

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

MINUTES

DIRECTORS MEETING 01/2021

7pm, Thursday 21st January 2021

Held on Zoom web platform

1. Covid-19
 - 1.1. Social distancing is still required, hence this Zoom meeting.
2. Present: Baker, Barlow, Davis, Fisher, Funnell, Graysmark, Nunn, Richards, Stagg, Russell
3. Apologies for Absence: Phillips, Sweatman
4. Minutes of previous Directors Meeting 03/2020, 15th October 2020
 - 4.1. The meeting agreed the draft Minutes were in order. CN to sign, redact as necessary, archive, & MB to post on the website.
5. Membership
 - 5.1. Total Membership had fallen by 2 to 56 with 5 leavers and 3 joiners:
 - 5.1.1. Leavers: [REDACTED] (both no renewal), [REDACTED] (poor health), [REDACTED] (moving away).
 - 5.1.2. Joiners: [REDACTED] Fulmar Drive), [REDACTED] Collee Lane . [REDACTED] application had been approved some time ago, and [REDACTED] were automatically enrolled (under our new rules) as they live in RH19 and agree with our Objects.
 - 5.2. As previously agreed, our Membermojo website had now been amended to automatically enrol RH19 residents who agree with our Objects, and in addition, the first years membership is now free.
 - 5.3. A members newsletter had gone out on 1st December with no feedback. The next one is due on April 1st.
6. East Court Steering Meeting
 - 6.1. After significant pushing by LR, Rob Anderton at MSDC had given us an update on issues raised which is given verbatim in 6.1.1 to 6.1.6 below:
 - 6.1.1. **Coronavirus:** *As discussed on Monday, since we met at the end of November we have of course once again gone into a national lockdown. This has inevitably had a significant impact on the Council's workload, as we work with the NHS to support the testing and vaccination programmes, ensure our most vulnerable residents are properly protected and supported, and deal once again with the significant operational and financial challenges we're presented with. We have therefore simply not had the capacity yet to coordinate a steering group meeting.*
 - 6.1.2. **Recruitment:** *We are interviewing for a new Tree and Countryside Officer (who will, in future, be the main point of liaison between the Council and EGME/ the East Court and Ashplats Steering Committee) on Monday 25 January. Depending on how quickly we can bring the successful candidate into the team, we feel it would be sensible if possible to plan a meeting around their availability.*
 - 6.1.3. **Steering Committee Meeting:** *Bearing these facts in mind, I would suggest we pencil in a date for a virtual committee meeting now, for either w/c 1 or 8 March. Perhaps you could confirm your availability on these dates please, and we can then start contacting other committee members to firm-up dates.*
 - 6.1.4. **Finance Update:** *I attach above [below] a SANG finance update from Jennifer Hollingum, Senior Planning Officer, as requested. Please note, we are currently awaiting*

a figure from our Finance colleagues (highlighted in the paper), and I'll provide you with an updated version once available.

6.1.5. Holtze Track: The Landscapes Team has continued to work with colleagues from the legal, facilities and planning teams to progress the Holtze Track works. We have varied the lease to formalise our access rights over Stirling Way, and have agreed the principle of upgrading the track with our colleagues in the WSCC Highways Team (because the track is a public right of way). However, as per the attached- the trees along a large section of the track are subject to a blanket Tree Preservation Order. We are currently working with our Planning colleagues to better understand the implications of this, and to consider how we might amend the proposed scheme to avoid (or at least minimise) the impact on the trees concerned and make the scheme acceptable in planning terms. I am very aware that this project has taken a long time to get this far, and this latest delay is extremely frustrating. I have therefore convened a small group of officers to spend some focused time on this and develop a realistic plan to deliver to the previously-stated deadline of autumn/ winter 2021. I will be aiming to get a project plan to you by the middle of February, to give us ample time to discuss and refine ahead of the Steering Group Meeting.

6.1.6. Finance update January 2021

Annual management and maintenance budget = £28,000

Financial Year	Expenditure		Balance held in General Reserve at Year End (s106 contributions received)³	Balance held in Landscapes and Leisure Reserve at Year End⁴
	MSDC Funds¹	s106 Funds		
2015/2016	£97,200.00	£0	Awaiting information	£0
2016/2017	£0	£0	£390,743.66	£0
2017/2018	£13,376.18	£0	£457,819.55	£0
2018/2019	£45,318.19	£0	£690,983.48	£0
2019/2020	£0	£1,057.00 ²	£846,437.15	£26,943.00

Table Notes:

¹ MSDC provided initial funding to create and upgrade the circular walk. There no are further monies available to spend from this source.

² 2019/2020 was the first year that s106 funds were used.

³ This is the cumulative total of s106 contributions received each year.

⁴ The annual £28,000 budget is transferred into this reserve and expenditure deducted from it. The balance shows the monies remaining in this reserve.

