



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 22 November 2017 (171122)
MINUTES & ACTIONS

Trustees

Vincent Green, Chair (VG)	Present
Jay Paramanathan, Vice Chair (JP)	Present
Andrew Colledge, Treasurer (AC)	Apologies
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 5 Trustees present, meeting quorate		
2	Declarations of interest and meeting quorate There were no declarations of interest		
3	Update to Risk Register There were no updates to the Risk Register.		
4	Approval of minutes of previous meeting and matters arising The minutes of the previous meeting were adopted. There were no matters arising not dealt with below.		
5	Review of Action log A number of dates of actions were updated. Actions assigned to the MA should be chased based on the budget expenditure incurred, but also items in need of urgent action. Trustees were urged to check the weekly MA reports. The MA will be chased on outstanding actions based on budget expenditure and urgency of completion.	Trustees	Ongoing
6	Alterations by Householders A number of proposed alterations were discussed.		
7	Condition of Pathways JL presented 2x quotes for dealing with most urgent areas (specifically Mayall Close which highly hazardous). Trustees requested minimum three quotes. JL to source ASAP. JL to source another quote for repair of potholes in Mayall Close.	JL	06/12/2017
8	Invoice payments Current spreadsheet was provided however JL still needs to check a queried payment to utility company as believed already done. JL to revise spreadsheet and re-send to VG/AC. JL outlined the details of the MA's financial operations regarding payment of invoices to trustees. Trustees raised a query re: Dalemarsh invoice to replace broken equipment to playground circa July 2017. JL confirmed an order is on WE database and has asked Anna for more info. Trustee's will also check historical weekly reports as they have vague recollection of this but not specifics. JL to investigate details of Dalemarsh invoice from July 2017 before payment.	JL	27/11/2017
9	Tree works		

	<p>Scott @ CSG Ushers has confirmed the instruction and advised that he is in contact with Enfield Council's planning office regarding the required consent to work in Conservation Area and on TPO (Tree Preservation Order) registered trees. Scott advised that getting consent can take up to 8 weeks but is chasing council weekly and will advise JL immediately that consent is granted so that date for starting work can be agreed.</p>		
10	<p>Canal Canal clearance confirmed completed, and advised that JL waiting for final quote for maintenance contract.</p>		
11	<p>Repainting of Canal Posts & Raised Planter JL provided 2x quotes. Trustees queried how many posts are around canal and length of woodwork around raised planter. JL believes 72 canal posts (to be checked) and approx. 80 linear Metres for raised planter. JL also advised that some points are starting to rot from the bottom and repair has been allowed for within quotes. JL pointed out that CCB had also quoted for brickwork repair to raised planter where there has been historical damage – presumably vehicle impact as planter forms edge of car park. Trustees requested further quotes. JL to source. JL to source additional quote for repainting work.</p>	JL	06/12/2017
12	<p>Jet-Washing of Paving Between Canal & Archways Originally put on hold pending completion of duckweed/blanketweed removal. JL confirmed price from Jetblast was £525 (nil VAT) and that they carry their own water supply. Trustees ask for additional quotes to be obtained. Trustees discussed the purchase of a jet wash system for future use and initial searches showed systems at around £2000. Trustees asked for additional quotes for systems. JL to source quotes for jet washing the canal side. JL to source quotes for jet wash systems.</p>	JL JL	06/12/2017 06/12/2017
13	<p>New dog bin stickers MT had price from own supplier for custom made stickers with EIVT mentioned. EIVT has no legal enforcement rights so unlikely to make any difference. Trustees instructed JL to purchase stickers previously sourced online (eBay). Trustee's collectively requested JL confirm thickness of said stickers before purchase. JL to purchase 'No fouling' stickers for dog bins after confirming thickness of vinyl was suitable.</p>	JL	06/12/2017
14	<p>Additional Refuse Bins for Site JL has spent a lot of time out and about on site and believes that littering issue will not be resolved by buying more bins – the problem is the lack of consideration from people around the estate. This ties in with the issue of people not clearing up after their dogs. Where individuals have been seen by JL leaving litter she has mentioned to them, and also occasionally picked up litter to bin. JL advised Trustee's that she had on one occasion seen a lady clearing up after her dog but then dropping crisp packet on ground!</p>		
15	<p>Tree Works – Barrass Close JL confirmed the work has been completed.</p>		
16	<p>ANPR Warning Screen JL confirmed that Highways Dept. of Enfield Council will not fund a flashing display. Trustees agreed that JL should obtain quotes for both flashing display and reflective fixed sign. Ideal location will be as entering Island over Smeaton Road Bridge – likely will need planning consent/cooperation from Council but can be pointed out that Trust paying for something council will benefit from. Alternative location – roundabout at Water Tower. JL to investigate costs and planning requirements for ANPR warning sign</p>	JL	06/12/2017
17	<p>Upgrade Noticeboard in Commercial Area JL confirmed is not in poor condition, but minor scratches where being used as bike rack. Trustees agreed to defer upgrade to noticeboard until summer 2018. Trustees to budget for upgrade to noticeboard in 2018/ 2019 budget.</p>	All	01/01/2018
18	<p>Large scale map</p>		

