

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

MINUTES**DIRECTORS MEETING 05/2021**

7pm, Tuesday 12th October 2021

Studio 2, Chequer Mead, De La Warr Road,

East Grinstead, West Sussex, RH19 3BS

1. Present: Lloyd Richards, Lynn Graysmark, Chris Nunn, Shirley Baker, Anthony Fisher, Mike Funnell, Melvin Phillips, Chris Russell, Ann Hacke (Member guest)
2. Apologies for Absence: Mike Barlow, Nigel Davis
3. Minutes of the AGM 13th July 2021.
 - 3.1. The SANG fund currently stands just below £1m, not above £1m as stated in the draft.
 - 3.2. Subject to this change, the Minutes were approved and would be e-signed by LR and posted to the archive and uploaded to our web site [CN]
 - 3.3. LR agreed to supply CN with an “e-signature” to be on approved documents only.
4. Minutes of previous Directors Meeting 04/2021, 13th July 2021
 - 4.1. The start time was 7.45pm, not 7pm.
 - 4.2. Subject to this change, the Minutes were approved and would be e-signed by LR and posted to the archive and uploaded to our web site after suitable redaction. [CN]
 - 4.3. Matters arising from Meeting 03/2021.
 - 4.3.1. SB had raised a number of points earlier in the year but her internet limitations had hindered a full discussion:
 - 4.3.1.1. Improve signage re ownership of the Estate and track signage. Also a new leaflet. LR hoped that these could be added to future iterations of the plan.
 - 4.3.1.2. Add a “Wagg” bench. LR felt this was too difficult at this moment, but would be kept in mind.
 - 4.3.1.3. 25% of funds should be ring-fenced for maintenance of the Estate. LR saw the merit in this and will task the new Treasurer to review retention and investment policies [LR/Treas.]
5. Treasurer position
 - 5.1. Ann Hacke had indicated a willingness to take over the Treasurers role and took the opportunity to introduce herself to the Directors. She had previously met with ND, LR, LG & CN, and so was becoming familiar with how the Company functioned and the challenges and opportunities facing us.
 - 5.2. In days following the meeting, LR will review this with AH and Board members. [LR]
 - 5.3. Post board action - Following the meeting, all Directors were canvassed and agreed the appointment of Ann Hacke as a Director and Treasurer with immediate effect and as advised to Companies House on 21 October 2021
 - 5.4. ND had expressed his intention to pass over the job in gradual way, including being available for the year-end accounts.
6. East Court Steering Meeting
 - 6.1. LR had previously circulated a briefing note, but summarised by saying that dealing with MSDC was still as challenging as ever, with slow progress being made. The “new”, long-awaited, tree and countryside officer had left after a few weeks prompting LR to write to Rob Anderton expressing our frustration and displeasure.
 - 6.2. The Plan is undergoing a 5-year review by Alex Vergara-Lansdell, a 9-month temp who is also tasked with producing plans for several other MSDC sites. His initial thoughts were that ACG would be doing most of the work. He has now been “re-educated”.

6.3. It was emphasised that there are some important parts of the initial plan (e.g. budget responsibility) and these should not be lost in the review.

6.4. All together the Board felt that MSDC were just going from one excuse to another, and, although they do quite a good job with the parkland and open spaces, managing woodlands just isn't in their DNA. There was a general consensus that maybe we need to work with MSDC to find a "third way" which might involve some financial input from us to pump-prime.

7. Governance

7.1. The results of the internal governance survey, using recognised National charity-sector criteria, had been previously circulated to the Board. LR suggested we initially address the areas where we achieved less than average scores:

7.1.1. Q40: Length of Trustee appointments.

7.1.2. Q41-50: Equality, Diversity and Inclusion

7.1.3. LR asked for volunteers and CR & CN agreed to help consider these results.

7.2. The other area that LR felt we ought to address was Q35, i.e. skills audit. We have a number of vacancies on our Board and it is important that, looking forward, we have the appropriate skills. Social Media, Neighbourhood contact and Arboricultural knowledge come to mind.

7.3. It was agreed that as we develop and decide on policies, that these should be collected in a "Manual". [CN]

8. Grants and Donations

8.1. Nothing to report or discuss until the New Year

9. Finances

9.1. ND had submitted a written report, which was accepted in full, showing that our income is now building again post-Covid (£6.3k in the last Q), and our investment portfolio had significantly increased 14% to £1.1m over the last 12 months.

9.2. The Board was asked to consider what discretionary spend the Executive should have. It was unanimously agreed that providing 2 out of 4 (Chair, Vice Chair, Sec & Treasurer) concurred, the Executive could spend up to £1k, without prior Board approval.

10. Insurance

10.1. LR to consider who will pick this up since GS's departure. Not an onerous task as Knighthood deal with the market on our behalf.

11. Membership

11.1. CN reported that since the last meeting, membership had increased by 1 to 54.

11.2. LR had sent out a newsletter to members on 1st August, with the next one due on 1st December.

12. Property

12.1. CN, and subsequently LR & MF, had carried out an annual visual check on the trees in the Triangle. Holly Tree Surgeons had been commissioned to carry out necessary work on reducing ivy load and dead branches. Cost was £270 (significantly cheaper than the competitive quote)

12.2. EGTFC were progressing their opportunity with We Buy Any Car.

13. Neighbours

13.1. LR had heard some "noise" about overgrown trees and muddy paths, but felt this was not a big issue at this time.

14. Website & Publicity

14.1. Updates to our website, and Facebook posts are on the list for action [LR/MB]

15. Any other business

15.1. SB to lay our Remembrance Day wreath at East Court and LG the one at the High Street

15.2. LR to attend the Civic Service


16. Dates of Subsequent Meetings (provisionally)

16.1. 11th January 2022

16.2. 5th April 2022

16.3. 5th July 2022 (AGM, followed by Directors Meeting)

16.4. 11th October 2022.

A handwritten signature in black ink, appearing to read 'T. L. ...' with a stylized flourish at the end.