



ENFIELD ISLAND VILLAGE TRUST
Board Meeting
Tuesday 27th September 2016 (160927)
MINUTES & ACTIONS

Enfield Island Village Trust

Trustees Present	Initials	Role and Organisation
Vincent Green (Chair)	VG	Trustee, EIVT
Paul King (Secretary)	PK	Trustee, EIVT
Andrew College (Treasurer)	AC	Trustee, EIVT
Jay Paramanathan (Vice Chair)	JP	Trustee, EIVT
Mark Turner	MT	Trustee, EIVT

Additional Attendees	Initials	Role and Organisation

Apologies	Initials	Role and Organisation
Jacqui Bainbridge	JB	Trustee, EIVT

Item No	Discussions		
1	Welcome and Apologies Trustees were welcomed and apologies were recorded.		
2 & 3	Declarations of interest & Quorum There were no declarations of interest. The meeting was quorate		

ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

Item No	Discussions	Action/Decision	Timescale
4	<p>Minutes from the Previous Meeting and update on actions</p> <p>Cloud storage of documents: PK has not yet uploaded any documents to the Google Drive account.</p>	PK to upload documents to Google Drive	4 th Oct
	<p>Duckweed clearance: The trustees agreed not to buy any equipment for this purpose. MT and VG will continue to obtain quotes for clearing the duck weed from the canal arm and basin. VG contacted current canal maintenance contractor to arrange a meeting, to discuss the decline in appearance of the canal and the operation of the pumps. This will be arranged for next week. Payment of the current outstanding invoice will be delayed until after this meeting.</p>	VG/ MT to continue arranging quotes for duck weed clearance VG to arrange meeting with canal contractor	4 th Oct 7 th Oct
	<p>Health and Safety check of community centre; MT and PK asked Israa Penny (IP) to arrange for a safety check on the community centre. She will be contacted again to check progress of this.</p>	PK/ MT to confirm request for safety check	4 th Oct
	<p>Trust Office Manager post; To be discussed with the IM at meeting on 30th Sep.</p>		
	<p>Accounts; To be discussed under AOB.</p>		
	<p>Governance; JB to amend first draft with regards to suggestions from other trustees ready for presentation to the IM on Friday.</p>	JB/ JP to re-draft governance document	Send to IM by 29 th Sep
	<p>Risk register; JP to produce a risk register and distribute to trustees for consideration ready for presentation to the IM on Friday. Updates of this will be a fixed agenda item for future board meetings.</p>	JP to produce risk register	Send to IM by 29 th Sep
	<p>Statement regarding the appointment of interim MA; The statement was drafted by VG and given to the IM.</p>		
<p>Statement regarding the litter-picker; PK drafted a statement for the IM regarding the litter-picker. Amendments were suggested and PK will re-draft in time for the IM meeting.</p>	PK to re-draft litter-picker statement	Send to IM by 29 th Sep	

ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

	<p>Schemes of work for interim MA; These have not yet been put in spread sheet form. VG will work on this.</p> <p>Investigation of mail-out contractor; JB had not yet given any details.</p>	<p>VG to produce schemes of work on spread sheet</p> <p>JB to ask CAHT regarding mail-out contractor</p>	<p>4th Oct</p> <p>4th Oct</p>
5	<p>Warwick Estates MA proposal The board reviewed the draft proposal from Warwick Estates in response to the Trust's invitation to tender for the Managing Agent contract. It was agreed that schedule of services and basis for charging were similar to other proposals that Trustees had seen in past years, but that the liability and indemnity terms needed to be investigated further. Expert advice was to be sought from a third party well versed in managing services for the Island.</p>	<p>MT to ask Iain Campbell to review and comment in person at the next board meeting (4th Oct) on the terms of the proposal</p>	4 th Oct
6	<p>Canal basin maintenance contract; See matters arising from previous minutes (item 4).</p>		
7	<p>Machine to clear duckweed; See matters arising from previous minutes (item 4).</p>		
8	<p>Continuation of Trust Office Manager post; See matters arising from previous minutes (item 4).</p>		
9	<p>Installation of satellite dish at 37A Government Row; The resident had asked permission from the trust to install a satellite dish. It was agreed that the resident should be made aware that while there were no objections from the board, other residents were entitled to object on the basis of the Island's covenants, which might result in the satellite dish having to be removed.</p>	<p>VG to communicate with requesting resident to confirm board position</p>	30 th Sep
10	<p>Date of next meeting Tuesday 4th October 2016</p>		