



**ENFIELD ISLAND VILLAGE TRUST**  
**Board Meeting**  
**Tuesday 25<sup>th</sup> October 2016 8:00 pm**  
**MINUTES & ACTIONS**

Enfield Island Village Trust

<b>Present</b>	<b>Initials</b>	<b>Role and Organisation</b>
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
Mark Turner	MT	Trustee, EIVT

<b>In Attendance</b>	<b>Initials</b>	<b>Role</b>

<b>Apologies</b>	<b>Initials</b>	<b>Role</b>

<b>Item No</b>	<b>Discussions</b>		
<b>1</b>	<b>Welcome and Apologies</b> Meeting opened at 8:00pm. Trustees were welcomed and apologies were recorded.		
<b>2</b>	<b>Declarations of interest</b> There were no declarations of interest.		

## ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

Item No	Discussions	Action/Decision	Timescale
3	<p><b>Minutes from the Previous Meeting and update on actions</b></p> <p><b>Independent accounts examiner.</b> The Trust's independent examiner, New Horizons Services Ltd, have provided a quotation for their review of the 15-16 accounts. The board agreed to accept their quotation.</p> <p><b>Anti-slip strips for bridge.</b> VG has received details of two quotes from the managing agent, a third quote is still required.</p> <p><b>Trust's rental properties.</b> One of the properties requires urgent maintenance work. Trustees approved the works.</p> <p><b>Community centre;</b> MT confirmed that the RSA had buildings insurance for the community centre. JP will ask for contents insurance to be added to quotes he is requesting from brokers.</p> <p><b>Data protection policy and risk statement;</b> JB will complete this shortly.</p> <p><b>Rent charge statements;</b> JB will look at the layout of the statements.</p>	<p>AC to ask New Horizons for an engagement letter</p> <p>VG to request managing agent obtain a third quote</p> <p>JP</p> <p>JB</p> <p>JB</p>	<p>08/11/2016</p> <p>01/11/2016</p> <p>01/11/2016</p> <p>01/11/2016</p> <p>01/11/2016</p>
4	<p><b>Update on risk register</b></p> <p>Trustees discussed and approved the risk register</p>		
5	<p><b>Solicitor's quote for checking management agent contract</b></p> <p>Quote has not been received.</p>	<p>VG to chase</p>	<p>31/10/2016</p>
6	<p><b>Appointment of Trust Solicitors</b></p> <p>Trustees discussed the RFIs (requests for information) received from solicitors firms. Following detailed discussion and analysis the Trustees decided to appoint Veale Wasbrough Vizards LLP as Trust solicitors.</p> <p>Trustees also agreed that to ask David Foulds to provide specific advice on the deed of rentcharge and restrictive covenants due to his knowledge of the Trust and previous advice given.</p>	<p>VG to ask VWV to represent the trust</p> <p>JP to liaise with Foulds</p>	<p>01/11/2016</p> <p>01/11/2016</p>

## ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

7	<p><b>Trustee Indemnity Insurance</b>          Quotes have been received that combine public liability and trustee indemnity insurance. VG confirmed that the trust currently has an existing public liability insurance policy that runs until July 2017. Trustees agreed to obtain quotes for separate trustee liability insurance to start before the board takes over from the interim manager.</p>	JP	01/11/2016
8	<p><b>Bank Accounts</b>          AC informed the board that Barclays Bank provide a current account that has online banking and requires a two-step authorise process where two separate signatories are needed to approve transactions. The fee is small at £6.50 per month.</p> <p>The board decided to open banking facilities with Barclays Bank.</p> <p>AC and JP will meet with the new business manager from Barclays and complete the necessary paperwork.</p> <p>Trustees agreed that VG (Chairman), JP (Vice chairman) and AC (Treasurer) would be the authorised signatories.</p> <p>It was agreed that we would not require a cheque book.</p>	AC and JP	02/11/2016
9	<p><b>Hand-over date from Interim manager</b>          VG updated the board on the position.</p>		
10	<p><b>Anti-social behaviour</b>          A resident wrote to the Trust asking what can be done about antisocial behaviour. Trustees discussed the powers that the trust has and what action can be taken. VG will write to the complainant suggesting a meeting with the managing agent, police, our MP and the council, in order to clarify the issues, obtain help in dealing with the matter, and to encourage other neighbours to complain.</p> <p>PK will bring this matter up at the next CAPE meeting on 03/11/2016</p>	<p>VG to write to complainant</p> <p>PK to bring matter up at CAPE meeting</p>	<p>01/11/2016</p> <p>03/11/2016</p>
11	<p><b>Personal injury claims</b>          The procedure for dealing with personal injury claims was discussed. Trustees agreed to ask the management agent for advice.</p>	VG	01/11/2016

## ENFIELD ISLAND VILLAGE TRUST BOARD MEETING

<b>12</b>	<p><b>AOB</b> The clearance of duckweed had progressed and the contractor has arranged for the dredged material to be removed. The pump was in need of attention, and the contractor would provide a quote as required.</p> <p>JP reminded the trustees that the AGM was only five weeks away, and that we should start the preparations for this next week. PK will also mention the AGM at the CAPE meeting.</p>	PK to discuss AGM at CAPE meeting	03/11/2016
<b>13</b>	<p><b>Date of next meeting</b> Tuesday 1<sup>st</sup> November 2016</p>		