	<p>JL advised that using free OS service did not provide sufficient detail and advised some of the existing Land Reg maps would be suitable for enlargement but these are paper copies provided to WE at handover. JL to recheck cost with OS for custom ordered 'Vector' map in electronic format (MT can print large-scale) with multiple available datasets allowing customisation. MT also looked at Google Maps who do hi-resolution map service. JL to check and verify prices.</p> <p>JL to check OS Vector and Google hi-res maps costs.</p>	JL	06/12/2017
19	<p>Barrier at Government Row</p> <p>JL confirmed barrier reinstated 6th Oct 2017. Damaged on 30th Oct and repaired 30th/31st October. Unknown whether cause of damage was vehicle impact or not.</p>		
20	<p>Public Liability Insurance</p> <p>It appeared that payment for the insurance had been paid incorrectly but that this had now been rectified by JL. JP still waiting to hear from Zurich regarding cancellation or otherwise of policy.</p> <p>JP commented that from EIVT perspective there has been a lack of WE support to JL, and thanked JL specifically for her actions regarding this item.</p>		
21	<p>Street lights</p> <p>JL has multiple 'Contract Plans' which identify EIVT/Council/Other street lights. JL has done 'after dark' walk around of estate and all EIVT street lights confirmed working and will spend at least 1 afternoon each week checking these after dark throughout Winter.</p> <p>JL to check lights under EIVT responsibility weekly.</p>	JL	Ongoing
22	<p>Illegal Fishing</p> <p>Given ongoing complaints trustees asked JL to obtain quotes for 3-4 'No Fishing' signs, specifically for railings along river pathway heading from Martini Bridge towards old Police Station.</p> <p>JL to obtain quotes for 3-4 'No Fishing' signs.</p>	JL	06/12/2017
23	<p>Parking Problems on Pritchett Close</p> <p>JL advised Trustees of problems with parking on Pritchett Close, specifically in the bays to front of houses. Some residents have asked that they be lined to separate the bays as some residents are parking across two. Trustees agreed JL can obtain quote but if residents want to proceed with lining, they must collectively pay cost themselves.</p> <p>JL to obtain quote for white lining of parking bays in Pritchett Close</p>	JL	06/12/2017
24	<p>Search for Restrictive Covenants registered at the Land Registry</p> <p>Currently waiting for confirmation of available documents and download costs from solicitor's enquiries team who deal with these.</p>		
25	<p>Resident complaint heard in private</p>		
26	<p>General Data Protection Regulations (GDPR)</p> <p>The new regulations are to come into force in May 2018. It was accepted that explicit consent to share members' date was required. This request, plus our data sharing policy, should be included on the membership forms completed by trust members. It was accepted that residents cannot be members if they do not sign the form. JB pointed out that there will be many operational issues arising from the new regulations, and she would advise when more information became available.</p> <p>JB to advise trustees when more information about GDPR became available.</p>	JB	01/01/2018
27	<p>Final Accounts and bank balances for 2016-2017</p> <p>As AC was absent this matter was deferred.</p>		
28	<p>AGM planning</p> <p>The trustees agreed that the form for applicants to join the board should be given out at the AGM, and that this should be reviewed urgently</p> <p>As the AGM will follow the same pattern as last year's, the trustees agreed to hold a final planning meeting in the week of the AGM to finalise details.</p> <p>Trustees assigned to speak at the AGM to produce their presentations by the planning meeting prior to the AGM.</p>	Trustees	06/12/2017
29	<p>AOB</p> <p>Trustees discussed publication of Board minutes</p> <p>It was agreed that NC would be asked to publish minutes on the Trust website</p>		

	PK will liaise with NC regarding the publication of the meeting minutes on the trust website.	PK	06/12/2017
10	Date of the next meeting An AGM planning meeting will be held on the 5 th or 6 th December.		