<i>Expenditure</i>	
<i>Financial Year</i>	<i>Project/ Works</i>
<i>2015/2016</i>	• <i>Circular walk</i>
<i>2016/2017</i>	<i>No works undertaken</i>
<i>2017/2018</i>	• <i>Circular walk</i>
<i>2018/2019</i>	<ul style="list-style-type: none"> • <i>Bioretention swale</i> • <i>Ecologist fees</i> • <i>Parking bays along the access road</i> • <i>Ditch and bund along the access road</i> • <i>Tree works</i> • <i>McIndoe Path improvements</i>
<i>2019/2020</i>	• <i>EGMEL legal fees for proposed Holtye Track works</i>

6.2. LR on our behalf had responded to Robert as follows:

6.2.1. agreeing the target of first half of March for a Steering Group meeting

6.2.2. diarising for 15 February for receipt of draft Holtye Track project plan

6.2.3. offering to be part for the induction programme of the new Tree and Countryside Officer

6.2.4. highlighting there are one or two points of clarification needed on the financials that can await the Steering Group meeting.

6.3. It was queried that the Holtye Track (see 6.1.5 above) is not within the SANG area and therefore, should SANG money be used to improve it? Various options were discussed and it was agreed that we should air this subject with MSDC.

7. Grants & Donations

7.1. An interim proposal after the last Directors Meeting had been made by CR/LG to support EG Foodbank with a one-off £2k grant to assist with the special conditions arising from the C-19 pandemic. This had been put to the Directors by email and supported 100%. The £2k was paid in November out of the £20k put by for 2021 grants [NB: MB declared a vested interest in EG Foodbank and played no part in this decision - he did however thank EGMEL very much for the money].

7.2. CR & LG would be meeting soon to consider our grants programme for 2021.

8. Finances

8.1. ND tabled a summary which showed £11k in our current account, and £18k in our grants account. All of our bills had been paid for 2020, so our position was satisfactory.

8.2. Recent months had been a roller-coaster for our investments, but ND was pleased to report that our fund at Rathbones currently had recovered, and topped £1m again, having risen 5% since December 2019. Dividends from the fund however had been significantly affected but have recently been showing signs of improvement.

8.3. It was agreed that we would allocate £18k to 2021 grants (i.e. £20k, less the £2k brought forward for Foodbank in November 2020). It was not certain though that we could maintain these levels in 2022 without using some of our capital.

8.4. It was agreed, that, although the sum of £1/year rent agreed with MSDC was insignificant, we should still invoice them for it as a matter of principle. ND/LR to organise, including retrospective amounts.

8.5. LR asked what our policy was on our capital savings. ND reminded us that the dividends from these savings were our only significant source of income, so if we spent the capital it would affect our ability to make grants in the future and/or deal with unforeseen events. It was generally agreed that circumstances might arise in which it would be appropriate to spend some of our capital - e.g. on say a playground, or similar, within East Court. It was agreed that this subject would remain open to consider opportunities as they might arise.

9. Property
 - 9.1. The Deed of Variation with MSDC over rights to cross the Holtye Track/Stirling Way area, has now been filed at the Land Registry but this process had highlighted our old company name and registered address was still on record at the Land Registry. This has now been regularised.
10. Neighbours
 - 10.1. Neighbours in Lynton Park Avenue/Gleave Close had made representations to have the Leylandii around the Football Club loped. EGTC had suggested we should organise and pay for this but this had been pushed back to them as it was a condition of their lease that they undertook such work.
 - 10.2. LG reported that a neighbour in Fulmar Drive might be planting their own trees/shrubs in our land. MF to have look, but this is MSDC's responsibility to enforce.
11. Insurance [GS]
 - 11.1. Professional indemnity insurance had recently been renewed at a cost of £1,036 but apparently included only £1m cover. The Directors felt that £5m would be more appropriate. GS to talk to our brokers.
12. Website & Publicity [CN]
 - 12.1. CN proposed, and it was unanimously agreed, that in the spirit of transparency, we should remove the password protection from our website page which contains minutes of Directors, and Annual General, Meetings. As before, private issues would still be protected by redaction. MB to action.
 - 12.2. CN also proposed a short biography on each Director be included on the website. This was not agreed though because of concerns about ID theft. It was agreed to provide a list of Directors names. Action MB
 - 12.3. CN was in the process of passing over Admin of the website and Facebook page to MB who will also investigate Twitter.
 - 12.4.11 posts had been made on our Facebook page (mainly reposts of EGTC posts about East Court) and (presumably) as a result of this higher level of activity the number of followers of our page had risen from 85 to 127.
 - 12.5. MB floated an idea of a photography/art competition to try to engage with more users of East Court, maybe using QR code notices (be aware of GDPR issues that might arise). It was felt that this was a very good idea which we could bring "to the party" over and above MSDC's management. ND suggested that maybe our membership subs could be ring fenced to support such a project?
13. Any Other Business
 - 13.1. Remembrance Day events were significantly curtailed this year because of Social distancing. Thanks to LG for procuring wreaths which were laid by EGTC on our behalf in a pared down ceremony.
14. Dates of Subsequent Meetings
 - 14.1. Directors Meeting, TBA depending on progress with MSDC and Grants. 7pm on Zoom platform.

