



ENFIELD ISLAND VILLAGE TRUST
Board Meeting
Tuesday 20th September 2016 (160920)
MINUTES & ACTIONS

Enfield Island Village Trust

Trustees Present	Initials	Role and Organisation
Vincent Green (Chair)	VG	Trustee, EIVT
Paul King (Secretary)	PK	Trustee, EIVT
Jacqui Bainbridge	JB	Trustee, EIVT
Andrew College (Treasurer)	AC	Trustee, EIVT
Mark Turner	MT	Trustee, EIVT

Additional Attendees	Initials	Role and Organisation

Apologies	Initials	Role and Organisation
Jay Paramanathan (Vice Chair)	JP	Trustee, EIVT

Item No	Discussions		
1	Welcome and Apologies Trustees were welcomed and apologies were recorded. The meeting was quorate.		
2	Declarations of interest There were no declarations of interest.	None	

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Item No	Discussions	Action/Decision	Timescale
3	<p>Minutes of previous meeting: These were agreed.</p> <p>It was also agreed that given the 2016 weekly meeting schedule, minutes should be produced in the same week as the meeting that they document to give Trustees enough time to digest them before the next meeting.</p> <p>Update on actions: Secure shared cloud space for Trustees; account set up, existing documents will be uploaded to it in due course. VG mentioned that his firm's IT blocked access to such accounts.</p> <p>Duckweed removal; quotes to date for canal maintenance were found to be based on different scopes of work and therefore were not properly comparable, and some scopes were insufficient with regards to duckweed removal, therefore interim managing agent is to reissue request for quotes clarifying required scope.</p> <p>Payments to previous canal maintenance contractor; there appears to be a discrepancy between the amount paid to the contractor under the original contract and the work actually carried out by the contractor, particularly around duckweed removal.</p> <p>There are also concerns around value for money in relation to pump maintenance.</p> <p>AGM; It was provisionally agreed is to hold the 2016 AGM in the first week of December (Wednesday 7th). Other preparatory activities are to be scheduled based on this date. The next AGM should be held in May or June 2017 to return to the correct time of year as per the governing documents.</p>	<p>PK to upload documents</p> <p>VG to ask interim Managing Agent (iMA) for fuller canal maintenance quotes to include duckweed removal</p> <p>VG to clarify maintenance and payment issues with contractor</p> <p>VG to research pump maintenance options</p> <p>Trustees to start preparing for 2016 AGM</p>	<p>27/09/2016</p> <p>27/09/2016</p> <p>04/10/2016</p> <p>04/10/2016</p> <p>27/09/2016</p>

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	<p>It was agreed that it would be desirable to get a formal hand-over statement from the interim managers regarding the situations before and after their term of management, to publish to residents at an appropriate time.</p> <p>Health and Safety check of the Community Centre; It was agreed that the managing agent should check dates of most recent building health and safety checks, and carry out at the earliest opportunity any that are due.</p> <p>Thoughts about servicing the air conditioning units were also aired, but this work will be deferred until later.</p>	<p>VG to request a handover statement from the IM at the meeting on 30/09/16</p> <p>PK to ask interim Office Manager (iOM) to ask iMA to carry out electrical check on the Community Centre.</p>	30/09/2016
4	<p>Agreement of updated handover plan JP has sent an updated handover plan incorporating the changes requested by the IM. The date of the AGM as above would also be changed, as would the preparation dates, including the dates that the accounts will need to be prepared.</p> <p>This would have to be agreed with the iOM, who has been asked to do the accounts, concerns were raised about the hours required during the day to complete the accounts within the three weeks she specified. The trustees agreed that the accounts needed to be ready for examining by 14th October, in line with the earlier AGM date.</p>	<p>AC to agree accounts preparation timeline with iOM</p>	27/09/2016
5	<p>Update on potential permanent Office Manager role Trustees agreed to explore value of permanent Office Manager (OM) role to work alongside a long-term Managing Agent (MA), e.g. to provide day-to-day 'intelligent client' function with respect to the MA's work, to provide face-to-face cover when MA not on site, and to provide administrative support and management continuity to Trustees.</p> <p>Job description to be developed based on similar role aspects at other organisations known to the Trustees.</p>	<p>JB to draft job description for OM</p>	04/10/2016
6	<p>Review of most recent meeting with Interim Managers It was agreed that the meeting with the Interim Managers (IM) had been productive and had provided a good basis for further development of the handover plan. Key items covered were:</p>		

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	<ul style="list-style-type: none"> • Membership list – eligibility, accuracy and updates • Member communications – methods for the short term and the long term • Development of a scheme of works for remainder of 2016-17 • Trust’s permanent staffing needs • Management of Trust assets 		
7	AOB None.		
8	Date of next meeting Tuesday 27 th September 2016.		