



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Wednesday, 29 August 2018 (180829)  
MINUTES & ACTIONS

**Trustees**

Jay Paramanathan, Chair (JP)	Present
Andrew Colledge, Treasurer (AC)	Present
Jacqui Bainbridge (JB) CAH appointed Trustee, 1 vote for CAH	Apologies
Kwame Owusu (KO) CAH appointed Trustee, 1 vote for CAH	Present (to 7:30)
Mark Turner (MT)	Present (from 7- 7:30)
Karen Rowntree (KR)	Apologies
Mark Novak (MN)	Apologies
Asraff Alleemudder (AA)	Present
<b>In attendance</b>	
Richard Hooker (RH)	Present

	Item Description	Action Owner	Due Date
1	<b>Welcome, Apologies and Quorum Check</b> Five Trustees were present for only part of the meeting. As the meeting was only quorate for a short period of time several agenda items were deferred.		
2	<b>Declarations of Interest</b> There were no declarations of interest.		
3	<b>Minutes of Previous Meeting</b> Item deferred		
4	<b>Canal maintenance</b> A contractor has been appointed to complete an overhaul of the canal to check all pumps, aerators, electrical supplies, clear duckweed, blanket weed and cut back overgrown reeds, plants and trees and to treat the water as necessary. However, there has been very little progress since the contract commenced and all work now appears to have ceased. The contractor (Watermetrics) are not responding to communications and we have no date for when work will resume. Trustees voted to authorise Warwick Estates to terminate the contract and to seek an alternative contractor as a matter of urgency. JL to send termination letter to Contractor JL to source alternative contractors and report to Board JL to arrange clearance of weed that has been left on the canal bank.	JL JL JL	04/09/2018 04/09/2018 04/09/2018
5	<b>Managing Agent Contract</b> Item deferred		
6	<b>EIVT Investment properties</b> The Trust owns 2 investment properties. These properties are not managed by a letting agency but have in the past been dealt with by the trust bookkeeper/administrator.  There was a recent issue with one of the flats due to a water leak and an emergency plumber was required. The Trust did not have adequate procedures in place and the Trust administrator had to deal with this on Friday evening outside of work hours. He also had to involve a Trustee to approve payment of the emergency plumber. This is not an efficient way to manage the properties. AC proposed that both investment properties should be managed by a qualified letting agent.  RH will contact agencies and find out the range of services they offer and prices then report back to the Board for decision	RH	04/09/2018
7	<b>Maintenance - playgrounds</b> Item deferred		
8	<b>GDPR</b>		

	Item deferred		
<b>9</b>	<b>Update on Risk Register</b> Item deferred		
<b>10</b>	<b>Communications with residents</b> Item deferred		
<b>11</b>	<b>Any Other Business</b> Trustees discussed the new gardening contract and queried whether there was a plan for how different maintenance tasks and areas of the grounds were being dealt with. Trustees agreed that the Managing Agent should manage the contract and report to the Board.  JL to meet with the contractor and produce a plan of works to be carried out.	JL	04/09/2018
<b>12</b>	<b>Date of Next Meeting</b> Trust Board meetings will be held on the last Wednesday of the month at the Community Centre. Members will be invited to attend these meetings. The next meeting is scheduled for 26/09/18 at 18.30. Inform all Trustees and post on EIVT website	AC	04/09/2018