



ENFIELD ISLAND VILLAGE TRUST
Trustees Board Meeting
Monday, 30 September 2019 (190930)
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 & 2	Welcome, Apologies and Quorum Check Five Trustees present, the meeting was quorate.			
3	Declarations of Interest There were no declarations of interest.			
4	Minutes of Previous Meeting Minutes have been prepared ready for circulation and approval Send minutes to Trustees for approval	AC		
5	Trust AGM AGM date will be pushed back so that the final accounts can be prepared. Notices will be sent out to members once a date has been fixed. Update website to inform members	AC		
6	Playground repairs Trustees reviewed the latest playground inspection which recommended repairs categorised according to how urgent they are. Trustees approved all urgent repairs. Jay will instruct the managing agent to instruct the contractor to complete the work and prioritise the work as appropriate. Trustees discussed the less urgent repairs and the need to refurbish the play areas. Trustees will ask the Managing agent to look at refurbishment options in the new year.	JP		
7	Legal matters legal matters were discussed in closed session.			
11	Managing Agent Contract The management agent contract with Warwick Estates expired some time ago and we have been on a rolling month-by-month contract. Trustees decided to look for a new agent to compare against the current offering. Rendall and Ritner were recommended and were asked to tender for the service. Trustees have received the proposal and have met with Rendall and Ritner to discuss their proposal in detail. JP has written back to RR with clarification questions and asked for more detail about specific services offered. Trustees prepared a list of specific functions that the management agent should include in their contract proposal. JP to continue liaison with RR to complete proposal ready for approval by board at the end of October. Trustees discussed handover arrangements and any potential problems with the incumbent management agent. Previously the management agent ICR1 refused to hand over any documentation to Warwick estates. To Mitigate this risk the trustees inserted a clause in the Contract to require Warwick Estates to handover all property and information at the end of the contract.			
6	Any Other Business There was no other business.			
7	Date of Next Meeting The next Trustees meeting is scheduled for Monday 28/10/2019 at the Community Centre Dates to be published on EIVT website	AC		