



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Wednesday, 25 October 2017 (171025)  
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**

Jaqui Lydon (JL) Craig Stevens (CS)

Topic	Item Description	Action Owner	Due Date
<b>1</b>	<b>Welcome, Apologies and Quorum Check</b> 5 Trustees present, meeting quorate		
<b>2</b>	<b>Declarations of Interest</b> There were no declarations of interest.		
<b>3</b>	<b>Update on Risk Register</b> There were no updates to the risk register.		
<b>4</b>	<b>Update on Previous Meeting Actions</b>		
	<b>4.1 Canal – duckweed clearance and ongoing maintenance contract</b> Clearance of the duck weed and blanket weed will start on the 30th October. A skip will be used to take the weed away, and the work will take 4-5 days.		
	<b>4.2 Repainting of posts (canal basin, metal bridge, entrance gates &amp; railings at old Police Station).</b>  Repair of potholes Two quotes have been received for each of the works, with a third expected mid-week next week. JL agreed she would pursue other contractors if the quotes do not appear.		
	<b>4.3 In Further potentially dangerous areas found around the community. Further quotes will be obtained to add to those received for the areas identified in the initial survey. These would be passed to the trustees for consideration.</b> JL to obtain further quotes for the additional works.	JL	07/11/2017
	<b>4.4 Jet Washing of paving on RHS of canal (as facing from raised planter)</b> This work is deferred until the clearing of the canal basin weed had been completed, estimated as W/E 3rd November.		
	<b>4.5 New stickers for dog bins</b> JL supplied a few samples of stickers to be placed on dog bins to encourage their use, and 'No Dogs Allowed' notices for playgrounds. Aluminium notices for the playgrounds would be more durable than laminated plastic but more expensive. The trustees asked JL to obtain the cheaper stickers for the dog bins, but VG will contact MT for the samples he previously provided for the playground notices. JL was asked to make the final decision thereafter.  Due to the low costs the board has authorised JL to purchase and arrange for the fixing of the signage she deems fit. JL to source and fix stickers for the dog bins and 'No Dogs' notices for the playgrounds.	JL	07/11/2017
	<b>4.6 Purchase of additional refuse bins to be place on site</b> JL will carry out a site inspection on the 26/10 to confirm the siting of new bins.	JL	26/10/2017
	<b>4.7 Urgent tree works</b> JL reported that the tree maintenance had been carried out.		

	<p><b>4.8 ANPR warning screen at Smeaton Road Bridge to alert people that ANPR checking in use</b></p> <p>Enfield Council has stated that ANPR cameras are installed on the island however they will not reveal the locations. Enfield Council has refused to fund any signage therefore the trustees have requested JL to investigate if planning permission is required to erect ANPR warning signage in various locations on the island.</p> <p>JL to investigate the posting of information signs regarding security cameras</p>	JL	07/11/2017
	<p><b>4.9 Upgrade noticeboard in commercial area</b></p> <p>JL has confirmed with the RSA that the notice board is our responsibility. She will investigate the options to renovate it including repainting it and replacing the cracked glass.</p> <p>JL to investigate the options for renovating the notice board.</p>	JL	07/11/2017
	<p><b>4.10 Procurement of large (A1?) scale map of village detailing who is responsible for all structures on site</b></p> <p>JL is waiting for electronic copies of the maps, having contacted Ordnance Survey. It was suggested that she could liaise with MT to arrange printing of the maps.</p> <p>JL to contact MT to arrange printing of the maps.</p>	JL	07/11/2017
	<p><b>4.11 Barrier in Government Row</b></p> <p>JL forwarded notes to trustees from her meeting with supplier Pearly Gates regarding the barrier. A heavy duty barrier was recommended over a gate. One option was to leave the old barrier in place but not to maintain it. The trustees asked her to investigate both options. The trustees also asked JL to investigate the costs of the various entry systems (GSM dialler, key fobs, etc.). JL will forward quotes when received.</p> <p>JL to obtain quotes for the various options for the barrier.</p>	JL	07/11/2017
	<p><b>4.12 Public Liability Insurance</b></p> <p>JP confirmed that although the old insurance has been extended, the new insurance cover could not be backdated without an additional charge. JP also confirmed that the insurance would be based on the turnover of the Community Centre. The cost of the updated insurance will be £2305.00.</p> <p>The trustees agreed that JP should proceed to arrange the new insurance.</p> <p>JP to arrange new public liability cover for the trust.</p> <p>JL asked for copies of the current certificates and the new certificates upon publication.</p>	JP JP	07/11/2017 07/11/2017
	<p><b>4.13 Winter survey of all EIVT street lights</b></p> <p>JL is yet to agree a survey date with the contractor Griggs.</p>		
<b>5</b>	<b>Matters arising</b>		
	<p><b>5.1 A number of residents have requested agreement from the trustees to carry out home alterations.</b></p> <p>The trustees confirmed their original agreement that they cannot give consent for work to be carried out but that they do not object, that changes should be 'like-for-like' and maintain the original appearance of the property, but that other residents may object.</p>		
	<p><b>5.3 Tree Works</b></p> <p>JL confirmed that the 3 month work schedule was now overdue and that the sixth month schedule was due in December. The quotes from three companies were presented to the trustees for consideration.</p> <p>The trustees accepted the quote from CSG Usher as they had carried out the original survey, and understood the work required.</p> <p>JL to instruct CSG Usher to carry out the tree maintenance work identified in the tree survey carried out earlier in 2017.</p>	JL	07/11/2017
	<p><b>5.4 Trust AGM</b></p> <p>JL asked for confirmation of the date of the trust AGM, due in December, so that notices could be distributed to members in good time. She also confirmed that she was not available for the first Wednesday in December, although another representative of the MA could attend.</p>		

