



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Tuesday, 13 February 2018 (180213)
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

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	Risk register review and updates There were no updates.		
4	Review of EIVT action plan JP reviewed each task on the trustees' action plan with the person allocated to it, discussing and agreeing the expected outcomes. The trustees agreed that the plan was achievable.		
5	<p>Relationship with Warwick Estates</p> <p>It was accepted that JL was still getting up to speed with the demands of the village, but that there had still not been enough action to complete works. For example, there appeared to be no progress with the potholes on the path near the river nor the barrier in Government Row. There was still no maintenance contract in place for the ornamental canal. Although quotes for outstanding works have been received, additional quotes were required for each task in order for trustees to make a decision.</p> <p>The trustees accepted that Carl Beard had pledged additional support for JL when she started.</p> <p>The Terms of Reference (ToR) document the MA had been asked to complete had still not been returned to the trustees. The trustees felt that more responsiveness was required from the MA, the ToR needed to be agreed with them and honoured so that their service could be monitored against agreed standards.</p> <p>The trustees agreed that the MA had been successful in collecting the rent charge and historical debt. The rebate requested for the absence of the MA representation in the summer had been received.</p> <p>However, the financial reporting still did not match the trustees' needs. The reports did not show correct totals and there were gaps in the totals.</p> <p>JP will talk to JL again to show what was required, and whether these needs could be met by the MA, before our meeting next week.</p> <p>The board was also awaiting the draft budget from JL, which in turn would determine the level of rent charge for 2018/ 2019.</p> <p>The trustees agreed that the situation had to improve before the AGM in the summer, to ensure that the new trustees could be assured of a good service from the MA.</p>	JP	20/02/2018

	<p>The appearance is that there is no forward planning for the gardening, with direction coming from the Trust. Observations from residents regarding the lack of visibility of the gardeners had been received from residents. It was suggested a rolling monthly contract with the gardeners at the end of their contract in April.</p>		
6	<p>Community Hall refurbishment</p> <p>The trustees reviewed the list of works proposed by Nicky Cullen (NC) and decided upon a pale grey colour scheme. The cork notice boards need to be taken down but will be replaced with ones that meet current legislation requirements later, and the projector screen will be replaced with a white-painted wall.</p> <p>The blinds may also need replacing, James from the youth centre has previously commented that they were not child-friendly. It was also agreed to investigate the costs of refurbishing the kitchen.</p> <p>Costs of refurbishing the kitchen with new cupboard doors, fridge and cooker to be investigated by NC. ? 20/02/2018</p> <p>Details of refurbishment to be confirmed to NC ready for the start of the refurbishment on the 12th March. ? 20/02/2018</p> <p>JB will contact the fire safety officer at CAHA regarding what notice boards can be used. JB 07/03/2018</p> <p>PK to liaise with James and NC to confirm suitability of new blinds with NC. PK 20/02/2018</p>		
7	<p>Board Meeting Schedule and Attendance</p> <p>The RSA had requested a meeting with the board to discuss the community centre. It was suggested we ask them to attend our MA meeting next week at 9:00 pm, after JL had completed her agenda, and to ask for the details of their proposals for prior consideration.</p> <p>VG to offer time slot at next MA meeting on 20/02/18. VG 16/02/2018</p> <p>It was agreed that the board would meet one week before each monthly MA meeting. The MA meetings were to be held on Tuesdays on the third week of each month (circa. 24th) so the board meetings would be held on the Tuesdays of the second week of each month (circa 14th).</p> <p>It was also agreed that the agenda for the MA meeting should be made available to the board the Friday before the meeting, so that trustees can prepare for the meeting more effectively.</p> <p>PK to request MA meeting agenda to be send by JL with the weekly site update the Friday before the scheduled MA meeting. PK 16/02/2018</p> <p>PK to set up monthly calendar invites to both the MA meetings with JL and board meetings for the next six months.</p>		
8	<p>AOB</p> <p>confidential staff matters were discussed</p>		
9	<p>Date of Next Meeting</p> <p>Tuesday 13th March, 7:30 pm at CAHA offices. The next MA meeting will be on Tuesday 20th February at 7:30 pm at CAHA offices</p>		