



ENFIELD ISLAND VILLAGE TRUST
Board Meeting
Tuesday 6th December 2016 (161206)
MINUTES & ACTIONS

Enfield Island Village Trust

Present	Initials	Role and Organisation
Vincent Green (Chair)	VG	Trustee, EIVT
Jacqui Bainbridge	JB	Trustee, EIVT
Andrew College (Treasurer)	AC	Trustee, EIVT
Jay Paramanathan (Vice Chair)	JP	Trustee, EIVT
Mark Turner	MT	Trustee, EIVT

In Attendance	Initials	Role

Apologies	Initials	Role
Paul King (Secretary)	PK	Trustee, EIVT

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

ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

Item No	Discussions	Action (A) / Decision (D)	
3	<p>Minutes from the Previous Meeting approved by Board.</p> <p>Update and Actions</p> <p>Replacement of overhead lights in Trust office: Board briefly discussed value for money (VfM) of quotes provided the contractors put forward by the Managing Agent (MA).</p> <p>Community Centre Health and Safety check: Checks supporting building insurance carried out in summer 2016. Board briefly discussed whether these would suffice until the new year.</p> <p>Proposal to co-opt a new trustee: Candidate preferred to get employer's permission before joining board, even though the Trustee role is carried out in private capacity; permission was not given, so Board briefly discussed whether permission was needed.</p> <p>Questions to solicitor specialising in Deed of Rent Charge; Solicitor instructed to answer questions with the hope that answers will be received in time for AGM.</p> <p>Response to resident complaint regarding illegal building in Haldane Close: It is not clear who is accountable for dealing with this nor what powers, if any, the Trust has to enforce any action. VG has already contacted complainant to apologise for lack of enforcement action.</p>	<p>D: Pursue alternative local contractors one last time for better VfM A: MT to get in touch with his local contractor contacts</p> <p>D: Sufficiency of summer checks depends on scope and findings A: VG to obtain results of checks from Trust Office Manager (OM) and to share with Board for review</p> <p>D: Park this until the new year.</p> <p>D: Answers nice to have for AGM, but can manage without</p> <p>D: The Trust does not appear to have any powers, but nevertheless must try</p>	<p>13/12/2016</p> <p>20/12/2016</p>

ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

	<p>New Trust bank Accounts; AC reports no further movement on opening new Trust bank accounts, except that former interim manager has expressed willingness to remove his name from register at Companies House (CH). Looking for weekly updates.</p> <p>Trust accounts 2015/2016; Draft accounts have been completed to reporting standard required for filing with CH and Charity Commission (CC). These have been circulated to the Board for comment, but Treasurer noted that they are not so helpful for understanding Trust income and spending.</p> <p>Transfer of funds to MA bank account; (see item 5 for update)</p>	<p>A: VG to instruct MA to press owner of illegal building for its removal</p> <p>A: AC to continue chasing Barclays and former interim manager</p> <p>A: AC to work with IP to created profit and loss accounts for use at AGM</p> <p>A: AC to finalise accounts for submission to CH and CC</p>	<p>13/12/2016</p> <p>13/12/2016</p> <p>13/12/2016</p> <p>20/12/2016</p>
4	<p>Update on risk register No new risks noted since last Board meeting; Board members to notify Vice Chair of any new risks.</p>	<p>A: All</p>	<p>13/12/2016</p>
5	<p>Board Chair's meeting with MA: Meeting held with MA's area representative (senior to onsite estate manager).</p> <p>Agreed to transfer £20K from EIVT to MA to cover initial operating costs, which is less than the amount MA asked for but is deemed sufficient.</p> <p>Reviewed first two weeks of MA operation under new contract. Raised a few teething issues, which the MA agreed to resolve by more strongly supporting and coaching the onsite estate manager.</p> <p>MA agreed to carry out estate survey by mid-January 2017 as an input, together with budget model for 2016/17 from departing interim manager, for calculating 2017/18 rent charge.</p>	<p>A: Trust to inform MA quickly if estate manager appears in need of support</p> <p>A: VG to pass on to MA interim manager's budget</p>	<p>Ongoing</p> <p>20/12/2016</p>

ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

	VG asked MA for a suitably senior representative to attend the AGM; MA responded that they will try their best.		
6	<p>AGM Planning Invites to police and councillors: Cllr Keazor responded to say that she is already busy that evening, but will try to get to AGM for 9pm.</p> <p>AGM invite mail-out, invite letter from Chair: It was noted for future improvement that there were a minor typo and a minor printing error in the letters that went out to Members, but nothing that stopped them understanding the message.</p> <p>Format of meeting: AGM outline drafted by JP and issued to the Board for review prior to this Board meeting</p> <p>MA attendance at AGM: (See item 5 for update)</p>	<p>A: JP to revise outline to reflect Board feedback</p>	08/12/2016
7	<p>AOB</p> <p>Unfreezing of certain bank accounts by Charity Commission: CC has given Trust notice that certain bank accounts, likely containing Trust money, will be unfrozen, which caused the Board concern as it is not clear who will have control of them, nor how much is in them; the Board discussed this briefly, noting that CC saw this as low risk due to small account balances.</p> <p>New tables and chairs for Community Centre: Requested by a body that regularly uses the Community Centre, who also offered to (help) pay; Board discussed this briefly in light of other refurbishment needs and concerns over effect of joint purchase on future ownership and rent.</p>	<p>D: Whether to challenge unfreezing of accounts depends on their balances A: AC to obtain balances from OM.</p> <p>D: Park this until new year, when more thought will be given to refurbishment A: VG to ask IP to inform requesting body</p>	13/12/2016 13/12/2016
8	<p>Date of next meeting Tuesday 13th December 2016</p>		

ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

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