



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Thursday, 12 July 2018 (180712)  
MINUTES & ACTIONS

**Trustees**

Jay Paramanathan, Chair (JP)	Present
Andrew Colledge, Treasurer (AC)	Present
Jacqui Bainbridge (JB) CAH appointed trustee, 1 vote for CAH	Apologies
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**

Richard Hooker (RH)

Topic	Item Description	Action Owner	Due Date
<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 agenda for review by new Board.		
<b>4</b>	<b>Minutes of Previous Meeting - were not reviewed</b> Minutes are being reviewed ready for publication on website Minutes will be circulated for approval JP and AC to complete updates and circulate	AC/JP	20/07/2018
<b>5</b>	<b>Trustee elections</b> Trustee elections have closed and the following trustees have been elected by the members for a term of two years: Asraff Alleemudder Andrew Colledge Jegath Paramanathan Karen Rowntree Mark Turner Results will be published on the Trust website. New trustee Asraff Alleemudder will be invited to join the board once he has completed the required paperwork. Inform trustees of results Publish results on website	JP AC	13/07/2018 20/07/2018
<b>6</b>	<b>Gardening Contract</b> The gardening contract with Warwick Gardening has now ended. Trustees asked the managing agent to start the process of inviting interested companies to visit the site ready for the tendering process. Trustees have asked companies to quote for an interim contract to manage the gardens during the tender process. AC presented a paper comparing two interim bids that have been received. The board reviewed the paper and appointed an interim gardening contractor. This information is commercially sensitive and therefore confidential at this time.		
<b>7</b>	<b>Email and cloud storage</b>		

	<p>The Trust does not use EIVT email accounts and does not have business class cloud storage. Trustees currently use their own personal email accounts and use free google drive for storage. This is not professional and may not be best practice for GDPR. AC presented a paper outlining several email and cloud storage options.</p> <p>Trustees decided that Microsoft Office 365 with OneDrive provided the best balance of cost and features. Budget delegated to AC to proceed. Research the best pricing options and setup system.</p>	AC	20/07/2018
<b>8</b>	<p><b>EIVT Admin office</b></p> <p>The Trust office IT equipment has reached the end of its useful life. A new medium powered laptop, multifunction printer and display screen are needed. The Trust also needs to review office supplies to dispose of obsolete stock and replenish as appropriate. A budget of £1,500 was approved and delegated to AC: £1,200 capital and £300 revenue. AC to work with RH to procure the equipment and consumables</p>	AC	20/07/2018
<b>9</b>	<p><b>GDPR</b></p> <p>JB was due to present a paper to the board. As JB has sent apologies this item was not discussed at length. KO to liaise with JB regarding progress with paper</p>	KO	20/07/2018
<b>10</b>	<p><b>Managing Agent Contract</b></p> <p>The management agent contract was reviewed in confidential session of the board.</p>		
<b>11</b>	<p><b>Any Other Business</b></p> <p>There was no other business.</p>		
<b>12</b>	<p><b>Date of Next Meeting</b></p> <p>Thursday 26th July at 6:30 pm venue TBC Inform all Trustees</p>	AC	16/07/2018