



**ENFIELD ISLAND VILLAGE TRUST**  
**Trustees Board Meeting**  
**Wednesday, 19 February 2020 (200219)**  
**MINUTES & ACTIONS**

**Trustees**

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

**In attendance**

N/A

	Item Description	Action Owner	Due Date
<b>1</b>	<b>Welcome, Apologies and Quorum Check</b> Five Trustees present, the meeting was quorate.		
<b>2</b>	<b>Declarations of Interest</b> There were no declarations of interest.		
<b>3</b>	<b>Barrier in Government Row</b> Trustees discussed the consultation letter for the replacement barrier at Government Row. Trustees noted that the letter was being finalised and would be sent out at the end of this week. Finalise letter and liaise with RR to send out.	JP	21/02/2020
<b>4</b>	<b>Communications with residents</b> Trustees discussed the welcome letter that RR are sending to residents. Trustees noted that the letter has been finalised but had not gone out yet  Finalise letter and liaise with RR to send out.	JP	21/02/2020
<b>5</b>	<b>Canal maintenance</b> Trustees noted that the heavily covering of duck weed and blanket weed had been removed. Trustees noted that a meeting had been scheduled where Essex Aquatics would present options for a long-term solution to the weed problem.		
<b>6</b>	<b>Board meetings - members attendance</b> The Trust's articles of association state that members of EIVT are permitted to attend board meetings. Article 17.6 "Meetings shall be held in person and Members shall be entitled to attend meetings of the Board in an observer capacity and may, if invited, speak on any matter but shall have no vote. The Board reserves the right to exclude any such Members from the discussion of items of business that are confidential." Trustees discussed how to manage meetings if members did not abide by the rules above and were disruptive. This could make it difficult for the board to properly discuss business and affect decision making.  Trustees agreed that whilst members are entitled to attend meetings, they very rarely exercise that right. However if we are to broaden membership and encourage attendance at board meetings then the meetings would need to be more formal. Trustees discussed a more formal approach where board meetings would receive update reports from the board sub-committees. The sub-committees, which are discussed in more detail in a later agenda item, would deal with the detailed smaller decisions that are required and report back to the full board on a bimonthly or quarterly basis.  The board decided to discuss this matter further once the sub-committees were better established		
<b>7</b>	<b>Committees</b> The chair reminded Trustees of how devolved decision making should work through the agreed committee structure. Committees have the delegated authority to make decisions outside of the full board and to instruct the managing agent to enact those decisions. Trustees agreed that the committees should be restart immediately and make an impact on outstanding maintenance and other issues. The first Estates committee would meet with RR next week to go through a list of outstanding issues..  Chair to inform RR of the committees and delegated authority Trustees agreed to explore options to use Office 365 to manage committee meetings. SC will work with JP to use Teams and Planner software to collect tasks, record decisions and enable teleconferencing.	JP  SC	20/02/2020  29/02/2020
<b>8</b>	<b>Delegation of Authority</b> The board needs to delegate authority to the managing agent to enable them to commission work and make payments of our behalf. There will be spending limits where 1, 2 or more quotes are required with escalation to the board for items above a set threshold amount. Chair will work with RR to agree these limits and review and approve their internal controls. The board also needs to agree performance indicators that will be used to trigger the performance payments in the managing agent contract. Chair will meet with the managing agent to start the discussion and agree measures	JP  JP	24/02/2020  24/02/2020

9	<p><b>EIVT Investment properties</b></p> <p>SC has visited the property and produced a report listing all of the work that needs to be done before the property can be let out. The list is long with many serious problems that had not been previously identified.</p> <p>Trustees decided that that the job is far larger in scope than original estimated and therefore the approval for the work with the original contractor has been withdrawn. The repair work is too big for trustees to manage and should be handled by a professional letting agent.</p> <p>SC will liaise with the Trust Managing Agent to shortlist at least 2 letting agents so that trustees can select an agent to manage both Trust properties. The agent must be able to manage the refurbishments and SC will share his report with them.</p>	SC	24/02/2020
10	<p><b>Any Other Business</b></p> <p>7.1 Fly tipping Trustees discussed the continuing problem with fly tipping. EIVT is only responsible for fly tipping on EIVT land. However Trustees are concerned that the overall appearance of the Village is being damaged by fly tipping.</p> <p>7.2 2019-20 financial year spend to date. Check whether NN has sent the data LM requested to enable her to start working on the draft budget for 2020-21 in order to get the rentcharge demands out on time.</p> <p>7.3 Out of Office automated reply for enquiries@eiv.org.uk Trustees agreed to set up an automated message directing people to the management agent contact details. Trustees will continue to monitor the email address on a weekly basis for Trust matters. AC set up the automatic message.</p>	JP	24/02/2020
		AC	21/02/2020