



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Monday, 29 April 2019 (190429)
MINUTES & ACTIONS

Trustees

Vincent Green, Chair (VG)	0
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
Rebecca Allotey (RA)	Present

In attendance

N/A

	Item Description	Action Owner	Due Date	Action Log
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		
4	Review of Minuted Actions Each Action on the Action List was discussed and completed actions were closed.			
5	Rentcharge Demands The chair informed the board that the Rentcharge demands for 19-20 were posted by the mailing company on behalf of the Trust on 29/04. The payments are due 1 month later on 31/05/2019.			
6	Canal maintenance Trustees discussed the option to renew the canal maintenance contract Trustees approved a 12 month extension. Chair to inform Warwick and ask them to draw up the necessary contractual paperwork.	JP		
7	Planned Preventative Maintenance programme (PPM) Trustees are still waiting for the first draft of the report. Trustees were informed that there have been delays due to queries with the site map that required additional site visits. Ask Warwick to chase the supplier and ensure delivery	AC		
8	Legal matters Trustees discussed legal matters in closed session			
9	Bookkeeping and Accounting The Trust bookkeeper has now left and new arrangements are due to commence. AC has decided to stand down as Treasurer having served for more than 2 years. Trustees appointed MN as Treasurer. AC to handover Treasurer responsibility to MN MN to be added as an authorised signatory with the Trust Bank Contact Bank and make arrangements	AC/MN AC		
10	Any Other Business None			
11	Date of Next Meeting The next Trustees meeting is scheduled for Monday 3/06/2018 Dates to be published on EIVT website	AC		