nd November, 1984

Present: Mr. J. Casson
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mrs. S. Croft (Librarian)
Mr. B. R. Sennett (Auditor)
Mr. H. L. Dennison (Secretary)

---

393
Minutes

The minutes of the meeting held on 28th June, 1984 had been circulated and were confirmed.

Matters arising:

1. Appointment of New Governor

Lady Williams reported that she had been informed of the resignation of Dr. Rue from the Board of Governors and that Dr. Rue had proposed Dr. Dulcie Gooding as a possible replacement. In view of Dr. Gooding's knowledge of the field of general practice, it did not seem appropriate to appoint another G.P. as a Governor, and Lady Williams had therefore discontinued her enquiries in this matter. The other Trustees concurred with this decision.

394
Accounts 1983-84

The Casson Trust's Accounts for the year ended August 31st 1984, were presented by the Auditor. He noted that the excess of income over expenditure £2,046 was some £6,700 less than in the previous year because of the construction of the store-room extension to Room 30. Apart from this, the accounts presented no unusual features.

The Trustees noted that the sum of £78,624 was due to the Trust from Dorset House School and it was explained that by investing this sum together with funds belonging to the School, a better rate of interest could be obtained. Concern was expressed that, in the event of some disastrous catastrophe striking Dorset House, the Trustees' interest in this sum would be in jeopardy, and it was requested that enquiry should be made to see if the joint investment could be made in such a way as to protect the Trust's interest in it. The Auditor undertook to make such enquiries.
On this understanding, the Trustees accepted and signed the Accounts.

395
Library Plans

Lady Williams explained that comments had been received from the staff and students of Dorset House which indicated a strong concern that the beech tree and as much of the lawn as possible should be retained. The Working Party had then interviewed two architects, Mr. J. Lankester and Mr. K. Perry, and had asked them to prepare plans for the building which would incorporate the School's requirements for a libary and would also take these concerns into account. Each was informed that another architect had been invited to submit a plan.

The Librarian examined the two plans in detail. The first, submitted by Mr. Lankester and illustrated by a small-scale model, was on two floors; it made imaginative use of the difficult angle in the south-east corner of the site and retained the beech tree and a large proportion of the lawn. However, it offered only six carrels and there was little provision for natural light. The cost had been quoted at £140,000 - £150,000 and this was significantly more than the Trust's budget figure of £120,000.
Mr. Perry's plan also preserved the beech trees but, being a single-storey building, used more of the lawn. It offered fifteen carrels, each set in a window-space and provided the facilities required by the School. Mr. Perry stated that the building and the majority of the fittings and furnishings could be provided within the budget figure of approximately £120,000.

It was noted that Dr. Leggate recommended the adoption of a single-storey building for a library; it should be easier to use and to supervise, and allowed a greater degree of flexibility if, in the future, it was desired to re-arrange the accommodation. A two-storey building was inherently less flexible in that the staircase tended to inhibit any such changes.

The Trustees noted that, in Mr. Perry's plan, a second W.C. ought to be provided, and they considered that it would be undesirable to use the J.C.R. as a 'recommended' means of access to the library from the School. In the case of Mr. Lankester's design, it was felt that more natural light should be provided and more carrels. Taking the relative merits of the two plans into consideration, and bearing in mind that Mr. Lankester's design would cost substantially more than the budget figure allocated to the project, the Trustees agreed to accept in principle the plan submitted by Mr. Perry; the Working Party should meet him to discuss the comments made by the Trustees and incorporate them in the final plan.

396
Fire Precautions

The secretary reported that the University Fire Officer had visited the School and had examined and commented upon the plans of the School and Hostel. He had made various suggestions in connection with the School building but had been seriously disturbed by the design of the Hostel; the two stairs offering descent to the ground floor were contained within the same volume of space, while modern thinking required separate staircases at opposite ends of the building. The only means of overcoming this inherent defect was to make every bedroom door on the first floor into a fire-resisting, self-closing door; emergency lighting should also be provided.

