



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Wednesday, 29 March 2017 (170329)  
MINUTES & ACTIONS

**Trustees**

Vincent Green, Chair (VG)	Present
Jay Paramanathan, Vice Chair (JP)	Apologies
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	I	<b>Welcome, Apologies and Quorum Check</b> 5 Trustees present, meeting quorate		
2	I	<b>Declarations of interest and Quorum Check</b> There were no declarations of interest and with 5 trustees present, the meeting was quorate.		
3	I	<b>Update to Risk Register</b> There were no updates to the risk register.		
4	I	<b>Minutes of Previous Meeting - These were approved with minor alterations.</b> Matters arising 1. Rent charge demands; AM reported that the rent charge demands would be sent out on the 30/03/17 with details of any arrears. 3. Complaints. The Board requests that complaints received by the managing agent to be forwarded to the Trustees for monitoring and continuous service improvement purposes	AM	12/04/2017
	A	AM to send details of complaints and compliments to trustees	AM	12/04/2017
	I	4. Gardener working pattern. MA confirmed that the additional gardener provided by WE worked on Tuesdays and Wednesdays.		
	I	5. Litter picker. MA confirmed the working hours for the litter picker as 6 hours per day for 5 days a week.  <ul style="list-style-type: none"> <li>MA reported that the gardeners will also pick up rubbish when they start the new contract</li> <li>The MA has highlighted that Enfield Council empty the bins once a week but will not pick up any rubbish left due to overfilled bins which can be blown around the village creating additional work for the litter picker.</li> <li>The MA are reporting litter / fly tipping found on the block management areas to Amber Management and improvements have been seen</li> </ul>		
	I	6. Tenancy agreements. In order to sale one of the flats, the Trustees requires the tenancy agreements.		
	A	AC to request a copy from the Trust Administrator.	AC	12/04/2017
	I	7. Barrass Close; AM has written to the owners of the house advising them that the rubbish in the garden contravenes the covenant therefore needs to be removed.		
	I	8. Buyers' introductory packs. Trustees queried the content and cost of these packs. AM asked that the trustees contact the MA solicitors directly for details of the sales pack.		
	A	JP to contact MA solicitors re; sales pack and cost	JP	12/04/2017
	A	AM to send details of sales enquiries	NM	12/04/2017
5	I	<b>Report on meeting with MA finance team and rent charge</b> Trustees recently met with the MA finance and credit control team to discuss debt collection policy. The MA Finance Manager has forwarded the documents presented at the meeting to the trustees. The meeting was positive, and the charges to debtors for MA processes were agreed, but this would require our debt collection policy to be amended. A monthly report will be sent to the trustees regarding progress on debt collection.		
	A	Debt collection policy to be amended at the next trustees' meeting	AC	12/04/2017
6		<b>MA site report and actions arising</b>		

	I	Lockyer Mews Wall: The entrance wall was rebuilt following suspected vehicle damage. A resident complained that the repair was not fit for purpose due to poor workmanship and incorrect bricks being used. Trustees reviewed the work and rejected the repair as inadequate. The contractor was asked to propose corrective action. There has been no response		
	A	AM to chase Jaggar for a response	MA	12/04/2017
	I	Children's Playgrounds. Company has started jet washing the playgrounds to remove moss. During this cleaning, some of the equipment was found to need replacing due to damage		
	D	Trustees decided to obtain quotes for the repairs		
	A	AM will obtain quotes as discussed.	AM	12/04/2017
	D	Health and Safety Report. Trustees has agreed for a full Health and Safety report of the island.		
	A	MA to commission the report as soon as possible.	MA	30/03/2017
	D	The Trustees asked that the tree-survey to be produced ASAP.		
	A	MA to commission the report as soon as possible.	MA	30/03/2017
<b>7</b>	I	<b>Canal pump</b> A quote to repair the broken pump has been received at £2,157. This was for the faulty motor only and would be guaranteed for three years.		
	D	trustees approved the repair		
	A	D: Proceed with repair of canal pump	MA	12/04/2017
<b>8</b>	I	<b>Gardening contract</b> AM clarified that under the new gardening contract WE would only charge extra for materials, and the contract included upkeep of the ecology area. Remedial work on the green areas will start when the new gardening contract commences on the 10 <sup>th</sup> April.		
	I	It was reported that the lawn mower owned by the trust was broken. Trustees asked whether it was economical to repair ready for sale.		
	A	MT was asked to check whether it was economical to repair the mower ready for sale or to try and sell it as is.	MT	12/04/2017
<b>9</b>	I	<b>Container in eco area</b> The Trust owns a shipping container that is located in the Ecology area. This has been used to house Trust equipment and materials used by the gardening contractor.		
	D	Trustees agreed to continue to allow the new gardening contractor to use the container for storing gardening equipment and materials used in the village. A weekly rental would be charged for the use of the container.		
	A	Agree terms with Gardening contractor	VG	12/04/2017
<b>10</b>	I	<b>MA weekly report format</b> Trustees discussed the format of management reports received from the MA. The weekly MA report is taken from their system. any changes to this format will require manual adjustment. An Excel-style spread sheet format was suggested, to include a summary, actions and progress for each item including RAG status. This will allow for easy tracking		
	A	JP to discuss sample formats with AM for consideration	JP	12/04/2017
<b>11</b>	I	<b>Communications with MA</b> Trustees discussed the procedure for informing the managing agent of issues around the village.		
	D	Trustees agreed that they should raise queries in the same way as other residents and should email the MA with the issue but not cc other trustees. AM will later cc the other trustees into any responses if required.		
<b>12</b>	I	<b>AOB</b> 1. Building Conservatories. A request to the trustees to authorise the building of a conservatory was declined because it breaches the restrictive covenants.		
	D	AC proposed investigating the terms of the covenants to confirm the specific wording regarding the building of structures such as conservatories to see if there was a way forward that would satisfy all parties.		
	A	AC to check covenants regarding building	AC	31/04/2017
	I	2. PK reported that part of the hedge line near Manton Road had been taken by a resident to house a dog kennel using builders' fencing. AM will ask the resident to remove this.		

	D	Trustees agreed that residents cannot be permitted to take Trust property for their own personal use.		
	A	AM to request removal of materials	AM	12/04/2017
	I	3. Broken window in Community Centre		
	D	Trustees agreed to replace the broken window and instruct the Trust Administrator to obtain quotes.		
	A	AM to obtain quote to replace broken window	AM	30/03/2017
	A	Trust Administrator was asked to liaise with the RSA regarding obtaining CCTV footage of the incident.	IP	30/03/2017
<b>13</b>		<b>Date of next meeting</b> Wednesday 12 <sup>th</sup> April, 7:30 pm at CAHT offices.		