



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 10 May 2017 (170510)
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		Welcome, Apologies and Quorum Check See Attendance section for list of those attending ('Present') and absent ('Apologies')		
2	I	Declarations of Interest None		
3	I	MA Finance Reports Current reports now show information from the beginning of the financial year in April. More detailed information was requested by the trustees. CB and AM showed that these were available on the trustees' rent charge accounts on the MA website, which had not previously been mentioned. AM will forward log-in information directly to trustees.		
	A	The reports will be considered by the trustees and VG will respond to AM.	VG	24/05/2017
	A	AM will forward log-in information directly to trustees.	AM	12/05/2017
	A	CB was asked if it was possible to produce a spread sheet with debtors' details	CB	23/05/2017
	A	AM was asked for a prediction of expenditure throughout the year, and to show variation of expenditure against budget on her spread sheet.	AM	23/05/2017
	A	The trustees will meet to discuss financial matters with the MA the week after the first Wednesday of each month, which is when the financial reports are updated.	Trustees	14/06/2017
4	I	MA site report and Actions Arising The new style report has separate tabs showing the various statuses of works (in progress, on hold, completed, etc.)		
	A	H2O; no further information has been received from H2O regarding additional fees for taking waste off site. AM will ask for quotes based on previous work. The trustees commented that there should be minimal waste if the canal was maintained properly.	AM	23/05/2017
	D	CB asked about the deeds of rent charge in respect of the collection of arrears. The trustees stated that this was being considered by the trust's solicitors.		
	D	All trustees agreed that no TP1 documents would be needed from the Land Registry.	AM	11/05/2017
	A	Debtors; the trustees asked that the MA continue checking through the list of debtors to highlight bad charges and pursuing payment. The trustees also agreed that a strong statement would be needed at the next AGM about the bad charges and the effect on the trust's finances.	AM	11/05/2017
	I	Trust AGM; The trustees suggested the 13th July. AM is unavailable on this date but CB can attend. The trustees agreed to discuss this again shortly.	Trustees	23/05/2017
5	I	Gardening update and other works Barrier in Government Row; This was identified as a health and safety issue. The MA has been quoted £250 + VAT for an inspection, or £600 + VAT to fit a sensor (and presumably make the barrier work). The trustees discussed the fact that the barrier had been installed in the incorrect position in the first place and moving it would cost £3000 + VAT. The Government Row residents' association had declined to contribute. CB suggested that the health and safety risk assessment be carried out and the barrier disabled if found to be dangerous. The inspection could be carried out on Friday 12th or Monday 15th May.		
	D	The trustees agreed unanimously to a safety risk assessment be carried out and the barrier disabled if found to be dangerous.		
	D	A safety risk assessment to be carried out and the barrier disabled if found to be dangerous.	CB	15/05/2017
	A	AM was asked to check how many gardeners were on site at any one time. AM stated that the gardeners needed more experience on the site; VG offered that Stuart had been on site for some time whilst the previous gardener had been working.	AM	23/05/2017

5		<p>The before and after pictures AM had taken as proof of work being completed should be used at the AGM.</p> <p>A The trustees stated that there was a weed problem that would need dealing with on the grass areas.</p> <p>D Damaged traffic restriction pole (Martini Drive/ Greener Court); the trustees agreed unanimously that this should be replaced with a more substantial pole.</p> <p>A AM to investigate the cost of replacing the traffic restriction pole (Martini Drive/ Greener Court).</p> <p>A Overgrown green area between Lockyer Mews and flood relief embankment; this was brought to the attention of the MA. AM confirmed she would schedule the work within the next two weeks.</p> <p>A Gardening plan; the trustees asked if the plan of works could be translated on to a colour-coded map to more effectively show the residents at the AGM what was being carried out. AM will investigate.</p>	AM	01/07/2017
6	A	<p>'No dog soiling' signs</p> <p>AM will investigate the costs of placing signs around the play areas.</p>	AM	23/05/2017
7	I	<p>Any Other Business</p> <p>Confidential matter was discussed</p>		
8		<p>Date of next meeting</p> <p>Tuesday 23rd May.</p>		