In view of the concern he had expressed, the Trustees agreed that the work in the Hostel should be undertaken first: it was noted that a quotation of £7,000 plus V.A.T. had been received for the installation of the fire-doors and it was anticipated that the lighting system would cost some £3,000. In connection with the latter, the Trustees recommended that smoke sensors should be included in the system. It was noted that final

approval to the fire precautions would have to be obtained from the Fire Officer to the local Fire Brigade. The University Fire Officer had offered to assist in the negotiations with the Fire Officer and the Trustees welcomed this offer.

397
Staff/Student Council

Lady Williams pointed out an inaccuracy in the minutes of the Council meeting held on 12th July 1984. The report of the Governors' meeting included the statement that the Trustees had approved the plan to build a library on the back lawn. This was incorrect and she asked that care should be taken to ensure that facts should be accurately reported.

---

Chairman .....

Date 14th February 1985.

# THE CASSON TRUST

## Minutes of a Meeting of the Casson Trustees

## held at Dorset House School on 14th February, 1985

Present: Mr. J. Casson
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from
Mr. J. Talbot

---

398
**Minutes** The minutes of the meeting held on 22nd November 1984 had been circulated and were confirmed.

399
**Matters arising** Fire Precautions.
The Secretary reported that the emergency lighting system had been installed during the Christmas vacation; the circuitry for the smoke-sensing system required a good deal more time to install and this would be done during the Summer vacation. Arrangements had been made for fire-resisting doors to be fitted during the Easter break.

400
**New Library** It was reported that, in accordance with the decisions taken at the last meeting, Perry Associates had been informed that the Trustees had approved their design in principle. Mr. Perry had discussed the plan with the Working Party and had

noted the Trustees' wishes that a second w.c. should be installed, that the positions of the audio-visual room and the library office should be transposed, and that the Junior Common Room should not be used as the recommended means of access to the Library from the School.
The Trustees had agreed verbally by telephone that the architect should proceed to the stage of producing detailed plans in advance of the formal granting of planning permission, it being recognised that there was some element of risk involved. This was confirmed.
The Secretary reported that because of illness among his staff, Mr. Perry had been unable to produce a revised plan, incorporating the changes required by the Trustees, in time for the present meeting. The Trustees expressed their concern at this delay and hoped that it would not affect the future progress of the project.

401
Caretaker's Cottage

The Trustees noted that the same considerations had affected the investigation of the damp problem in the cottage and expressed their regret that the caretaker, Mr. Wood, should have to live under such conditions. They asked that Mr. Perry should be asked to treat this as a matter of urgency, calling upon the assistance of outside advice, if necessary.

402
Bequest - Mrs. N. Barr

The Secretary reported that, some nine years earlier, Mrs. N. Barr, a former student of Dorset House who had written a book on splint-making, had offered to bequeath the rights in this book to the School; at that time, it had been suggested that it might be more appropriate to transfer these rights to the Casson Trust.

Mrs. Barr had recently enquired if the Trust would be willing to accept these rights, bearing in mind that the book might in time need re-editing. The Trustees appreciated the generosity of this gesture, but considered that it would be advisable to have a clear idea of what might be entailed in re-editing the book. The Chairman agreed to write to Mrs. Barr to express the Trustees' gratitude and to ask if, perhaps with the help of her publisher, she could clarify this matter.

---

Chairman .....

Date 18th May 1985.

# THE CASSON TRUST

## Minutes of a Meeting of the Casson Trustees held at Dorset House School on 16th May, 1985

Present: Mr. J. Casson
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from
Mr. J. B. Talbot

---

403
Minutes

The minutes of the meeting held on 14th February 1985 had been circulated and were confirmed.

Matters arising:
(i) Bequest - Mrs. Natalie Barr
Mr. Casson reported that he had written to Mrs. Barr to say that the Trustees would be glad to accept a bequest which would provide an annual income of £50. He had suggested that this might be used either for the purchase of books, or to fund an annual lecture; in either case, the expressed intention would be to commemerate the work of Miss Macdonald.
Mrs. Barr had replied that she would prefer the purchase of books as providing a more lasting memorial, but that she was happy to leave this to the Trustees' decision. The Trustees asked Miss Edwards to give thought to this matter and to advise on the most appropriate use of the bequest.

