



ENFIELD ISLAND VILLAGE TRUST
Board Meeting
6th September 2016
MINUTES & ACTIONS

Enfield Island Village Trust

Present	Initial	Role and Organisation
Vincent Green (chair)	VG	Trustee
Paul King	PK	Trustee
Jacqui Bainbridge	JB	Trustee
Andrew College	AC	Trustee
Jay Paramanathan	JP	Trustee

In Attendance	Initial	Role

Apologies	Initial	Role
Mark Turner	MT	Trustee

Item No	Discussions	Action/Decision
1	Welcome & Apologies Meeting opened at 8:20 pm Apologies were logged.	

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2	<p>Declarations of Interest No interests were declared.</p>	
3	<p>Action points from previous meeting and action updates (not covered elsewhere)</p> <p>Trust accounts AC will ask Israa Penny to prepare the 2015-16 accounts ready for independent examination before presentation at the next Annual General Meeting.</p> <p>Appointment of a Trust solicitor JP updated the Board on the appointment of a new Trust solicitor. A possible shortlist of firms with the necessary experience and capacity was discussed and agreed by the board. The names of the firms have not been published in these minutes due to commercial sensitivity.</p> <p>Trustee/ directors' insurance The board discussed the need to agree the level and scope of insurance required.</p> <p>Maintenance of the canal basin by H2O A copy of the original contract was tabled and discussed. The board agreed that this needed to be brought back to the next board meeting for further discussion.</p>	<p>AC to ask Israa Penny to prepare the 2015-16 accounts ready for independent examination.</p> <p>JP to contact shortlisted firms and obtain their fee rates.</p> <p>Trustees will discuss with the interim managers at their next meeting on 16/09/16</p> <p>VG to scrutinise and summarise findings by the next board meeting.</p>
4	<p>Template for meeting minutes AC proposed a template to use as a standard layout for recording minutes of meetings and a separate log of actions agreed. These were accepted for use from this meeting onwards.</p>	<p>PK to use minutes template supplied by AC.</p>
5	<p>Meeting with Warwick Estates (Managing Agent) Representatives from Warwick Estates (WE) met VG, PK, IC and IP on 5th September. The group discussed the schedule of outstanding issues given to the interim managers. The group then discussed commercial arrangements between WE and EIVT. Details are not recorded in these minutes as they are commercially sensitive.</p>	<p>VG to report to IM about progress of outstanding issues, and other commercial issues by Friday 9th September.</p>

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6	<p>Meeting with Israa Penny (IP) AC and VG met with IP to discuss her position with the Trust. The board were briefed on the confidential conversation and the interim managers will be briefed at our next meeting.</p>	<p>Trustees to brief IM at meeting mid-September</p>
7	<p>Business plan The interim managers requested that the board produce a detailed plan to show the steps required to take full control of the running of the Trust. The board agreed that the plan should include timescales, tasks and responsibilities for the implementation of the items discussed at our previous meeting with the interim managers. To include: preparation of the 2015-16 accounts, appointment of a qualified managing agent, appointment of solicitors, and arrangement of insurances.</p>	<p>JP to produce draft business plan by Friday 9th September for forwarding to the IM</p>
8	<p>Any other Business PK agreed to produce draft minutes to the trustees for agreement within 48 hours of meetings.</p>	

Meeting closed at 10:10 pm.

Date of Next Meeting: Tuesday 13th September at 8:00 pm, EIV Community Centre