



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 04 October 2017 (171004)
MINUTES & ACTIONS

Trustees

Vincent Green, Chair (VG)	Apologies
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

Jaqui Lydon (JL)

Topic	Item Description	Action Owner	Due Date
1	Welcome, Apologies and Quorum Check 6 Trustees present, meeting quorate. The new MA representative Jaqui Lydon (JL) was welcomed to the meeting.		
2	Declarations of Interest There were no declarations of interest		
3	Update on Risk Register There were no updates to the risk register.		
4	MA Site Report and Actions Arising		
	4.1 Canal – duckweed clearance and ongoing maintenance contract There is currently no contractor in place. Although H2O could still be asked to service the pumps, it was questioned whether they were the only contractor who could do this. JL stated that no contract would be agreed by operators until the duckweed had been cleared, and that Clearview Ponds had walked away from clearing the basin. The quotes received for clearing the basin were confirmed as £7k +VAT for clearing the duck weed and blanket weed, and £3k + VAT just for the duck weed. MT stated that some trustees had agreed that if equipment could be hired, that they would spend time clearing the basin themselves, and the gardeners could be trained to clear the basin in future. It was pointed out that the companies quoting would have liability insurance. JL suggested asking Fountains Group, who are contracted to British Waterways, to look at the issue. The Trustees voted in favour of asking JL to proceed with arranging for the clearance of the duck weed, up to the maximum of the highest quote offered to date, but to obtain the best VFM and a timescale for the job ASAP. JL to proceed with arranging the clearing of the duck weed from the canal basin ASAP.	JL	01/11/2017
	4.2 Repainting of posts (canal basin, metal bridge, entrance gate.		
	4.3 Painting of woodwork around raised planted area at foot of canal		
	4.4 Repainting of playground equipment		
	4.2, 4.3 The trustees agreed to JL obtaining a quote from CCB Properties to undertake these tasks, and to confirm the costs ASAP. MT suggested also obtaining a quote from them to repaint the playgrounds.		
	4.2, 4.3 JL to obtain quotes to do painting	JL	01/11/2017
	4.5 Jet Washing of paving on RHS of canal (as facing from raised planter JL reported that Jetblast has quoted £525 (no VAT) to carry out the task. The trustees asked that this work be deferred until the duck weed has been cleared from the canal.		
	4.6 New stickers for dog bins JL has ordered stickers for the dog bins, to encourage their use.		
	4.7 Purchase of additional refuse bins to be place on site		

JL will find out where the most littering occurs in order to judge how many extra bins may be needed.	JL	01/11/2017
<p>4.8 Urgent works to trees at Barrass Close</p> <p>Trees that were the trust's responsibility could cause damage to resident's property. A quote of £325.00 + VAT to trim the trees was confirmed as good value compared to quotes for similar work previously obtained.</p> <p>The trustees agreed to the tree work to be carried out. The trustees also asked that the work relating to the tree survey carried out some months ago be costed.</p> <p>JL to arrange the tree work as per quote</p> <p>JL to find previous tree survey report and obtain quotes to carry out the work.</p>	JL JL	01/11/2017 01/11/2017
<p>4.9 Purchase of cones to allow small areas to be sectioned off for works (e.g. tree works, jet washing etc.)</p> <p>JL reported the cost of purchasing cones was £70 for 10 cones.</p> <p>The trustees agreed not to purchase the cones, as contractors visiting the site were responsible for ensuring health and safety rules were observed.</p>		
<p>4.10 Upgrade of the printer in the Community Centre office</p> <p>The trustees agreed that the printer in the office was not for large print runs and was for the use of the trust, not the MA, so would not be changed.</p>		
<p>4.11 ANPR warning screen at Smeaton Road Bridge</p> <p>It was suggested that the Trust install an ANPR screen to warn drivers that ANPR was in use.</p> <p>JL to investigate options and report back to board</p>		
<p>4.12 JL queried who was responsible for the CCTV cameras</p> <p>JL to check with LB Enfield who operates the CCTV cameras around EIV.</p> <p>PK to check with CAPE Chair and Police who operates the CCTV cameras around EIV.</p>	JL PK	01/11/2017 01/11/2017
<p>4.13 Upgrade Noticeboard in commercial area</p> <p>JL will contact Iain Campbell at RSA to obtain agreement to upgrade this noticeboard, as it is in their area of responsibility.</p>	JL	01/11/2017
<p>4.14 Procurement of large scale map of village</p> <p>JL has been asked to obtain a large map detailing all structures on site which can be colour coded to show who is responsible for what areas (EIVT, Council, Amber etc). Final product to then be displayed in site office for residents, contractors etc. to check.</p> <p>JL has obtained a temporary map of the community from the previous MA rep, but this is now very worn, and the Land Registry TP1 plans are not detailed enough.</p> <p>Trustees decided that JL should contact the Ordnance Survey (OS) or other retailers to obtain a better map.</p> <p>JL to get price for larger map of EIV</p> <p>MT to look into printing TP1 plans into one map</p>	JL MT	01/11/2017 01/11/2017
<p>4.15 Barrier at government Row</p> <p>JL reported that the existing barrier will be returned to service on Friday 6th October. The trustees and JL discussed the positioning and style of the replacement barrier. It was reported that the Government Row Residents' Association would pay 50% of the costs, perhaps more if a more substantial barrier was installed.</p> <p>The trustees agreed that the residents in the area of the barrier in Martini Drive and of Government Row should be consulted.</p> <p>JL will ask Pearly Gates for advice and an estimate for the work required to replace the current Government Row barrier near Martini Drive</p> <p>JL will arrange a consultation with the residents regarding the barrier.</p>	JL JL	01/11/2017 01/11/2017
<p>4.16 Illegal Fishing – a recurring problem. See Weekly report.</p> <p>Illegal fishing was taking place underneath the Smeaton Road bridge on the EIV side of the Lee Navigation Canal, JL having moved on the same fisherman twice. A section of railing has been removed to allow access to the riverbank. The gardeners have been instructed to check these areas regularly.</p> <p>A quote for 10 'NO FISHING' signs matching existing ones has been obtained from East Herts Signs for £720 incl. VAT.</p> <p>The trustees decided to defer the purchase of the signs until the 2018/ 2019 budget, as winter may deter illegal fishing.</p> <p>Trustees to budget for 'NO FISHING' signs in 2018/2019 budget</p>	Trustees	Jan 2018
4.17 Canal pump – 1x failed unit out of use.		