404
New Library

The Secretary reported that it had been hoped that the Planning Committee would consider the Library application at their May meeting. However, it had not been included on the May agenda and would not now be dealt with until the June meeting. This meant that, at the earliest, work would start in late September or early October instead of during the Summer vacation, as had been hoped. The Architect suggested that some time might be saved by negotiating a contract with one firm but recommended that the contract should be put out to tender; the delayed start would still allow time for a good deal of work to be done before the onset of bad weather.

The Trustees agreed that tenders should be obtained, and that in the expected absence of Mr. Casson, the remaining Trustees should make any necessary decisions. They also agreed that a Quantity Surveyor, Ridge & Partners, should be employed in the process of preparing the specifications, in the expectation that this would lead to an overall saving in time and fees. It was noted that the internal arrangement of the building had not been finally decided; the Architect was in consultation with the Librarian, Mrs. Croft, and the School authorities, to make sure that the School's requirements were met, as far as possible.

405
Caretaker's Cottage

The Secretary reported that the Architect's investigations indicated the presence of a number of factors which might cause the severe damp problem in this building, including condensation, the presence of residual salts in old plasterwork, different floor levels inside and outside the building, and the somewhat unsatisfactory nature of electrical damp courses. The remedial measures proposed included the removal of old plaster and its replacement, insulation of the roof, the application of a chemical injection process to prevent rising damp, and the installation of central heating.

The Trustees accepted the view, expressed by the Principal, that it was desirable to have a resident caretaker in such a position as to be able to supervise the property, and that there were also advantages in having a resident Welfare Officer who might conveniently be housed in the first-floor flat in No. 44 London Road.
They agreed that the necessary steps should be taken to render the caretaker's cottage suitable for habitation. If necessary for financial reasons and if technical considerations permitted, a part of the work might be deferred to a later date.

---

Chairman ..... Gillian Williams.

Date ..... 5th December 1985

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on Thursday, 5th December 1985.

Present: Mr. J. Casson
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Dr. P. Leggate
Mr. K. Perry (Architect)
Mr. B. Sennet (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. J. B. Talbot

486
Minutes

The minutes of the meeting held on May 16th, 1985 had been circulated and were confirmed.

Matters arising:

It was noted that there was no progress to report in the matter of the Harberton Mead Road or in connection with the Natalie Barr bequest.

487
Accounts 1985/86

In presenting the Accounts, the Auditor noted 1hat the only unusual items in the Income and Expenditure Acoount were concerned with the need to improve the Hostel in terms of fire safety. The cost of the extension to Room 30 in the School had been added to the total value of the buildings although it was to be noted that this was a book value only, which did not bear any true relation to the actual value of the property. In this connection, he pointed out that if the School were to be taken over by the Department of Education or by the Health Service, there existed the possibility that the Casson Trust, as an associated charity, would also be taken over at

the same time.
It was agreed that the Accounts should be accepted.

488
New Library

The Trustees welcomed both Dr.Leggate and Mr. Perry to the meeting. Mr. Perry reported that it had been necessary to alter the design of the entrance area so as to provide access for the disabled, the alter- ation beingrequiredas result of recently-changed Building Regulations. He noted that, after a good start, progress on the building had been held up by a delay in supplying certain materials and the project was now some two weeks behind schedule.
Consideration was given to the colouring of the wooden window-surrounds and it was agreed that a sandy/tawny colour should be used.
With regard to the library furniture, it was noted that samples of chairs would be available for inspection at a later date. Originally, it had been intended that wooden shelving to the achitect's design would be provided, but Dr. Leggate pointed out the advantages of metal shelving in terms of flexibility and in the use of colour-coding. It was agreed that this should be discussed further by Dr. Leggate, Mr. Perry and Mrs. Croft, the Librarian, on the understanding that the cost must not exceed the sum allowed within the contract price. Dr. Leggate also spoke of the likely future need for a computer terminal for access to external sources of information, and it was agreed that an additional telephone point should be provided for this purpose in the Audio-Visual room.

