



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Thursday, 31 May 2018 (180531)  
MINUTES & ACTIONS

**Trustees**

Jay Paramanathan, Chair (JP)	Present
Andrew Colledge, Treasurer (AC)	Present
Jacqui Bainbridge (JB) CAH appointed trustee, 1 vote for CAH	Present
Kwame Owusu (KO) CAH appointed trustee, 1 vote for CAH	Apologies
Mark Turner (MT)	Present
Karen Rowntree (KR)	Present
Mark Novak (MN)	Apologies
Asraff Alleemudder (AA)	0

**In attendance**

N/A

Topic	Item Description	Action Owner	Due Date
	Tuesday 31st May at 6:30 pm at CAHA offices.		
<b>1</b>	<b>Welcome, apologies and quorum check</b> six trustees present, the meeting was quorate.		
<b>2</b>	<b>Declarations of interest</b> There were no declarations of interest.		
<b>3</b>	<b>Risk register review and updates</b> There were no updates. risk register will be added to the next agenda for review and approval.	Chair	
<b>4</b>	<b>Gardening Contract</b> Warwick Gardening have given the Trust one month notice to agree a new 12 month contract or end the current month-by-month agreement. Trustees have asked the managing agent to start the process of inviting interested companies to visit the site ready for the tendering process.  Trustees voted to approve a formal tendering process and asked JP to prepare the paperwork  JP will circulate the draft tender process for comment.	JP	04/06/2018
<b>5</b>	<b>Replacement of Community Centre Manager</b> Nicky Cullen left the Trust on 25 May 2018 and a replacement is needed. Trustees agreed to appoint an interim manager for an initial period of 3 months. The job description and pay rate will be approved by a committee of AC, KR, PK. Once the Job description is agreed a shortlist of candidates will be produced and interviews carried out. AC and MN to interview. Approve job description  Shortlist, interview and appoint candidate	AC, KR, PK	08/06/2018
		AC, MN	15/06/2018
<b>6</b>	<b>Section 22 Notice</b> The Trust received paperwork purporting to be a section 22 notice. The Trust solicitor has been asked to respond to the notice. AC provided a verbal update to trustees.		
<b>7</b>	<b>Trustee elections</b> There will be 5 vacancies for elected trustees during July 2018. board members discussed the process of requesting nominations and managing the election. A chairman's letter will be produced calling for residents to become members and for members to put their names forward to be trustees. Chair to draft letter and circulate for approval in accordance with the articles of association, a postal ballot will be held giving members 14 clear days to vote. Vote will be concluded by middle of June 2018. AC to prepare an outline project plan and update Trustees on timeline of key events. Trustees will prepare a poster for the community centre and RSA notice boards.	JP	15/06/2018
		AC	04/06/2018
		MT/KR	01/07/2018

8	<b>Planned Preventative Maintenance programme (PPM)</b> The contractor has been appointed but work has yet to start. AC will liaise directly with the contractor and ask JL to provide assistance. liaise with the contractor and ask JL to provide assistance.	AC	
9	<b>Public Liability Insurance</b> Trust Public Liability insurance is ready for renewal. Trustees decided to ask the broker to find the best quote Instruct broker to find best quote and provide continuous cover	JP	
10	<b>Canal maintenance</b> There is no contract in place for canal maintenance. Trustees discussed the difficulty in sourcing a suitable contractor and the urgent need to appoint as quickly as practicable.  MT had arranged for two companies to visit the site and provide a quote to bring the canal to an acceptable condition and to provide ongoing maintenance. MT will ask JL to add these quoted to the ones she already has and present them back to the board for approval.	MT	15/06/2018
11	<b>Any Other Business</b>		
	<b>Projector for Community Centre</b> A new PC projector was agreed as part of the community centre refurbishment. Trustees approved the quote from Christian Action Housing preferred supplier. PK to instruct supplier	PK	
	<b>Confidential rentcharge account query</b>		
12	<b>Date of Next Meeting</b> Tuesday 13th May at 6:30 pm at community centre. Update website to inform members	AC	