



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Monday, 25 March 2019 (190325)
MINUTES & ACTIONS

Trustees

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

In attendance

N/A

	Item Description	Action Owner	Due Date	Action Log
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 Publish minutes on Trust website	AC		
4	Review of Minuted Actions Each Action on the Action List was discussed and completed actions were closed.			
5	Appointment of Trustees Trustees may appoint a trustee to cover a vacancy. Mark Turner has resigned as a Trustee creating a vacancy. Rebecca Allotey, a member of the Trust has put her name forward for appointment and was unanimously elected by the Trustees present Update the company register, Charities Commission and Companies House	AC		
6	Budget and expenditure Trustees asked Warwick Estates to send out the 2019-20 rentcharge demands and accompanying budget plan. The are not happy with the format provided by Warwick Estates and have asked for them to send out the information as requested without significant extra cost. Board decided to ask Warwick one last time to comply with our instructions. The Treasurer will request the latest EIVT client list from Warwick and put together a contingency plan to send the rentcharge pack ourselves if Warwick fail to comply with our wishes. Liaise with Warwick	JP AC		
7	Gardening Contract The gardening contract is due to expire on 31/03/18. LH and AC met with the current contractor and proposed a 12 month extension to the existing gardening contract at £88,917, which represents an inflation increase of 2.2%. the contract would include drawing up a detailed specification that would be used for future tendering of the contract. The board are happy with the service provided. Resident complaints received are low and are dealt with promptly. Trustees decided to approved the extension. Inform Warwick of the contract extension request that they draw up the contract paperwork in liaison with the gardening supplier.	JP AC		
8	Trust AGM The Trust must hold its Annual General Meeting (AGM) every 12 months. Trustees discussed the date for the next AGM and the format of the meeting. The item will be discussed in more detail at the next meeting.			
9	Business Planning and Priorities JP asked Trustees to consider Business planning and prioritisation of tasks ready for further discussion at the next board meeting.			
10	Any Other Business 10.1 Trustees discussed the need to improve website and use of social media. It was suggested that an advert for assistance could be placed on our website.			

	10.2 LH advised that she will host a coffee morning on 11th May with Joan Ryan MP, to discuss in particular crime and security in the EIV area.			
11	Date of Next Meeting Next Full Board meeting: 29th April, then the last Monday of every month Update website Next committee meetings: Estate Management Cttee: 8th April, then every two weeks	AC		