489
Caretaker's Cottage

The architect reported that because of hitherto unsuspected problems, the cost would probably exceed £14,000. The whole of the electrical wiring needed to be replaced in order to meet new safety requirements. It was hoped that the major constructional work would be completed early in January.

490
New Trustee

The Trustees discussed in private the need to

appoint a new Trustee to replace Mr. Bredin. Lady Williams pointed out that it would be desirable to appoint a younger person to avoid the situation of the Trustees all belonging to the same age-group. Accepting this, it was also noted that it would be useful to choose a person with business or financial expertise, which had been Mr. Bredin's original role vis-a-vis the Trust, and it was agreed to seek some-one with these qualifications.

13th March, 1986

# THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on Thursday, 13th March, 1986.

Present: Mr. J. Casson
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Mr. H. L. Dennison (Secretary)

- - - - - - - - - - - - - - - - - - - - - - - - - - - - -

491
Minutes

The minutes of the meeting held on December 5th, 1985 had been circulated and were confirmed.

Matters arising:

(1) Natalie Barr Bequest.

It was agreed that the monies accruing in consequence of the bequest would most fittingly be devoted to the purchase of books for the Library; they should bear a book-plate stating that the bequest was intended to commemorate the value of Miss Macdonald's work both to Dorset House and to the profession of Occupational Therapy.

(2) Harberton Mead Road.

The Secretary reported that an offer of £500 had been received in respect of the small triangle of the Mead road which was the subject of the present negotiations. However, neither the identity of the would-be purchaser nor his motive for making the purchase were known, and further enquiries were being made in order to clarify these matters. It seemed possible that the intention behind the offer was to attempt to obtain access to the road from the Jack Straws Lane properties; this would be detrimental to the interests of the present Mead residents, but Mr. Talbot pointed out that the first duty of the Trustees was towards the Trust they serve, and that this outweighed all other considerations.

(3) New Trustee.

It was agreed to be appropriate that a Trustee should also be a Governor of the School. It was considered that a College Bursar would be more suitable than a professional accountant as his experience would be more directly related to the School's needs, and he would be able to offer advice which the School's new Bursar might need on taking up his duties.

492

New Library

The Trustees noted with displeasure that work on the building was some six weeks behind schedule; delays due to bad weather were unavoidable but greater efforts should have been made to ensure that materials were available as required. It was agreed that although the building would not be completed by Founders Day, an opening ceremony could most conveniently take place on that occasion as a part of the formal proceedings associated with that event. Lady Williams accepted with much pleasure an invitation to perform this service on behalf of the Trustees.

It was noted that there was some possibility that the D. H. S. S. would be willing to contribute a sum of money, perhaps towards the furnishing of the building. The Principal reported that steps were being taken to launch an appeal for contributions towards a Book Fund to commemorate the opening of the new Library; a notice was to be inserted in the professional journal and the Presidents of the Students Union during recent years were to be invited to the ceremony in the hope that they might take some part in promoting the appeal.

493

Caretaker's Cottage

The Secretary reported that the work on the cottage was virtually complete except for the construction of a drainage channel which must wait until the Library contractors had finished using the drive of 60 London Road. It was too early to make any final assessment of the success of the work, but so far, all appeared to be well in respect of the damp problem, and the cottage was certainly more comfortable because of the central heating.

Gillian Williams

8th May, 1986

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on 8th. May 1986.

Present: Mr. J. Casson
Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Mr. H.L. Dennison (Secretary)
Mrs. J.S. Croft (Librarian)

494
Minutes

The minutes of the meeting held on 13th. March 1986 had been circulated and were confirmed.

Matters arising:

(1) Natalie Barr Bequest.

In order to avoid possible misunderstanding, it was noted that this bequest was to take effect after Mrs. Barr's death, an event which, happily, has not yet occurred.

(2) Harberton Mead Road.

The Secretary reported that enquiries to establish the identity of the would-be purchaser were continuing, while the Mead Residents Association had also been approached to see if they might be interested to purchase the triangle of road which remained in the Trustees' possession. It was agreed to await further developments.

(3) New Trustees.

