

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

MINUTES

DIRECTORS MEETING 02/2022

7pm, Tuesday 29th March 2022

Chequer Mead, De La Warr Road,
East Grinstead, West Sussex, RH19 3BS

Briefing Note 02/2022 had been circulated to Directors before the meeting, a copy of which will be retained with these Minutes in the archive.

1. Present:

1.1. Directors: Lloyd Richards, Lynn Graysmark, Chris Nunn, Anthony Fisher, Mike Funnell, Melvin Phillips, Ann Hacke, Mike Barlow.

1.2. Guests: Matt Rew, Christian Williams, Sandy Clark.

2. Apologies for Absence:

2.1. Chris Russell, Shirley Baker

3. Minutes of previous Directors Meeting 01/2022, 11th January 2022

3.1. Item 5.7 A small typo needed correcting

3.2. The Minutes were approved and would be e-signed by LR and posted to the archive and uploaded to our web site after any necessary redaction. [CN]

4. MSDC

4.1. LR reported that progress with MSDC continued to be frustratingly slow, and they had only made contact with Land Trust in recent days despite agreeing this back in November. Despite this though, Rob Anderton does appear to be discussing the possibility of using Land Trust to manage the site with other officials at MSDC, so that is at least positive news.

4.2. A draft of the interim 5 year plan had been received, but had proved to be very disappointing. It relied far too much on ACG carrying out work, and tasks that MSDC set themselves didn't appear to follow any logic. Neither had they been costed or resourced. LR has received comments from CN & AH and will in addition be consulting with MF before submitting a response.

4.3. AH asked about the visibility of the SANG fund. It was explained that we are entitled by the Lease to full visibility of income, savings, and expenditure, but, in practice because of inter-departmental barriers at MSDC, this had proved difficult to obtain.

4.4. It was generally agreed that our favoured solution to the "MSDC under-performance problem" at this time was with an organisation like Land Trust, but we also had potential recourse to legal/PR/political levers.

5. Board Development

5.1. LR welcomed Matt Rew and Christian Williams to the meeting as guests, both of whom are from the arboricultural industry and who had expressed an interest in joining the Board. However, to avoid potential conflicts of interest vis-a-vis their respective employers, it was agreed that neither would "front-up" discussions with MSDC. LR will follow up with them after the meeting

5.2. To enhance our governance, LR/CN/AH had suggested a list of 10 policies that we should develop (see briefing note). CN to create a template and CN/AH to develop drafts for Board consideration.

5.3. It was noted that Nigel Davis had officially resigned on 28th February 2022.

6. Grants and Donations

- 6.1. A portal had been opened with MSVA for grant applicants to make submissions. So far 21 applications had been received totalling about £30k. LG/CR would be considering these and coming forward to the Board with a suggested grant programme during April/May.

7. Finances & Insurance

- 7.1. Since the last meeting £25k had been drawn down from profits at Rathbones.
- 7.2. Global investment markets, and the value of our funds, have been negatively impacted by Covid, post-Covid logistical issues, and now the Ukraine war. However we are confident that in due course markets, and our investments, will recover and don't deem it necessary to take any action at this time.
- 7.3. We have managed to halve the cost of our Professional indemnity insurance by getting our brokers to go out to the market.
- 7.4. We have been advised by WSCC and MSDC that we don't need £10m public liability insurance as we are not contractors to either of these organisations. It was agreed though that we should have an annual risk assessment by a professional tree surgeon re our triangle of land by the A264 [LR]
- 7.5. AH to check when rent reviews are due for EGTFC & EGTSC. It seems unlikely that we would want to increase the rents from their current nominal value.
- 7.6. The auditors are planning to have draft 2021 accounts ready by the end of April. LR said that as our turnover is >£25k we would need an Independent Financial Examination. AH to check with Brooks to see how best to do this (in fact how it had been done in previous years)
- 7.7. AH is examining the possibility of recommending to the members a change of accountants (to a "Xero" accredited firm) at this years AGM

8. Membership

- 8.1. CN reported that since the last meeting, membership had remained at 47.
- 8.2. It was unanimously agreed that to encourage 6th formers to become involved with the charity, we should create a new class of membership for 16-18 year olds from within, or without, RH19 postcode. Each application would need to be approved by the Board but there would be no fee due until the member turned 18 [CN]
- 8.3. LR is preparing a newsletter to members which is due to be sent out on 1st April.

9. Property

- 9.1. We have granted EGTFC permission to let car parking spaces to the QVH for 3 months during the hospital's building works, on basis that tenancy at will wording is incorporated in the invoice for the 3 months rental.

10. Neighbours

- 10.1. Minor incursions are still occurring onto our land

11. Website & Publicity

- 11.1. LR welcomed Sandy Clark to the meeting as a guest. Sandy is a 6th former at Imberhorne and has expressed an interest in a project to update our social media. LR to follow up after the meeting.
- 11.2. All agreed that this project had much potential, but that it was important to define our goals before starting. MB to assist with defining project.

12. Any other business

- 12.1. AF was concerned that sweet chestnut stools near his property might be weakened if coppicing ceases. The expert opinion around the table was that the ever-present risk associated with living adjacent to trees, might increase.
- 12.2. In recent times EGTC have failed to forward our post from their offices (which is our Registered address). The possibility of switching Registered address was discussed but it was decided to maintain the status quo for the time being.
- 12.3. CN recounted the sorry tale concerning the changes to our Articles. Our agents had failed to get the changes agreed by Members in 2018 passed by the Charities

Commission. CN has resubmitted them and is awaiting a response. It was agreed that when the previous changes had been agreed, we would then go forward with the change agreed at the last meeting to limit Directors tenures to 9 years.

12.4. It was noted that the Charities Act has been updated in February 2022 but at this juncture we cannot see what effect this might have on us.

13. Dates of Subsequent Meetings

13.1. 5th July 2022 (AGM, followed by Directors Meeting)

13.2. 11th October 2022.

A handwritten signature in black ink, appearing to read 'T.L. [unclear]', located in the lower-left quadrant of the page.