



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 17 January 2018 (180117)
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	Apologies
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 There were no declarations of interest.		
3	Update to Risk Register There were no updates to the risk register.		
4	Minutes of Previous Meeting - were not reviewed		
5	PDC court actions Trustees discussed details of debt collection which was deemed to be a confidential matter and not for publication.		
6	Prioritisation and scheduling for next 6 months JP outlined the work that will need to be completed in the next 6 months. See attached schedule for details. Trustees agreed the priorities, a target date and responsible officer for each task JP to distribute the list of actions and responsible officers.	JP	
7	Budget/spending plan for remainder of 2017-18 Trustees discussed the expenditure against budget and the current bank balances. Trustees queried why Warwick had not spent the budget as planned and how much work was still outstanding at this point in the financial year. Trustees want to see monthly management accounts to include budget, actual and forecast to year end. An updated report to be available for discussion at the next management agent meeting scheduled for 24 January 2018. Warwick also need to prioritise any outstanding issues in the health and safety report so that these are completed ASAP. JP liaise with JL explaining the Trustees expectations.	JP	
8	Community Centre refurbishment plan prepared Trustees discussed the refurbishment plan prepared by Nicky Cullen Trustees were satisfied that competitive quotes had been received and approved the works to proceed. VG to advise NC to proceed with the agreed plan.	VG	
9	2016-17 Annual accounts update AC updated Trustees: Accounts have been filed at Companies House within deadline Accounts have not yet been filed with Charities Commission Trustees asked AC to ensure that the accounts and associated annual reports are filed by the due date. File accounts before deadline of 31 January 2018	AC	
10	AOB		

	There was no other business.		
11	Date of Next Meeting The next meeting will be the monthly Management Agent meeting Wednesday 24 January 2018 7:30 pm at CAHT offices Send out agenda and papers	JL	