



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 08 February 2017 (170208)
MINUTES & ACTIONS

Trustees

Vincent Green, Chair (VG)	Present
Jay Paramanathan, Vice Chair (JP)	Present
Andrew Colledge, Treasurer (AC)	Present
Paul King, Secretary (PK)	Present
Jacqui Bainbridge (JB)	Present
Mark Turner (MT)	Present

Topic	Item Type	Item Description	Action	
			Owner	Due Date
1		Welcome, Apologies and Quorum Check		
	I	6 Trustees present, meeting quorate		
	I	Israa Penny attended		
	I	Anna Marinova attended as the MA representative		
2		Declarations of Interest		
	I	None		
3		Update on Risk Register		
	I	No new risks raised		
4		Minutes of Previous Meeting		
	D	Minutes approved		
5		Review of Minuted Actions		
	I	MA has sent out reminder letters to Debtors		
	A	MA to consult WE solicitors regarding charges		
	I	Damaged brickwork in Lockyer Mews: Quotes in the range of £1230 – 1704 including VAT have been received to repair the brick wall. Jagger provided the cheapest quote		
	D	Quote form Jagger accepted.		
	A	MA to arrange work as quoted	MA	28/02/2017
	I	Faulty light in Community Centre kitchen: MA has received quotes for £145+VAT to replace the unit with LED unit, and £65+VAT for a tube replacement.		
	D	Trustees agreed to replace tube.		
	A	MA to arrange work as quoted	MA	28/02/2017
	I	Expenses claim policy: Trust needs a process for reimbursement of agreed out of pocket expenses paid by employees		
	D	An expenses claim policy will be produced. Payments will be made by BACS . N.B. Trustees will not receive expenses.		
	A	Draft expenses policy for board review	JB	15/02/2017
	I	Ornamental Canal Basin. H2O contract and duckweed clearance: The new terms of the contract have been accepted. H2O have been asked to clear the duckweed from the canal basin, but were currently dealing with a problem with the pumps.		
	I	Service Level Agreement for IP: JB is awaiting her HR department to get back to her regarding an appropriate SLA.		
6		Rent Charge and Budget 2017-18		
	I	MA presented the draft rent charge budget for 2017/ 2018. Each item was discussed and an updated draft will be discussed at the next meeting.		
	A	MA to update draft budget	MA	15/02/2017
7		Managing Agent site report and actions arising		
	I	There is a build up of Ivy on riverbank which needs to be cleared. Trustees requested a breakdown of the quotes to clear the ivy.		
	A	MA to provide breakdown of quotes to clear ivy		15/02/2017
8		AOB		
	D	1. Authorised Signatories: Trustees agreed that JP will be authorised to sign as company secretary when required.		
9		Date of next meeting		
		Tuesday 23rd May.		