

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

MINUTES

DIRECTORS MEETING 02/2020

7pm, Thursday 16th July 2020

Held on Zoom web platform

1. Covid 19.

1.1. Since the end of March the country had been in lockdown because of the Covid pandemic and therefore the scheduled Directors Meeting on 5th May, and the AGM on 24th June, had both been cancelled. Social distancing measures are still in place, so this meeting is being held over the web on the Zoom platform. It is anticipated that this will be the norm until a vaccine for the virus is found. The Chairman has signed up for a Zoom monthly account which allows meetings with multiple participants for longer than the basic 40 minutes. Cost is £14.39/month.

2. Present

2.1. Nunn, Fisher, Stagg, Funnell, Russell, Phillips, Davis, Baker

3. Apologies for Absence

3.1. Graysmark, Sweatman

3.2. Peter Thurlow has tendered his resignation as a Director effective 30th June as he is relocating to Rustington. CPN had thanked him for his contribution with the neighbours in particular. This means that we now have three vacancies on the Board.

3.3. LG to check up and see if [REDACTED] is available and willing to become a Director[LG]

3.4. CR has indicated that a previous member is potentially interested in becoming Director. Set up a meeting with CN [CR]

4. Minutes of previous Directors Meeting 03/2019, 18th Sept 2019

4.1. The draft Minutes of the previous meeting 01/2020 were agreed as a true record subject to some typos. The Chairman would sign them (and redact as necessary), and post on the website for members to view, and also upload to the document archive. [CN]

5. Membership.

5.1. Peter Thurlow and his wife resigned on 30th June as they have moved to Rustington. Total membership now is 55

5.2. At the last meeting it was suggested that the two-stage process of membership application was putting some members off. If applicants ticked the boxes 1. I am over 18 , 2. I agree with the Objects, and 3, I live in RH19, we really have no grounds to reject their application so why should we pause the process and ask them to await approval rather than carrying on to payment. This was discussed and it was agreed that we should modify the application process accordingly for automatic acceptance providing the conditions were met.

5.3. This would necessitate setting up separate application streams for RH19 residents, and non-RH19 residents [CN].

5.4. Simultaneously we would implement the “free first year [or part thereof]” policy as agreed at the previous meeting.

5.5. A 4-monthly Newsletter had gone out on 1st April with one positive reaction. The next newsletter would go out on/around 1st August [CN]

6. East Court Steering Meeting

- 6.1. Following on from the last meeting, CN had contacted Rob Anderton to ask what progress was being made. The following reply was received on 31st January on the two important topics:
- 6.2. *“English Woodlands- To be clear, it was never our intention that English Woodlands should manage the woodland for us- their role was simply to produce a Woodland Management Plan to guide our management of the woodland over the coming years. Our intention was to then use this to procure works from specialist contractors in line with this plan. As you may recall, English Woodlands took a long time to provide us with a plan; we were originally promised a draft in January 2019, and it only arrived with us- after much chasing- in October.”*
- 6.3. *“Holtye Track- As I’m sure you can appreciate, the above document- which prescribes the nature of works required- was key to helping us define what sort of access arrangements we needed to make along the Holtye Track. Now we have this, our Facilities Team are working to develop an appropriate scheme. Alongside this, my Legal colleagues have been liaising with the Solicitors working on behalf of East Grinstead Memorial Estate Limited to vary the lease to include the small stretch of track that was omitted from the original lease. As you know- this was a pre-requisite to any works taking place. Unfortunately, for a variety of reasons, this also took much longer than we had hoped. However, I was advised by our solicitor last week that they hoped to complete this week.”*
- 6.4. Obviously, soon after this, the Covid crisis struck and the country went into lockdown whilst the Council had to struggle to provide essential services etc. Accordingly we have not pushed them for further progress, but the Board felt that now was the time to try and get things moving again. CN to contact MSDC and ask for an update including SANG funding.
- 6.5. It was noted that the East Court Estate had been heavily used during lockdown with some abuse as well. However, anecdotal evidence indicated that it had come through relatively unscathed and that the Council had done some good work maintaining it.
- 6.6. MSDC have sent a letter to at least some of the neighbours warning them about fly-tipping

7. Grants

- 7.1. LG & CR had worked with Mid Sussex Voluntary Action to come up with a list of 18 worthy causes for grants. This list, totalling £20,180 had been sent to the Directors who unanimously supported it. All the grants have subsequently been paid
- 7.2.

