



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Wednesday, 26 September 2018 (180926)
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)	Apologies
Karen Rowntree (KR)	Present
Mark Novak (MN)	Present
Asraff Alleemudder (AA)	0

In attendance

N/A	0
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	Item Description	Action Owner	Due Date
1	Welcome, Apologies and Quorum Check Six Trustees present, the meeting was quorate.		
2	Declarations of Interest There were no declarations of interest.		
3	Minutes of Previous Meeting The Minutes of the previous meeting were approved. Publish minutes on Trust website	AC	28/09/2018
4	Canal maintenance 4.1 A contractor had been appointed to complete an overhaul of the canal. However, there had been very little progress since the contract commenced and all work had stopped. The contractor (Watermetrics) did not respond to communications and gave no date for when work would resume. The Board (29/08/18) authorised Warwick Estates to terminate the contract and to seek an alternative contractor as a matter of urgency. The letter terminating the contract has been sent by Warwick Estate. The contractor has not acknowledged receipt of our letter. However, they have returned the keys to the Canal Control Panel by the date stated in the letter. The Board approved the quote by Essex Aquatics and authorised MN to lead on the arrangements. MN will liaise with Essex Aquatics and the Managing Agent to ensure all contractual arrangements are in place so that the contract can start as soon as possible.. 4.2 JP updated the Board on the missing aerator. JP contacted Carl Beard of Warwick Estates 3 weeks ago requesting an explanation of the events. No reply has been received to date. JP will follow up with Carl.	MN	01/10/2018
6	Important issues for decision 6.1 Playgrounds repair. A stolen car was driven across the green area and crashed into one of the playgrounds damaging several fence panels. The Board previously approved an estimate of £950 for the repair. However, after visiting the site the contractor found additional work was required. The Board asked the Managing Agent to obtain 3 quotes for the work. The Board approved the quote from Safeplay for £2,140. Managing Agent to instruct Safeplay to repair the playground 6.2 Disposal of Assets: Trust Lawnmower	JL	28/09/2018

	<p>The Trust owns a tractor lawnmower which has not been used for more than 12 months and requires considerable repairs to bring it back in to use. The new Gardeners were asked to assess whether the lawnmower could be repaired and arranged for a qualified repair agent to quote for the work. The repair company have assessed the lawnmower and have concluded that it is beyond economical repair. The Board have been asked whether they want the lawnmower returned to the container or disposed of.</p> <p>The Board approved the disposal of the lawnmower as recommended Inform the gardening contractors of the Boards decision and ask them to make the arrangements with the repair firm.</p> <p>6.3 Further items - deferred</p>	AC	28/09/2018
D	Deferred for review by the Managing Agent committee		
7	GDPR The Board discussed progress with GDPR compliance in confidential session		
8	Communications with residents Trustees discussed the need to improve communications and member/resident engagement. AA tabled a communications paper which was discussed by the Board. AA felt that explaining the benefits of membership will improve residents engagement and help when recruiting new Trustees Nicky Cullen had started to make progress with a newsletter and social media when she was working for the Trust. The Board agreed to contact Nicky to discuss whether she would be able to provide consultancy support to the Trust to continue that work. JP will contact Nicky Cullen to discuss options.	JP	04/10/2018
9	Any Other Business 9.1 Open office policy - The Trust office is currently open to residents during office hours. there have been recent incidents of anti social behaviour from residents including an incident where the police had to be called to remove Vladimir Ioannou. fortunately he left before they arrived. It was felt that the current policy may place staff at risk and was unsustainable. The Trust has a complaints process where residents can report issues to Warwick Estates by telephone and email. This process should be sufficient in the majority of cases. The Board agreed that the office should not be open during office hours and there would instead be a set period during the day for residents to visit the office by appointment. Inform Managing Agent and ask them to make the necessary arrangements The Board voted to bar Mr Ioannou from Trust premises and will formally write to him informing him of the position. RH draft letter for chair's approval 9.2 Community Development and Office Manager position Staff matter discussed in Private session 9.3 Trustees update AA informed the Board that he was no longer able to serve as a Trustee. The Board thanked AA for the contribution he had made and asked him if he will continue to attend Board meetings as a member of EIVT. The Board also asked if AA would be available to help with Committees where non Trustees are permitted to participate. The Board will review Trustee numbers and decide on recruitment process for additional Trustees as necessary. Update Trust registers as appropriate.	JL RH AC	28/09/2018 28/09/2018 28/09/2018
10	Date of Next Meeting 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. The next meeting is scheduled for 31/10/18 at 18.30. Inform all Trustees and post on EIVT website	RH/AC	28/09/2018