



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Tuesday, 27 June 2017 (170627)
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)	Apologies
Karen Rowntree (KR)	N/A
Mark Novak (MN)	N/A
Asraff Alleemudder (AA)	0

In attendance

Anna Marinova (AM)

Topic	Item Description	Action Owner	Due Date
1	Welcome, Apologies and Quorum Check 5 Trustees present, meeting quorate		
2	Declarations of interest There were no declarations of interest.		
3	Update to Risk Register There were no updates to the risk register.		
4	Minutes of Previous Meeting The minutes were approved.		
5	Review of Minuted Actions A debtor account was discussed in confidence.		
6	Service charges for flats owned by the trust and the Community Centre The MA asked how the trustees wished to pay the service charges for the two flats and the Community Centre. VG can make the payments with counter authorisation by AC.	VG/ AC	12/07/2017
7	Public liability insurance The MA has given quotes for public liability insurance to VG. Once arranged, she wishes to have a copy of the cover certificate. VG to arrange and confirm public liability cover.	VG	26/07/2017
8	MA Finance report The new finance report will be sent on Friday and will include both April and May figures but not those for June, which will be included in the first report in July. The trustees agreed to a monthly meeting the second week of every month in order to review the report. The trustees also agreed that the next meeting will be in August to include the July figures.	Trustees	19/07/2017
8	JP will go through the report with the MA to confirm it is appropriate for the trust's needs.	JP	19/07/2017
9	Trust policy regarding write-off of charges JB asked if the trust should have a policy regarding the write-off of charges incorrectly applied by the previous MA. The trustees agreed that charges will be written off under the previously agreed policy principle of 'best value' on a case-by-case basis.		
10	Health and Safety report The MA has sent pictures to back up the previously sent report.		

	<p>The MA was asked to inspect the high risk items with the contractors asked to tender for repairs, and to produce a schedule of works and a plan of action, with advice from the company specialists to agree priorities. The trustees would confirm the priorities were in alignment with our own. The MA stated that the large amount of work needed would mean a huge quote. The trustees understood that any division of the work into smaller tenders would affect the price and the scheme of work. The MA agreed to send the work for tender and take company advice ASAP.</p> <p>VG would liaise with IP to deal with any Community Centre health and safety issues.</p>	MA	09/08/2017
		VG	26/07/2017
11	<p>Planned Preventative Maintenance (PPM)</p> <p>The MA stated that apart from the one company she has asked, only one other company could survey the whole of the site. Many different specialisms are needed, not all can be offered by one contractor.</p> <p>The MA was requested to get more detailed information regarding costs and included works and surveys, and what would not be included, and therefore would need to be actioned separately. It was suggested that breaking up the site into different areas might help.</p> <p>The only current quote is for £18000 which is for the project management of the PPM. It was unclear what this would include. The MA was asked to find out what this would NOT include, and that any quote for work should be fully costed.</p> <p>The MA was asked to send the specification for the PPM quote to the trustees.</p>	MA	09/08/2017
		MA	09/08/2017
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12	<p>Canal Basin</p> <p>The trustees stated that they were unhappy about the state of the canal basin, which was again covered with duckweed. The MA has been told by the contractor that the only solution is to remove it manually, but that irrigation pumps, or different treatments, may help in the future.</p> <p>The MA has discussed the problem, and also about a maintenance contract for the canal, with other contractors. The MA was asked to pursue quotes for a new maintenance contract for the canal.</p>	MA	09/08/2017
13	<p>Tree Survey</p> <p>In view of the amount of work involved, the trustees asked for a scheme of work for the next three and six months be prepared. If any complaints about trees are received we can then prioritise the work against the schedule.</p>	MA	09/08/2017
14	<p>Bridge Surveys</p> <p>The MA confirmed that 50% of the fees are required to be paid up-front, as new clients.</p> <p>The trustees agreed to pay 50% of the fees before the bridge inspections were undertaken.</p> <p>The MA will arrange to pay 50% of the fees before the bridge inspections were undertaken.</p>	MA	09/08/2017
15	<p>Any Other Business</p>		
15.1	<p>Trust AGM</p> <p>The Trust is required to hold an Annual General Meeting (AGM) each year. The trustees discussed whether it was feasible to hold the AGM in September after the summer holidays.</p> <p>JP agreed to produce a project plan for the AGM to include content and format for the event.</p>		
15.2	<p>Debtors</p> <p>The MA asked to send two or three debtor queries to the trustees per week in order to speed up the processing of the debtors list. She would send a summary of each case in separate emails for the trustees to agree actions for the next trustees' meeting.</p> <p>The trustees agreed that the MA should send debtor query emails to the trustees for decisions at the next meeting.</p> <p>The MA will send debtor query emails to the trustees for decisions at the next meeting.</p> <p>A number of debtor accounts were reviewed for inappropriate charges levied by the previous management agent. These account details are confidential and not for general publication.</p>	MA	Immediately
13	<p>Date of next meeting</p> <p>Wednesday 19th July at Christian Action Housing Trust offices.</p>		