



ENFIELD ISLAND VILLAGE TRUST
Board Meeting
Tuesday 11th October 2016 (161011)
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 Meeting opened at 8:15 pm. Trustees were welcomed and apologies were recorded.		
2	Declarations of Interest and Quorum There were no declarations of interest. The meeting was quorate		

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Item No	Discussions	Action/Decision	Timescale
3	<p>Minutes from the Previous Meeting and update on actions PK will upload docs to Google Drive as they are finalised, as reference for trustees. AC has some historical documents that could be uploaded and would forward them to PK.</p> <p>Accounts examiner AC has discussed the examination of the accounts with Stanley Joseph, who was experienced and accredited to examine charitable accounts and will meet with SJ to discuss this in more detail next week. AC suggests that with his initial look at the accounts with IP that something more than a straightforward examination may be required to produce a more detailed report.</p> <p>Anti-slip strips on wooden footbridge VG has not yet received any information on the quotes offered by the interim MA.</p> <p>Solicitor JP still awaiting expressions of interest from the three firms of solicitors approached with a view to appointing a new Trust solicitor. One firm has suggested a meeting at their office this week to better understand the Trust's requirements and explain the services they can offer.</p> <p>Leasehold documentation JB is to forward copies of leasehold agreements for perusal (carried forward from last meeting)</p> <p>Debtor policy/ lease extensions AC has drawn up a debtor policy. The trustees accepted that reference to the Deeds and Covenants and legal advice regarding the rent charge would need to be obtained first before the debtor policy could be agreed. VG felt that our appointed solicitor will need to write to those properties that had lease extensions as a matter of urgency to set out concerns regarding legal wording of the new leases.</p>	<p>AC to forward historical documents to PK PK to upload historical documents to G-Drive</p> <p>AC to meet with Stanley Joseph</p> <p>VG to chase info on quotes with MA</p> <p>JP to meet with only solicitor to respond so far</p> <p>JB to obtain leasehold agreements</p>	<p>18/10/2016</p> <p>21/10/2016</p> <p>21/10/2016</p> <p>18/10/2016</p> <p>12/10/2016</p> <p>18/10/2016</p>

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	<p>Rental of properties This has yet to be confirmed with the IM.</p> <p>Trustees’/ directors’ indemnity insurance JP is awaiting two quotes which are due by the end of this week.</p> <p>Buildings cover for Community Centre IC has not yet confirmed if RSA had building insurance cover for the Community Centre. MT agreed to contact him.</p> <p>Standing Orders Trustees discussed clauses to be added to the Standing Orders to cover urgent out-of-meeting decision making as drafted by JP. A preferred form of words was agreed for incorporation into the Standing Orders.</p> <p>Distribution of Memorandum and Articles of Association These were sent electronically to all trustees.</p> <p>Charges relating to use of carpet cleaner These charges would be shown in the published accounts.</p>	<p>VG to confirm rental of both properties to IM</p> <p>JP to obtain quotes for cover</p> <p>MT to ask IC regarding buildings insurance</p> <p>JP to add agreed wording to Standing Orders document</p>	<p>19/10/2016</p> <p>18/10/2016</p> <p>18/10/2016</p> <p>18/10/2016</p>
<p style="text-align: center;">4</p>	<p>Update on risk register JP will remove item 1 (slippery wooded footbridge over canal) from the Risk Register as this was determined to be an operational matter rather than a strategic risk and is being dealt with as such by the interim MA.</p>	<p>JP to remove item from risk register</p>	<p>18/10/2016</p>
<p style="text-align: center;">5</p>	<p>Continuation of Trust Office Manager post The interim MA will not match the Trust’s current rate of pay for the interim post. Trustees agreed the terms of the Trust’s revised contract to be presented to the incumbent for her consideration.</p>	<p>VP to discuss employment contract with incumbent prior to her holiday</p>	<p>18/10/2016</p>

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6	<p>Matters arising from meeting of VG/ JP and Carl Beard (Warwick Estates) Warwick Estates (WE) had presented a second draft of their contract, accepting our amendments except for three items to be discussed further. Additionally, a clause relating to payment of ‘reasonable’ fees upon termination of the contract needs clarification regarding the fees involved, or the clause removed completely. The trustees agreed that the contract should be subjected to legal scrutiny before acceptance, with a view to being signed on the 25th October.</p>	VG to discuss amendments with WE	18/10/2016
7	<p>Matters arising from meeting of VG/ JP and current canal basin maintenance contractor VG and JP have agreed with contractor that the canal would be cleared of duckweed and rubbish, and the pumps fixed for a flat fee of £2,000 and that this fee and his outstanding invoices to date would be paid upon completion, to a quality that is acceptable to the trustees. The Trust would then negotiate a new yearly contract. The trustees agreed to put this arrangement forward to the interim MA for agreement.</p>	VG to gain agreement of MA for proposed new canal maintenance arrangement	18/10/2016
8	<p>Debt Collection policy See item 3, update on actions from minutes.</p>		
9	<p>EIV website AC demonstrated the website that he had constructed, including a section where residents could register as members, where members can view trust documents, and the administration menus behind the website. Suggestions made for additional items were a timeline of events leading up to the point where the current board take over the management of the community, and a summary of what the trustees/ EIVT do, so the residents might understand more about the running of the estate.</p>	AC to publish website at hand-over to EIVT by IM	28/10/2016
10	<p>Litter-picker request for replacement boots The litter-picker had requested a replacement pair of boots as one of his had fallen in the canal and been ruined. It was agreed that as the Trust had not issued any clothing to the litter-picker, there was no requirement to replace the boots.</p>		
11	<p>A.O.B. AC stated that we may need legal advice, and mitigate potential legal fees, upon production of the 2015/ 2016 accounts. However, the Charity Commission report would also be relevant to any reports on the accounts after examination.</p>		

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	VG asked if trustees could confirm tomorrow if they could attend a next meeting with the IM on Thursday 20 th October.	All to confirm IM meeting date	12/10/2016
12	Date of Next Meeting: Tuesday 18 th October at 8:00 pm		

FINAL