



ENFIELD ISLAND VILLAGE TRUST
Board Meeting
13th September 2016
MINUTES & ACTIONS

Enfield Island Village Trust

Present	Initial	Role and Organisation
Vincent Green (chair)	VG	Trustee, EIVT
Paul King	PK	Trustee, EIVT
Mark Turner	MT	Trustee, EIVT
Andrew College	AC	Trustee, EIVT
Jay Paramanathan	JP	Trustee, EIVT

In Attendance	Initial	Role

Apologies	Initial	Role
Jacqui Bainbridge	JB	Trustee, EIVT

Item No	Discussions	Action/Decision
1	Welcome & Apologies Meeting opened at 8:10 pm Apologies were logged.	

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2	<p>Declarations of Interest No interests were declared.</p>	
4	<p>Minutes of previous meeting PK had corrected CA to AC as attending in point 6 (meeting with Israa Penny). Minutes were agreed.</p>	
5	<p>Status of actions to date Preparations of trust accounts: Awaiting further information. Appointment of trust solicitor: The board agreed to produce a brief to obtain a quote, focussing on key areas of: Contract law, company law and litigation representation. It was agreed that the solicitors should be used on an ad-hoc basis rather than retained. Rentcharge Setting The board agreed that the rent charge would be set once the new managing agent was appointed. The board will instruct the managing agent to prepare a draft budget for approval early in 2007. Insurances JP updated the board on the position regarding the Trust's insurance and options for renewing policies as they are due. The board agreed that quotations would be sought before seeking board approval. Website The board agreed to discuss the Trust website with the Interim manager and plan for the handover of the site. The trustees discussed document storage and asked PK to investigate using Google Drive to share documents. Playgrounds Playsoft confirmed that the playgrounds were inspected in July and inspections were scheduled for every six months. The MA will be asked to provide a quote from Playsoft for half-yearly inspections. Any further liaison would be undertaken by the appointed MA. Canal maintenance The canal basin has not been properly maintained and is full of duckweed. It is understood that the original contract had expired and was continued on verbal instruction from the previous MA. Three quotes to clear the canal of duckweed had been received. Bridge anti-slip strips</p>	<p>PK to set up Google Drive A/C</p> <p>Request IM to ask Warwick Estates to proceed with fitting</p>

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	The IM and Warwick Estates had received quotes to put anti-slip strips on the wooden bridge over the canal, as this had been identified as a health and safety concern. It was agreed to fit these strips.	anti-slip strips to bridge over canal
6	<p>Appointment of Chair, Treasurer and Secretary</p> <p>The board decided to appoint Trustees to the following positions: Vice Chair JP Treasurer AC Secretary PK Each position was voted on and each position was agreed unanimously.</p>	Confirm appointment of offices to IM
7	<p>Agree board meeting protocols</p> <p>The Trustees stated that they would not seek payment for holding office. In order to avoid any potential confusion the trustees agreed that no routine expenses (including travel, subsistence, office expenses, telephones, etc.) would be claimed by trustees. Exceptional items would only be reimbursed if the board approved the reimbursement before the expenses were incurred. Any exceptional expenses will be minuted.</p>	
8	<p>Appointment of new management Agent</p> <p>An initial proposal has been received and the trustees agreed to discuss the proposal with the IM at the next meeting.</p>	
9	<p>Handover from Interim managers and Annual General Meeting</p> <p>The board discussed the timescale for handover of authority form the IM to the elected trustees. The Trust is required to hold an AGM before 31 December 2016 and a specified notice period is required by the articles of association. It is not clear whether the IM will have handed over control before or after the AGM. The board agreed that they must plan the AGM themselves and work with the IM to ensure handover before the meeting. If this is not possible then the IM will need to chair the AGM.</p>	Confirm AGM requirements in Memorandums and Articles of Association
10	<p>Finalise hand-over plan</p> <p>It was agreed that this would be discussed with the IM on Friday.</p>	Discuss hand-over plan with IM

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11	AOB The board discussed the community centre and who was responsible for fire safety and electrical testing and whether it was the responsibility of the landlord or the Trust.	PK to liaise with RSA and request a copy of the Community Centre lease agreement
12	Date of Next Meeting This would be decided at our meeting with the IM on Friday.	