



ENFIELD ISLAND VILLAGE TRUST  
Trustees Board Meeting  
Wednesday, 05 February 2020 (200205)  
MINUTES & ACTIONS

**Trustees**

Jay Paramanathan, Chair (JP)	Present
Andrew Colledge (AC)	Present
Karen Rowntree (KR)	Apologies
Mark Novak (MN)	Present
Benn Perrott (BP)	Present
Sam Coleman (SC)	Present
Laraine Hodgson (LH)	Present

**In attendance**

Loretta Moore(LM)

	Item Description	Action Owner	Due Date
<b>1</b>	<b>Welcome, Apologies and Quorum Check</b> Six Trustees present, the meeting was quorate.		
<b>2</b>	<b>Declarations of Interest</b> There were no declarations of interest.		
<b>3</b>	<b>Minutes of Previous Meeting</b> The Minutes of the previous meeting held on 28/10/19 were approved. Publish minutes on Trust website	AC	
<b>4</b>	<b>Estates Services Update</b>		
<b>4.1</b>	<b>Barrier in Government Row</b> The barrier at Government Row was recently damaged. The Trust contractor visited the site and has declared that the barrier is damaged beyond repair. The contract has quoted £2,900 to replace the barrier with a similar type. Trustees informed the managing agent that Warwick had been instructed to conduct a consultation on the options for the barrier; which included the location of the barrier and whether 2 barriers were needed.  Trustees asked RR to write to residents in Government Row to start the consultation process which will conclude by 2 March 2020. A draft letter will be prepared ready for approval by the chairman	LM	11/02/2020
<b>4.2</b>	<b>Canal maintenance</b> The canal water feature is still heavily covered in duck weed and blanket weed. The Contractor has provided quotations for immediate clear up of the weed, and for short-term and long-term solutions to the problem  Trustees approved the immediate clear up of the weed as quoted. This will provide 3 men x 8 hours x 5 days to clear as much weed as possible. Trustees decided to discuss the proposed solutions with the contractor and asked the managing agent to arrange a presentation and meeting to discuss the solutions in more detail. Work to start week commencing 10/02/20 Arrange meeting with contractor. Suggested date: 02/03/20 The Barge needs to be cleaned and repainted. LM will continue enquiries into refurbishment options.	LM LM LM	06/02/2020 06/02/2020 03/03/2020
<b>5</b>	<b>EIVT Investment properties</b> The tenant has now moved out of Webley Court. The property requires refurbishment before new tenant can be found. Trustees approved the estimate from Blue Light London to the value of £5,000 MN and SC to visit the property and meet the builder to agree the work. Trustees asked the managing agent to shortlist 2 local letting agents that can manage both of the Trust's properties and find a tenant for Webley court as soon as the refurbishment is complete.	MN, SC LM	14/02/2020
<b>6</b>	<b>Managing Agent Onboarding</b>		
<b>6.1</b>	<b>Communications with residents</b> LM will draft a letter to all residents introducing RR as new managing agents. The letter will be added to our website and a notice placed in the Trust notice board and on the door of the community Centre. LM will record a message on the old office phone to direct residents to the new RR telephone number	LM LM	14/02/2020 07/02/2020
<b>6.2</b>	<b>Risk Assessment</b> The Trust is required to have risk assessments carried out by suitably qualified companies on handover from Warwick it transpires that many of these are out of date. Trustees expressed their alarm at the level of neglect from the former managing agent. Trustees asked RR to arrange the risk assessments as a priority. Arrange Risk assessments to include: 1. General Risk Assessment 2. Bridge Assessments(two Trust Bridges NOT the main bridge into the village) 3. Water Tower Asbestos Management Plan 4. Clap Cap inspection	LM	
<b>6.3</b>	<b>Planned Preventative Maintenance programme (PPM)</b>		