	<p>The trustees confirmed that the AGM could be held on a weekday other than Wednesday, and asked JL to liaise with Nicky Cullen (NC) in the trust office to check which evenings in the Community Centre would be free in the first week of December.</p> <p>JL to liaise with NC and the trustees to confirm a free evening in the first week of December on which to hold the AGM.</p>	JL	07/11/2017
	<p><b>5.5 Grounds Maintenance – Schedule of Works</b>  JL supplied the trustees with a schedule of the gardeners' works, and photos of works that had been recently carried out.</p>		
	<p><b>5.6 Playgrounds – Repair Quote dated 29 Aug 2017 outstanding</b>  JL asked if the trustees wished to proceed with the repairs identified in the survey and quote supplied by Safeplay in August. She confirmed that after inspection, there had spotted no safety issues with any of the equipment, and no urgent works had been identified in the survey.</p> <p>The trustees decided that due to the onset of colder weather it would be better to defer the work until after the next scheduled inspection in January and have all repairs completed ready for the spring.</p> <p>JL to present the playgrounds survey to the trustees after the January inspection.</p>	JL	January 2018
	<p><b>5.7 Dogs – fouling on estate, no dogs in playgrounds</b>  This issue was raised by AC, who had fallen foul of dogs mess walking around the estate.</p> <p>JL suggested offering free dog poo bags, tied to the dog bins, or available from the trust office. PK suggested asking wardens from the borough to patrol and fine people who allowed their dogs to mess.</p> <p>JL to investigate ways of reducing the dog mess left around the estate.</p>	JL	07/11/2017
	<p><b>5.8 Use of Motorbikes and mopeds on grassed areas</b>  PK stated that his partner had been subjected to threatening behaviour earlier that day by young, masked motorbike riders on the central green area. However, the local ward officers' phone was constantly engaged, and NC in the trust office had called 101. An email reply from the local ward officers regarding the situation stated that it was 'difficult' to obtain help during the day as all police resources and shifts were concentrated on the evenings because to the imminent Halloween and fireworks season.</p> <p>The trustees asked that the constituency MP and the borough commander be written to expressing dissatisfaction with the level of service being offered by the police during the day at this time of year.</p>	PK	07/11/2017
4	<p><b>Discussion with CS regarding the MA contract with EIVT</b>  In view of the recent resignation of David Goldberg (DG) from the MA, the trustees sought reassurances from CS that the agreements made with DG would be honoured. The email exchange between the trustees and DG was shown to CS.  CS confirmed that the MA accepted all of the agreements made by DG regarding how the MA would work with EIVT in the future, without prejudice.</p>		
5	<p><b>AOB</b>  The trustees agreed that the next board meeting should focus on AGM planning.  Trustees discussed planning and budgeting with JL and CS and the need for a properly costed planned preventative maintenance (PPM) programme.  Trustees stated that their objective is to prepare a comprehensive financial plan that will enable them to set a rentcharge and then keep it as consistent as possible, to provide sufficient reserves to enable higher or lower expenditure in years as required. The reserves would effectively balance out the peaks and troughs of expenditure over rentcharge income so that the rentcharge did not need to be increased significantly in a single year other than due to unforeseen circumstances.</p> <p>VG confirmed that an asset survey had been carried out in 2012, which could be used for planning.</p> <p>CS will contact Steven Johnson of Amber Management, a previous MA of EIV, to obtain the asset survey if possible.</p> <p>Date of Next Meeting  Wednesday 7th November, venue to be confirmed.</p>	CS	07/11/2017