



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 19 July 2017 (170719)
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

N/A

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 on Risk Register There were no updates to the risk register.		
4	Minutes of Previous Meeting The minutes were approved with one wording amendment and a correction to the trustees present. Review of Minuted Actions: Service charges for flats owned by the trust and the Community Centre The payment of the service charges for the trust-owned flats had not yet been made. The payment of the charge for the Community Centre was in progress.		
5	MA Performance review and on-going issues The trustees felt that no service was being offered whilst the MA representative was away on leave. VG is to write to Craig, MD of the MA with our concerns and expectations following the trustees performance meeting with the MA. Future actions will be agreed based on the reaction to the letter. The trustees agreed that the tendering process for a new MA contract should be considered if the reaction to our letter is negative. The trustees understood the pros and cons of keeping the current MA or appointing a new company. The trustees will review progress at the next board meeting and assess the need to retender .	VG Trustees	11/08/2017 02/08/2017
6	Intermediate planning (3-6 months) The trust will need some additional administration help over the next few months as IP needs to take time away from trust work. VG will talk to IP to assess what additional administration help will be needed. VG will seek additional administration help based on his conversation with IP. JP will forward an amended contract for IP to VG to reflect different SLAs for the medium term. AC will talk to IP about the current state of the trust accounts (2017/ 2018). In order to inform our decisions about the future work of the MA, the trustees will form a sub-committee to form an action plan for the next 3 - 6 months. JB, AC and JP will form a sub-committee to produce an action plan for the next 3 -6 months	VG VG JP AC JB/ AC/ JP	02/08/2017 02/08/2017 02/08/2017 02/08/2017 02/08/2017
7	Communications with residents		

	<p>Some verbal complaints have been received by trustees from residents regarding work not being done around the estate.</p> <p>The trustees discussed what messages needed to be communicated to the residents.</p> <p>VG will write a chairman's blog post for the website.</p>	VG	02/08/2017
8	<p>Canal Basin</p> <p>This item was deferred as MT was unavailable to give an update MT to give update at the next meeting.</p>	MT	02/08/2017
9	<p>Any Other Business</p> <p>There was no other business.</p>		
10	<p>Date of Next Meeting</p> <p>Wednesday 2nd August at 8:00 pm at Christian Action Housing Trust offices (venue TBC).</p>		