During consideration of the intention to appoint a new Trustee, Lady Williams mentioned two people who could take up the role of financial adviser held by Mr. Bredin. From her own experience, she strongly recommended Mr. Brian Hulse a former Treasurer to the Oxfordshire Health Authority. Another possible candidate might be the Estates Bursar to Trintiy College. a younger man, who is also an economist. It was agreed that Lady Williams should first approach Mr. Hulse to see if he would be willing to accept an invitation to become a Governor and a Trustee.

495
New Library

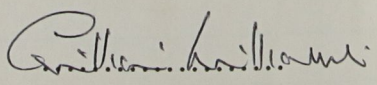
The Trustees expressed their displeasure at the continuing delay in completing the building. While accepting that some delay due to bad weather and the late delivery of materials was inevitable, they considered that a delay of ten weeks was unreasonable and asked for a report from the architect with a view to possible invocation of the penalty clause.

The Principal reported that the D.H.S.S. would be willing to provide a small capital sum of about £15,000 to assist in the furnishing of the library. The Trustees agreed that this sum should be accepted although they recognised that to do so might have unfortunate future consequences. The Principal also informed the Trustees that the D.H.S.S. had indicated that any increase in tuition fees for 1986/87 should be restricted to no more than 4.5% to take account of inflation. This was considerably less than the school needed and, if this limit were strictly adhered to, the School would face severe difficulty during the coming academic year.

Mrs. Croft noted that in specifying the tables and chairs for the library, the architect had been careful to stay within the contract price, with the result that the samples produced were somewhat less than satisfactory. The Trustees agreed that more comfortable chairs would help to encourage students to make full use of the building and the School must make the final choice of furniture; the money to be provided by the D.H.S.S. would cover the increase in cost.

496
Fire Safety

The Trustees were informed that work would need to be undertaken in order to bring the School buildings into line with current requirements in the matter of fire safety. It was recognised that this work was necessary and that the resulting expense must be accepted. The University Fire Officer, Mr. Patrick, would be willing to offer advice, although the measures required by the City Fire Officer would be of paramount importance.



Chairman.

27th November 1986

THE CASSON TRUST

Minutes of a meeting of the Casson Trustees held at Dorset House School on 27th. November 1986.

Present: Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Mr. B. Sennet (Auditor)
Mr. B.A. Davies (Secretary)

An apology for absence was received from Mr. J. Casson.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

497
Minutes

The minutes of the meeting held on 8th. May 1986 had been circulated and were accepted as an accurate record of that meeting.

498
Matters arising

(1) Natalie Barr Bequest.

It was noted that the sum of £1000 had actually been provided by Mrs Barr during her lifetime and it was her wish that the interest from this money should be used to purchase books for the library. It was agreed that these books should carry an inscription acknowledging the donor and that the donation had been made to mark Miss Macdonald's contribution to Dorset House.

(2) Harberton Mead Road.

The Secretary reported that the sale of the plot of land in Harberton Mead Road, to a client of Solicitors Thomas Mallam, for £750 plus legal and estate agent costs, had been approved by the Charity Commissioners and was proceeding. During the negotiation period the Southern Gas Board had been granted a wayleave to lay pipes through a corner of the plot. For this the Trust would receive £50 in compensation from the Gas Board. The Trustees agreed that the receipt of a total of £800 for the land would be a satisfactory outcome.

(3) New Trustee.

Lady Williams explained that she had contacted Mr. Hulse to ascertain, initially, if he might be willing to become a Governor of Dorset House School. Mr. Hulse had expressed an interest and it had been arranged for him to visit the School and talk to the Principal. Following informal agreement, Mr. Casson had made a formal written invitation to Mr. Hulse to join the Board of Governors. This had been accepted and Mr. Hulse would be attending his first meeting that afternoon. Whether or not Mr. Hulse became a Trustee would be resolved later.

(4) New Library.

The Secretary advised the Trustees that a report on the reasons for the delay in completing the library had not yet been received from the Architect, who was now on holiday until the middle of December. The Trustees instructed the Secretary to write to the Architect requesting that priority be given to production of the report. A decision on whether or not to invoke the penalty clause in the library contract was delayed until the report had been received and considered.

(5) Fire Safety.

