



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Wednesday, 03 May 2017 (170503)  
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
<b>1</b>	I	<b>Welcome, Apologies and Quorum Check</b> 5 Trustees present, meeting quorate		
<b>2</b>	I	<b>Declarations of interest and Quorum Check</b> There were no declarations of interest and with 5 trustees present, the meeting was quorate.		
<b>3</b>	I	<b>Update to Risk Register</b> There were no updates to the risk register.		
<b>4</b>	I A I I I	<b>Minutes of Previous Meeting - 12/04/2017 These were approved.</b> Matters arising Property sales pack from MA; cost is £234 including VAT to the buyer. See the list for the items included. Format of MA weekly report; Simpler format and financial reports needed to be discussed with MA at meeting on 10/05/17, all trustees to think about this ahead of the meeting. Better communications with MA rep required, including responses to weekly reports. AC to design a financial reporting and tracking templates and discuss with AM. Broken window in Community Centre; Now fixed. H2O request for additional costs; No quotes have been received from H2O for additional costs for fuel and waste disposal. Minutes of Previous Meeting - 25/04/2017 These were approved.	All	10/05/2017
<b>4</b>	A I A D A I A	<b>Matters arising</b> 1. EIVT-owned flats; JB to liaise with AM regarding remedial work required in both flats, including electrical and boiler checks. Expenditure for a boiler service was approved by all trustees present. 3. Payment of debt collection fees; the MA has agreed to accrue fees during the debt collection process and to charge fees to the trust only upon successful collection from the debtor. 4. Income and expenditure statements; AC will discuss this with the MA at our meeting with them next week. 5. EIVT-owned flats; It was discussed and all agreed that the section 20 did not apply as the trust were the lessees, and so did not need to inform the tenants about proposed expenditure. 6. The new minutes format produced by JP for the minutes was discussed. PK will use this format and amend for clarity. PK will also produce a separate actions log sorted by meeting date. 7. MA site report and actions arising: This will be discussed with the MA at our meeting next week. All trustees to look for suitable format for the MA report.	JB  AC  PK  All	04/05/2017  10/05/2017  10/05/2017  10/05/2017
<b>6</b>	D	<b>Final Accounts 2016/ 2017</b> AC reported that IP will charge £200 to make the final adjustments to the accounts (accruals, etc.) before they are passed to the independent examiner. This was agreed by all trustees. It is expected that the accounts will be ready by the end of May. AC to ask IP to complete the accounts as agreed.	AC	10/05/2017
<b>7</b>	D	<b>Bank account</b> The balance from the Hoare and Co. account opened by the interim manager has been transferred to the Trust's new account. Trustees decided that separate accounts should be opened for the Community Centre business and for the income from the trust's flats, in order to simplify accounting and keep income streams separate.		

	A	Contact Barclays to arrange for separate accounts to be opened for the Community Centre business and for the income from the trust's flats	AC	17/05/2017
<b>8</b>	A	<b>Previous MA's Letter to Residents</b> The Chairman's blog to be uploaded to the trust website by AC. No further response was deemed necessary by trustees.	AC	10/05/2017
<b>9</b>	I	<b>Response to email from Safik Allee</b> The MA has already been instructed to respond to the email received.		
<b>10</b>	I D A	<b>Chairs for Community Centre</b> Some of the chairs in the community centre are worn and need to be replaced. The Church Group who use the community centre have offered to buy new chairs to replace the damaged stock. Trustees agreed to the Church Groups proposal. IP to advise the church group of the trustees decision and to proceed to purchase the new chairs.	?	10/05/2017
<b>11</b>	D A	<b>Playground repairs</b> The maintenance costs for the playgrounds, including the additional costs to repair a broken swing, were agreed by all trustees present. VG to inform AM to proceed.	VG	10/05/2017
<b>12</b>	D A	<b>Agenda for meeting with MA</b> The agenda for the meeting with the MA next week was agreed, including the addition of an item about signs regarding picking up dog mess, and the poor wall repair in Lockyer Mews. MT will research relevant signage. Research relevant signage to target dog owners who do not clear up after their pet.	MT	10/05/2017
<b>13</b>	A	<b>Any Other Business</b> Trustees discussed whether the trust should be exempt from business rates for the Community Centre, as it was used for charitable purposes. JB will ask IP to investigate.	JB	10/05/2017
<b>14</b>	D	<b>Date of next meeting</b> Wednesday 10th May 8:00 pm at Christian Action Housing Trust offices with MA attending.		