



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Monday, 15 July 2019 (190715)  
MINUTES & ACTIONS

**Trustees**

Jay Paramanathan, Chair (JP)	Present
Andrew Colledge (AC)	Present
Kwame Owusu (KO) CAH appointed Trustee	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	<b>Welcome, Apologies and Quorum Check</b> Five 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> The Minutes of the previous meeting were approved Publish minutes on Trust website	AC	16/07/2019	
4	<b>Chairman's update</b> 4.1 Canal Chair gave an update on the canal clearance. Complaints have been received about the state of the canal. Essex Aquatics have used a safe weed killer to kill and reduce the spread of duck weed and blanket weed. They now need to arrange for skips to be delivered and the weed removed. Trustees asked if the contractor could prioritised this work as it is an eyesore. MN will liaise with Essex Aquatics to make arrangements. 4.2 Gardening Chair reported that there had been complaints that some small areas had recently been missed by the gardeners.  Trustees agreed that Warwick should to deal with this matter as managing agent and report back to trustees.  Ask Warwick to sort this out. 4.3 Trees LH informed the board that there were trees with branches overhanging the footpath. Chair informed the board that they had previously instructed the managing agent to manage the trees under the annual tree survey and had expected these matters to be dealt with. Ask Warwick to sort this out.	JP	16/07/2019	
5	<b>Trust AGM</b> 5.1 2018-19 published accounts Treasurer (MN) updated the board on progress and expected the accounts to be ready in time for the AGM subject to independent inspection and publication. Trustees discussed whether we needed a full set of SORP compliant accounts to present to the members as these do not provide useful information about where Trust funds have been spent. Trustees agreed that as in previous years a presentation on the budget and actual expenditure for the year with an update on the cash, Accounts Payable and Accounts Receivable would be more useful to members. Ongoing project to complete accounts	MN	ongoing	
6	<b>Managing Agent Contract</b> The management agent contract was reviewed in confidential session of the Board.			
7	<b>Trustees agreed to start the process of finding a new management agent.</b>			
8	<b>Minutes of Previous Meeting</b> The Minutes of the previous meeting were approved Publish minutes on Trust website	AC	31/07/2019	
9	<b>Legal matters</b> Trustees discussed legal matters in closed session			
10	<b>Any Other Business</b> None			
11	<b>Date of Next Meeting</b>			