



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 01 March 2017 (170301)
MINUTES & ACTIONS

Trustees

Vincent Green, Chair (VG)	Present
Jay Paramanathan, Vice Chair (JP)	Present
Andrew Colledge, Treasurer (AC)	Present
Paul King, Secretary (PK)	Present
Jacqui Bainbridge (JB) CAH appointed trustee, 1 vote for CAH	Present
Kwame Owusu (KO) CAH appointed trustee, 1 vote for CAH	N/A
Mark Turner (MT)	Present
Karen Rowntree (KR)	N/A
Mark Novak (MN)	N/A
Asraff Alleemudder (AA)	0

In attendance

Israa Penny (IP)

Topic	Item Description	Action Owner	Due Date
1	Welcome, Apologies and Quorum Check 6 Trustees present, meeting quorate Israa Penny attended Anna Marinova attended as the MA representative		
2	Declarations of Interest There were no declarations of interest.		
3	Update on Risk Register No new risks raised		
4	Minutes of Previous Meeting Minutes approved		
5	Rent Charge 2017-18 Trustees and MA discussed the budget in detail with AM provided clarifications where required. Trustees agreed to set the 2017-18 rentcharge at £250 per property, and AC would check the figures and set out in an appropriate format. AM will send the updated budget spread sheet to the trustees. Treasurer will prepare the budget ready for publishing. MA will draft rentcharge letter for trustee approval.	AC MA	07/03/2017 07/03/2017
6	Trust Debtors The Trust debtors balance in the accounts represents the amount of money owed to the Trust. Trustees expressed alarm that the situation has been allowed to become so bad. An analysis of the outstanding balances has identified charges that have not been collected for several years. Trustees agreed that a comprehensive review of the amount outstanding was required Treasurer will prepare an analysis of outstanding balances A meeting will be arranged with Trustees and the MA's Finance Director regarding future debt collection policies	AC MA	10/03/2017 10/03/2017
7	Managing Agent site report and actions arising 1. Cleaning of moss on playgrounds: The MA advised that the build of moss on the playgrounds was a potential hazard and should be cleared by jet-washing. Trustees agreed to proceed with jet-washing playgrounds MA to arrange jet-washing of playgrounds 2 Gardening contract: A competitive tendering process was undertaken to procure a comprehensive professional gardening service and raise the standard of gardening in the village		31/03/2017

	<p>Following the tendering process it was agreed to appoint Warwick as estate gardeners with a 12 month contract.</p> <p>MA to give notice to the current gardening contractor that their contract will not be renewed.</p> <p>Warwick Estates to be given one year gardening contract to start after expiry of current gardening contract</p> <p>3. Canal Basin: One of the canal aeration pumps is broken. Management Agent will obtain further details of the fault and an accurate repair estimate.</p> <p>4. Bridge surveys: The Trust is responsible for 2 bridges over the river Lee. These bridges have not been surveyed since being adopted by the Trust. Trustees agreed that Total Access Ltd would be asked to survey the bridges. MA to instruct Total Access Ltd</p>	<p>MA</p> <p>MA</p> <p>MA</p> <p>MA</p>	<p>31/03/2017</p> <p>31/03/2017</p> <p>14/03/2017</p> <p>31/03/2017</p>
9	AOB Confidential matter was discussed		
10	Date of Next Meeting Tuesday 14 th March at 8:00 pm. Venue: Christian Action Housing Trust offices		