	<p>H2O had switched off one pump in the canal arm as it was leaking. A suggestion was made that adding two pumps to the canal basin may stop the duck weed from appearing. Also, although the electricity supply was at a fixed cost, it was felt that enquiries be made to determine if better VFM could be obtained by switching suppliers.</p> <p>The trustees also noted that the barge in the canal basin would be due for maintenance in the near future, as this was last carried out eight years ago. The trustees asked the MA to obtain quotes for the repair or replacement of the faulty pump, and also to obtain quotes for the regular maintenance of the pumps, and for electricity cost comparisons.</p> <p>JL to obtain quotes for repair/ replacement of the faulty pump JL to obtain quotes for servicing of the canal pumps JL to obtain electricity switching comparisons</p>	JL JL JL	01/11/2017 01/11/2017 01/11/2017
	<p>4.18 Public Liability Insurance Public Liability Insurance is frequently requested by solicitors acting on property sales.</p> <p>The trustees are aware of the need to renew the public liability insurance and to hold employers liability insurance, a copy of which should be displayed on site. Interim cover was in place, and copies of the cover notes have been requested.</p> <p>JP to obtain cover notes for public liability insurance for the MA</p>	JP	01/11/2017
	<p>4.19 River Pathways The river pathway is uneven in places with some potholes. Recommend asking contractor to attend and quote for worst areas and to deal with the rest as part of the comprehensive PPM survey. JL reported that some potholes in pathways were now hazardous and requested that quotes be obtained to fix the most serious ones. The trustees asked the MA to obtain quotes for fixing the most serious potholes in paths around the EIV. JL to obtain quotes for fixing the most serious potholes in paths around the EIV.</p>	JL	01/11/2017
	<p>4.20 Streetlights Some of the Trust's streetlights are not numbered. JL recommended applying stickers to each of those which EIVT responsible for (e.g. EIV1, EIV2 or T1, T2) so that when residents call to report faults the specific lamp post can be identified quickly. In order to establish which street lights were the trust's responsibility, JL had obtained stickers that could be attached to those identified as such. The Trust's Contractor has agreed to attend after hours with JL to check individual lights at a fee of £250. This should save the Trust replacing lights that are not their responsibility, and potentially lower our electricity bills.</p> <p>The trustees agreed for the contractor to survey the street lights around the site to confirm those under trust responsibility. JL to arrange for and accompany Contractor to survey street lights in EIV.</p>	JL	01/11/2017
	<p>4.21 Wasp or Bee nest in the metal pagoda structure An insect nest had been reported in the pagoda seat in George Lovell Drive. This was for information only, as the insects will disappear with the onset of colder weather.</p>		
5	<p>Minutes of the previous meeting and update on actions No amendments were discussed</p>		
6	<p>2016-17 final accounts AC presented the 2016-17 final accounts and draft trustees report. A query was raised about bank accounts that were controlled by ICRI (the previous management agent) and had been frozen by the Charity Commission. AC will investigate the current position and report back to the board. Some amendments to the wording of the report were agreed and reference to the previous board of trustees that were suspended by the Charities Commission were removed. AC to amend commentary and investigate frozen bank account.</p>	AC	01/11/2017
7	<p>AOB Public Liability Insurance</p>		

	<p>The quotes received were based on the previous year's Community Centre income, estimated at £25k, but could be higher next year. This was questioned as being too high. JP agreed to ask NL to check the figure again, but believed the figure was correct.</p>		
	<p>JP to check Community Centre income.</p>	<p>JP</p>	<p>01/11/2017</p>
<p>8</p>	<p>Date of next meeting No date was set.</p>		