



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 08 November 2017 (171108)
MINUTES & ACTIONS

Trustees

Vincent Green, Chair (VG)	Present
Jay Paramanathan, Vice Chair (JP)	Present
Andrew Colledge, Treasurer (AC)	Present
Paul King, Secretary (PK)	Apologies
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 5 Trustees present, meeting quorate		
2	Declarations of interest and Quorum Check There were no declarations of interest.		
3	Update to Risk Register There were no updates to the risk register.		
4	Minutes of Previous Meeting - These were approved with minor alterations.		
4	Review of Minuted Actions trustees reviewed the actions from the latest minutes. Trustees discussed the need for a new process to capture minuted actions and assign actions to trustees and Management Agent AC to capture all actions from the latest set of minutes and to create a live document that will be reviewed at each board meeting.	AC	10/11/2017
5	Adoption of model board etiquette Trustees discussed the model board etiquette published by the Institute of Chartered Secretaries and Administrators Trustees agreed to incorporate the model board etiquette in to the Board member recruitment and membership policy JB will send the policy to trustees for comment and final approval.	JB	22/11/2017
6	Approve renewal of director's liability insurance Director's liability insurance policy is due for renewal. The trustees who are also the Directors of EIVT are required by the articles of association to be insured against liability. JB presented the quotes obtained for the broker Trustees approved the expenditure to renew cover JP to ask broker to renew insurance and pass the invoice to MA for payment	JP	10/11/2017
8	AGM planning the 2017 AGM is planned for 7 December 2017. Trustees discussed the presentations that will be made on the day and who will speak. Trustees decided that not all Trustees would need to present at the meeting. VG will chair the meeting, open and close the meeting and update members on the progress this year. AC will lead on finance. JB and JP will choose topics to discuss. Nicky Cullen NC will present plans to develop the community Centre Trustees will propose the topics they will discuss at the AGM and will circulate a bullet point list of the important points they will cover in their topic.	AC, JB, VG, JP, NC	11/11/2017
9	AOB JB asked for new GDPR regulations to be discussed on next month's agenda	AC	
10	Date of Next Meeting		

The next meeting will be the monthly Management Agent meeting
Wednesday 22 November 8:00 pm at CAHT offices
Send out agenda and papers

AC