	<p>The Trust commissioned a full survey of the Trust's Assets to include an estimate of replacement date and likely cost. The surveyor has completed their work and have produced a draft report. Warwick were supposed to go through this report to ensure that the survey had been completed as agreed. However, this has not been done. Since taking over as managing agent LM has made several attempts to meet with the surveyor to review the work. So far they have been reluctant to meet without Trustees present.</p> <p>LM will continue to press for a meeting to address areas of concern that she has identified.</p> <p>LM will feedback to Trustees at the next board meeting.</p>	LM	03/02/2019
6.4	<p><b>Rentcharge Demands</b></p> <p>Rentcharge demands are due to be sent out before 1 April. LM will prepare a first draft budget for the next board meeting. LM has requested a full analysis of spend to date.</p> <p>MN to provide spreadsheet download of all expenditure to LM</p>	MN	10/02/2020
7	<p><b>Any Other Business</b></p> <p>LM asked if staffing could be added to the agenda for the next meeting.</p>		
1, 2	<p><b>Welcome, Apologies and Quorum Check</b></p> <p>Six Trustees present, the meeting was quorate.</p>		
3	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>		
4	<p><b>Trust AGM</b></p> <p>To be quorate an AGM requires 20 members to attend in person or by proxy. The meeting held on 16/12/19 was not quorate and was adjourned. The rescheduled meeting was held on 27/01/20 and in accordance with the articles of association was automatically quorate.</p> <p>Trustees are concerned about poor attendance by members. Although the second meeting was better attended it was clear that most of the residents present were not members.</p> <p>At a previous AGM, members had requested that they be given a vote to approve the minutes from the previous AGM. N.B. there is no requirement for members to approve minutes.</p> <p>At the meeting of 27/01/20 the chair of the board gave the members present the opportunity to vote. However, members declined that offer as they felt they could not approve the minutes of the previous years AGM as most of them did not attend the meeting. It was suggested at the meeting that a further general meeting could be held and members asked again to approve the minutes.</p> <p>Trustees discussed this proposal and the likelihood that minutes would be approved at a future meeting. Trustees felt that this was unlikely due to the passage of time since the meeting. Trustees voted to approve the minutes for publication.</p> <p>Trustees felt that it would be better to use the time by organising a residents coffee morning on a Saturday morning in April. The local police would be invited to discuss residents concerns about anti-social behaviour and crime. The meeting would also give trustees the opportunity to discuss topical issue with residents. suggested topics: ornamental canal and playgrounds.</p> <p>Liaise with police and arrange a suitable date when Police, Trustees and the community Hall are free.</p>	LH	
5	<p><b>Governance</b></p> <p>The articles of association have not been reviewed for nearly 4 years since the interim managers took over management of the Trust after the Charity commission suspended the previous board.</p> <p>AC proposed the following changes:</p> <ol style="list-style-type: none"> <li>1. Membership rules are changed so that ALL property owners are automatically members. With any resident in rentcharge arrears automatically suspended from membership until all debts are paid.</li> <li>2. Remove nominated Trustees from Christian Action and London Borough of Enfield as these organisations have not engaged with the Trust and provided a Trustee. 2 further elected/appointed Trustees would be added.</li> <li>3. Quorum be changed from 5 to 4. Many board meetings have had to be cancelled because only 4 trustees could attend. This has delayed work and caused real issues in our ability to make decisions and manage the Trust.</li> <li>4. Remove the restriction where a Trustee has to take a break of 1 year after they have served two elected terms of office.</li> </ol> <p>Any change to the articles has to be approved by members at a general meeting of the Trust following the rules laid out in the current articles and in accordance with company law.</p> <p>Trustees approved these proposals and authorised AC to discuss with Trust's approved solicitors: Veale Wasbrough Vizards LLP (VWV). VWV were chosen because they drafted the current articles of association which were approved by the charity commission.</p> <p>AC to discuss with VWV and plan for the changes to be discussed at the next AGM/EGM.</p>	AC	Ongoing
6	<p><b>Trust accounts 2018/ 2019</b></p> <p>6.1 The accounts for 2018-19 were late due mainly to delays in information provided by the previous management agent. The independent examiner passed the accounts for publication and has recommended further detailed analysis of the specific items including debtor balances.</p>		
7	<p><b>Any Other Business</b></p> <p>None</p>		
8	<p><b>Date of Next Meeting</b></p> <p>The next Trustees meeting is scheduled for Wednesday 24/02/2020 at the Community Centre</p> <p>Dates to be published on EIVT website</p>	AC	