



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Thursday, 26 July 2018 (180726)  
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) Present  
Asraff Alleemudder (AA) Present

**In attendance**

Richard Hooker (RH)

Topic	Item Description	Action Owner	Due Date
1	<b>Welcome, Apologies and Quorum Check</b> Six trustees present, the meeting was quorate.		
2	<b>Declarations of Interest</b> There were no declarations of interest.		
3	<b>Minutes of Previous Meeting</b> Minutes were approved AC will publish minutes on trust website	AC	27/07/2018
4	<b>Trustee introductions</b> Trustees introduced themselves and welcomed Asraff to the board		
5	<b>Officer election</b> The chair and treasurer stood down and trustees were invited to elect new officers JP was elected chair and AC was elected treasurer		
6	<b>Canal maintenance</b> The canal is currently undergoing a complete overhaul to check all pumps, aerators, electrical supplies, clear duckweed, blanket weed and cut back overgrown reeds, plants and trees and to treat the water as necessary. MT gave an update on the progress to date. Trustees accepted that the contractor had agreed a staged approach and had made an early start on the mechanical items before bringing additional manpower on site to clear the weeds and plants. It has been reported that the previous contractor had removed one of the aerators for repair and it may have been disposed of by the repair company. JP will write to the Managing Agent and ask them to investigate the situation.		
7	<b>Managing Agent Contract</b> The management agent contract was reviewed in confidential session of the board.		
8	<b>Maintenance - playgrounds</b> A stolen car has driven across the green area and crashed into one of the playgrounds damaging several fence panels. The estimated cost of repair is £950 Proceed with the repair as quoted. Ask JL to engage the contractors Ask JL to investigate options and costs of putting bollards or large rocks at strategic points around the green area to prevent cars driving on the park area.	AC AC	27/07/2018 27/07/2018
9	<b>GDPR</b> Subject not discussed as lead trustee was absent.		
10	<b>Update on Risk Register</b> A new risk register for the new board of trustees will be started risk register will be added to the agenda for review at next board meeting		
11	<b>Communications with residents</b>		

	Trustees discussed the need to improve communications and member/resident engagement. AA will prepare a communication strategy paper for the next board meeting.	AA	29/08/2018
<b>12</b>	<b>Any Other Business</b> RH informed the board that keys to the community centre have been provided for the canal maintenance team and the new gardeners so that they can use the kitchen and toilet facilities. Keys will be signed out and a charge made if lost. JL will coordinate	JL	29/08/2018
<b>13</b>	<b>Date of Next Meeting</b> Trust Board meetings will be held on the last Wednesday of the month at the community Centre. Members will be invited to attend these meetings. Inform all Trustees and post on EIVT website	AC	27/07/2018