



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 13 September 2017 (170913)
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

N/A

Topic	Item Description	Action Owner	Due Date
1	Welcome, Apologies and Quorum Check 6 Trustees present, meeting quorate		
2	Declarations of Interest and meeting quorate It was noted that JP, MT and VG would be affected by any decisions taken regarding the barrier on Government Row.		
3	Update on Risk Register The trustees accepted that performance issue with the MA could pose a variety of risks that should be understood and mitigated for. Risks regarding the MA to be formulated and added to the risk register.	JP	27/09/2017
4	Minutes of the Last Meeting (with MA) These were accepted with two minor amendments. The matters arising are dealt with below.		
5	MA Performance review and on-going issues VG stated that the MA had agreed to our requests and terms set at the last meeting and via subsequent emails. The MA will be on a one-month rolling contract until further notice. A formal document of agreed actions by and expectations of the MA should be drawn up, to be agreed by VG, AC and JP before sending the MA. JP will draw this up. JP will draw up a 'memorandum of understanding and actions' to confirm agreements made with the MA. AC and VG to approve the 'memorandum of understanding and actions' drawn up by JP. In order to better understand the trust's and therefore the MA's responsibilities, it was suggested that a master plan of the estate be drawn up, using the exiting plans in our possession. AC to ask the new MA rep to draw up a master plan of the estate showing the areas of the trust's responsibility.	JP VG/ AC	18/09/2017 21/09/2017
6	Government Row barrier The board accepted that the barrier is a historical problem, initially planned in 1999. MT suggested that, in view of the need to wait for planning permission for the barrier to be repositioned, as a temporary measure the current, inoperable barrier be fixed with used parts to reduce the cost. The belief is that this regains the status quo that existed before the barrier failed and benefits at least some of the residents almost immediately, although not all. Another suggestion was that the residents be consulted about the options the trust have regarding a replacement barrier, bearing in mind that three trustees are residents on Government Row and are thus interested parties.		

	<p>The Government Row Residents' Association have stated that they currently have no money to offer towards the cost of the barrier.</p> <p>It was suggested that the cost of a new barrier be put on next year's budget, so that the Residents' Association can also budget to pay a contribution.</p> <p>It was agreed to repair the current barrier as per the quote from Pearly Gate for £394.33 + VAT.</p> <p>MT to ask the MA to instruct Pearly Gate to repair the existing barrier.</p> <p>It was agreed to consult the residents regarding the trust's options regarding replacing the barrier.</p> <p>JP to ask MA to consult with Government Row residents regarding options regarding replacing the barrier.</p>	<p>MT</p> <p>JP</p>	<p>14/09/2017</p> <p>01/10/2017</p>
7	<p>Canal Basin</p> <p>The contractor selected was due to work on clearing the canal basin of duck weed for four days next week, subject to our approval. If the blanket weed is not too extensive, this may be dealt with at the same time.</p> <p>It was agreed to employ Clearview Ponds to carry out the clearance work.</p> <p>JP will advise the MA to proceed with the duckweed clearance by Clearview Ponds</p>	<p>JP</p>	<p>14/09/2017</p>
8	<p>Arrears or Rent Charge</p> <p>Arrears of rent charge payments were discussed.</p>		
9	<p>Community Centre refurbishment</p> <p>It was confirmed that NC and IP are preparing a proposal for refurbishment of the community Centre.</p>		
10	<p>Any Other Business</p> <p>AGM 2017</p> <p>The board accepted that decisions were needed to be made with regards to planning the AGM, especially about the ongoing appointment of our MA. The target period is currently the first week in December. It was suggested that the Community Centre should be renovated before the AGM.</p> <p>Additional Board Members</p> <p>It was agreed that the board should approach members who had expressed an interest in becoming trustees. It was agreed that the Chair should make the initial approach and discuss candidates background and skills, and our requirements.</p> <p>VG to make contact with members</p> <p>In order to attract more trustees, an invite to express an interest in the position should be added to the trust website, outlining the application process.</p> <p>JB agreed to produce an application and appointment process, including a statement of requirements.</p>	<p>VG</p> <p>JB</p>	<p>27/09/2017</p> <p>27/09/2017</p>
11	<p>Date of next meeting</p> <p>No date was discussed.</p>		