



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Monday, 25 February 2019 (190225)
MINUTES & ACTIONS

Trustees

Jay Paramanathan, Chair (JP)	Present
Andrew Colledge, Treasurer (AC)	Present
Kwame Owusu (KO) CAH appointed Trustee, 1 vote for CAH	Apologies
Mark Turner (MT)	Apologies
Karen Rowntree (KR)	Present
Mark Novak (MN)	Present
Laraine Hodgson (LH)	Present

In attendance

N/A

	Item Description	Action Owner	Due Date
1	Welcome, Apologies and Quorum Check Five 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, with no modifications Publish minutes on Trust website	AC	08/03/2019
4	Review of Minuted Actions Each Action on the Action List was discussed and completed actions were closed.		
5	Budget and expenditure Setting of Budget and Rentcharge for 2019-20 (demands are due out 1st April) The Budget was explained by AC with the recommendation that the Rentcharge remain at £250 per year The Budget was accepted. Rentcharge approved at £250. AC to update Budget details and re-circulate to Trustees AC to liaise with Surveyors to arrange Planned Preventative Maintenance Survey. JP to liaise with Warwick to agree Rentcharge letter to residents.	AC AC JP	08/03/2019 27/03/2019 27/03/2019
6	Managing Agent Contract The management agent contract was reviewed in confidential session of the Board.		
7	Gardening Contract The Gardening contract was reviewed in confidential session of the Board.		
8	Board Membership The Chair updated the Trustees on potential new Trustees. One member has dropped out and another has put their name forward. The Board is awaiting formal nomination paperwork, and this will be voted on immediately after the 13/03 AGM.		
9	Action Plan Scheduling time and resources to deliver other key outputs, e.g. 2019 AGM The 2019 AGM is planned for July. Completion of final accounts for 18-19 are key to achieving this deadline. The Treasurer (AC) recommended that Accounting records need to be migrated to a new modern accounting system. This was approved - a suitable system will be research by AC/MN - reporting at next Trustees meeting. Trustees agreed to defer all other scheduling/planning to the next board meeting	AC/MN	27/03/2019
10	Any Other Business None		
11	Date of Next Meeting The next Trustees meeting is scheduled for Wednesday 13/03/2018, following the AGM, then 27/03 at 18.30		

