



ENFIELD ISLAND VILLAGE TRUST
Board Meeting
Wednesday 25th January 2017
MINUTES & ACTIONS

Enfield Island Village Trust

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
Jay Paramanathan (Vice Chair)	JP	Trustee, EIVT

In Attendance	Initials	Role

Apologies	Initials	Role
Mark Turner	MT	Trustee, EIVT

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

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Item No	Discussions	Action/Decision	Timescale
3	Update on risk register There were no updates.		
4	Minutes from the Previous Meeting and update on actions The AGM minutes need to be reviewed.	A: PK to check AGM minutes	07/02/2017
5	Financial Position The board discussed the Trust's financial position in closed session.		
6	Debtor Policy The board discussed the Trust's debtors position and debt collection policy in closed session.		
7	Damaged brickwork in Lockyer Mews The wall at the entrance to Lockyer Mews is damaged. The Management Agent has been asked to obtain three quotes for repair.	A: VG to instruct Management Agent	07/02/2017
8	Community Centre kitchen light The light in the kitchen is not working correctly. Quotes for repair will be requested.	A: PK to action	07/02/2017
9	Expenses reclaim for Community Centre The board agreed that the Trust Administrator could reclaim expenses incurred for the Community Centre. JB agreed to draft a policy for repayment of out-of-pocket expenses.	D: Employees will be able to claim for out of pocket expenses according to the policy A: JB to draft policy	07/02/2017
10	Canal arm and Basin maintenance specification		

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	Trustees discussed the schedule of works and proposed charges. The original contract will be amended so that site visits will be bi-weekly November – February, and weekly thereafter. Trustees also discussed the reappearance of duck weed in the canal basin. VG will ask the management agent to arrange for the contractor to clear the weed.	D: To offer revised contract to supplier A: VG to instruct Management Agent	07/02/2017 07/02/2017
11	Employment contracts update The board discussed employee contracts in closed session		
12	AOB None		
13	Date of Next Meeting Wednesday 8 th February at the Christian Action Housing Trust office.		