



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Tuesday, 25 April 2017 (170425)
MINUTES & ACTIONS

Trustees

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

Topic	Item Type	Item Description	Action	
			Owner	Due Date
1		Welcome, Apologies and Quorum Check		
	I	5 Trustees present, meeting quorate		
	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 as a fair record of the meeting		
5		Review of Minuted Actions		
	D	Due to priority given to debtors' review, this item was largely deferred to next Trustees-only meeting		
	A	One urgent action was followed up: JB to provide MA with things to be actioned in EIVT-owned flats in preparation for reletting/selling, e.g. safety checks on boilers and smoke alarms	JB	03/05/2017
6		MA site report and Actions Arising		
	D	Due to priority given to debtors review, this item was largely deferred to next meeting with MA		
	D	One urgent request approved: MA asked to pursue playground repairs as soon as possible based on quotes received		
7		Debtors Review		
	I	A number of line items in the debtor accounts were reviewed		
8		MA Upfront Fees for Debt Collection		
	I	VG stated Trustees wish to avoid upfront fees and to only pay a fee on successful collection		
	I	MA said that upfront fees are standard industry practice and were mentioned by MA Credit Control team in their explanation of the WE debt collection process		
	A	MA representative to ask for a process amendment from MA Credit Control team to come closer to EIVT expectations	MA	28/04/2017
9		Gardening		
	D	Due to priority given to debtors review, this item was deferred to next meeting with MA		
10		Health and Safety Report		
	D	Due to priority given to debtors review, this item was deferred to next meeting with MA		
11		Balance of Accounts		
	D	Trustees agreed MA needed to provide income and expenditure accounts at least monthly, and on occasion more frequently if needed		
	D	MA agreed to present accounts with any reasonable content and format requested by Trustees		
	A	Trustees to more fully define desired content and format of accounts reporting	AC	09/05/2017
	A	Carl Beard from MA to attend Trustee meeting on 9/10 May or 23/24 May to discuss accounts reporting	MA	TBC
12		Final Accounts 2016/ 2017		
	D	Due to priority given to debtors review, this item was fully deferred to next Trustees-only meeting		
13		Bank Account		

	D	Due to priority given to debtors review, this item was fully deferred to next Trustees-only meeting		
14	D	Previous MA's Letter to Residents Due to priority given to debtors review, this item was fully deferred to next Trustees-only meeting		
15	D	Chairs for Community Centre Due to priority given to debtors review, this item was fully deferred to next Trustees-only meeting		
16	A	Any Other Business EIVT-owned flats; check on consultation requirements set out in Section 20 of the Housing Act - see Action Z009.	JB	03/05/2017
17	D D	Date of Next Meeting Next Trustees-only meeting to be held on Wed 03 May Next Trustees meeting with MA representative to be held on Tue 23 May		