The University Fire Officer had recently revisited the School and had asked to see a set of scale drawings of the buildings before making further recommendations for improvements to the fire safety standards. Action was in hand to produce these drawings. The Secretary was asked to submit an estimate of work required and likely costs at the next meeting.

499

62 London Road

Since the last meeting an opportunity had arisen to purchase 62 London Road, the semi-detached house linked to the Trust property 60 London Road. The vendor had not, however, been prepared to wait the 8 weeks that the Trust needed to obtain planning permission, for change of use, from the Oxford City Council.

Lady Williams pointed out that property prices in the local area were still rising sharply and that 62 London Road, at the right price, would have been a good investment even if planning permission for change of use had not subsequently been forthcoming. It was agreed that should a similar offer be received in future and the necessary funds were available, the Trustees should seriously consider purchasing the property without waiting for planning permission. It was also agreed that should such a situation arise the Secretary to the Trustees should make informal approaches not only to the Planning Officer, as had been done for 62 London Road, but also to the local Ward/Parish Councillor.

500
Use of School Premises During Vacations.

The Secretary reported that two Summer Schools had enquired about hiring the School and/or Hostel facilities during the 1987 Summer vacation. No commitments had been entered into but it did indicate a potential for providing much needed additional income for the Trust.

The Principal stated that preliminary planning was going ahead with a view to Dorset House running a number of two or three day workshops for qualified Occupational Therapists during the last week of July 1987. She believed that this would make a small contribution to the School income as well as providing a good introduction to the potential problems associated with using the School and Hostel facilities for other than Dorset House students.

During discussion Mr Talbot stated that, if possible, some use should be made of the premises when not required for School business. Lady Williams agreed and said that it would be preferable to look towards taking more mature and disciplined groups such as professional associations. She offered to put the School Bursar in touch with some College Bursars to see if there were any opportunities for Dorset House to be used as an Annexe for groups using College facilities during vacations.

The Secretary was instructed to establish the Trust's position with regard to taxation and requirements of the Charity Commissioners.

501
Trust Accounts.

In presenting the accounts for the School year 1985-86, the Auditor pointed out that there had been an increase of almost £144,000 in the Fixed Assets owned by the Trust as a result of the improvements made to the Caretaker's Cottage and the near completion of payments for the new library. It was estimated that £10,976 was still outstanding on the library making the total cost of building and fittings approximately £147,000. The D.H.S.S. had contributed £15,500 towards the fittings.

There had been a decrease of £82,956 in current assets and the Trust was now £12,453 in debt to the School. This was because the bills for the library had been paid from the School account.

It was noted that the School and Hostel rent of £10,000 per annum had not been increased since 1982 however it was anticipated that the School Governors would again approve a grant of £20,000 to the Trust. Even so the total of £30,000 was considered to be far less than the true economic rent for the property. During discussion the Secretary said that the D.H.S.S. had set the tuition fees for the present year at £1781 instead of the £1914 that had been budgetted, a total shortfall of almost £31,000. The salary bill alone had increased by approximately £45,000 and it was estimated that all of the anticipated interest from the School deposit accounts would be needed to balance the expected deficit in the income and expenditure account. Thus any increase in rent would result in the School operating at an overall loss. It was decided that it was not practical to increase the rent at present however it would need to be reviewed in the near future.

It was noticed that the legacy of £5000 received from Miss A.B. Harrison, although intended for the benefit of Dorset House School, had in fact been made to the Casson Trust. This item should therefore appear in the Trust accounts and not those of the School. It was agreed that after this transfer had been completed the accounts should be adopted.

502
Ada Harrison Bequest.

The Secretary reported that he was waiting for information from the Solicitors acting for the executors of Miss Harrison's will on whether Miss Harrison had specified any particular use for the legacy. The Trustees agreed that if no specific use of the money was stated in the legacy that it should be used to purchase necessary equipment for the School.

503
Wooden Shed.

Lady Williams stated that the wooden shed opposite the new library was an eyesore and probably a fire risk. She asked that every effort be made to remove it.

The meeting closed at 1237

Gillian Williams

.....

11th June 1987

~~Chairman~~

~~26th. March 1987~~