Organisation	Purpose	Amount
4 th EG Guides	New Mess Tent	£1,000
Sackville School	3 permanent outdoor table tennis tables	£4,575
Felbridge & Sunnyside CC	Replace the cricket wicket	£3,000
Trefoil Guild	Refurbish Centenary Nature Trail at East Court	£1,000
EG Football Club	Improve pitch drainage	£1,000
6 th EG Rainbows	Help with running costs	£500
Fegans	Increase availability of counselling hours for local children	£500
EG Museum	Costs of craft materials	£1,000
Halsford Park School	Upgrade playground equipment, benches, play equipment	£1,500

6 th EG Scouts	6 Tents, Fridge & Cooler for group camp	£1,000
2nd EG Rainbows	Help with running costs	£485
Hindleap Warren	Replace UPVC frames to Hindleap walkway	£1,000
EG Assoc. for Mental Health	Creative expressions arts group, employ artist, provide materials	£250
GloYouth, Jubilee Centre	Purchase new camera etc for online interaction	£500
Foodbank	Laptops etc to support voucher system to support safe distancing	£1,700
Chequer Mead	Replace garden furniture	£800
Nature Nuture Sussex	To cover admission costs, to enable a reduced fee to users	£250
Imberhome School	To purchase books for their library	£750
TOTAL GRANTS 2021		£20,810

7.3. In addition, a grant of £600 had been made to EGTC to fund a flowerbed in the High Street this year.

8. Finances

8.1. ND presented some figures to show that our current cash position is +£32,259, including £20k set aside for 2021 grants. Our investment portfolio value stood at £986,068, 3.1% down on the valuation as at 31st Dec 2019. All agreed that considering the magnitude of the financial turmoil caused by Covid 19, that this wasn't a bad result. Over the same period the cash held by Rathbones had fallen from £147k to £20k, indicting that they were using the low equity prices to build our portfolio.

8.2. Brooks had earlier that day issued draft accounts for 2019 which showed a loss of £13,676, compared to a loss of £7,075 in 2018. This increased loss in the main was caused by one-off costs associated with the sale of The Lodge.

8.3. Brooks were expected to issue full draft accounts for Board consideration in the next week.

9. Property

9.1. Within recent days EGTC had brought to our attention that a small parcel of land we owned next to the A264 entrance to East Court was not apparently let to any tenants. We had asked them if they would like to manage this high-profile entrance but they had indicated there would be a charge for them to do so. We were not in favour of this but agreed to:

9.1.1. Ask our insurers if we are covered [CN/GS]

9.1.2. Get an arboriculturist to survey the trees for safety [MP/CN]

10. Neighbours

10.1. One neighbour in Fulmar Drive was apparently encouraging laurels to grow on or land. MF to investigate.

10.2. With PT's resignation, we could do with another local resident to fill his shoes.

10.3. AF currently has PT's "neighbours" file.

11. Website and Publicity

11.1. 3 new items added to website

11.1.1.6/4 EG Floral displays

11.1.2. 3/6 Grants

11.1.3. 3/6 Rubbish at East Court

12. Any Other Business

12.1. None

13. Dates of Subsequent Meetings

13.1. Directors Meeting. Thursday October 15th 2020, 7pm on Zoom

13.2. AGM. Thursday 13th August. 7pm on Zoom

13.2.1. It was noted that we are legally obliged to have an AGM each calendar year, but under government regulations we were not allowed to have such gatherings. It was agreed that as per current government advice we would limit ourselves to a virtual, and non-attendance, meeting on Zoom this year, limited to proxy voting. Members would be advised what was happening, and why, and we would use an on-line voting system to encourage more engagement.

13.2.2. Invitations to the Zoom AGM would be limited to the Directors who would just receive the proxy votes with no other business.

13.2.3. Resolutions would be limited to

13.2.3.1. Receive the Report and Accounts

13.2.3.2. Reappointment of Directors retiring by rotation, and

13.2.3.3. Reappointment of Brooks and Co as auditors, with Directors given authority to agree fees.

14. There being no other business the meeting closed at 20:15hrs.

A handwritten signature in black ink, consisting of a series of connected loops and a long horizontal stroke at the bottom.