

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

MINUTES

DIRECTORS MEETING 02/2023

7pm, Tuesday 28th March 2023

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

1. Present:

1.1. Directors: Lloyd Richards, Chris Nunn, Lynn Graysmark, Ann Hacke, Matt Rew, Christopher Russell, Melvin Phillips, Philip Martin

1.2. Guests: Mike Funnell

2. Apologies for Absence:

2.1. Directors: Mike Barlow, Christian Williams

2.2. Guests: Sandy Clark, Kara Mondair

3. Minutes of the previous Directors Meeting 01/2023, 17th January 2023

3.1. The draft 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.

4. MSDC

4.1. LR reported that since the last meeting it had been ominously quiet on the MSDC front. Deadlines had again been missed, no winter work had been carried out since the widening of the Holtye Track, no boardwalk plans had been received, there had been no response to our comments on the draft English Woodlands plan, no Steering Committee date, no response about contacting WSCC about the Border path and no reaction to us highlighting the "Weald to Waves" initiative.

4.2. Rather than chase MSDC on all these matters LR felt we should monitor and log the inaction to help build a case about the inadequacy of their management of the Estate.

4.3. Continuing dialogue with Blandy & Blandy has resulted in their conclusion that using an FOI request to establish what parts of the Plan have been completed (and by inference to determine what they haven't done) is probably the best way to bring MSDC to account. The Board approved a further £3k budget for them to draft, and at a time to be agreed, lodge such an FOI request.

4.4. It was agreed that before sending such a request we would try and liaise with MSDC again in the hope that the threat of an FOI letter might precipitate some change.

4.5. It was also agreed that before sending an FOI request we should give consideration as to what the likely outcomes might be and how we would then strategically respond.

4.6. LR will sit down with MF to try and quantify what tasks in the 10 year plan MSDC have actually been completed.

5. Board Development

5.1. LR had approached his acquaintance about taking on the IT role but he wasn't available at this time.

5.2. We had subsequently placed an advert on the REACH website and Kaush Ghandi, a local person with extensive Marketing experience had applied. Following an initial meeting with LR & CN it was agreed that a small working party (LR, CN, MR, KG) be formed to discuss a communication strategy, particularly in light of 4.5 above.

- 5.3. It was highlighted that Sandy & Kara's excellent work should be incorporated into any such strategy, and that LR should thank them, via the School Head for their excellent work and wish them the best.
- 5.4. Our next meeting will be the AGM at which CN & CR need to be re-elected and PM needs confirmation of election. It was highlighted that 4 Directors will reach the 9 year limit at the 2024 AGM, and, according to the Articles must retire, so we must start planning for this now.

6. Governance

- 6.1. Since the last meeting draft policies had been prepared and distributed for comments and feedback. After several iterations, Policies 1, and 3-10 were considered complete and were approved by the Board. These would be posted on the website.
- 6.2. Policy No. 2, safeguarding, was proving more difficult to finalise and LR undertook to work with AH and LG to find suitable wording.
- 6.3. PM had prepared a draft Privacy Policy which was also approved, subject to some small administrative changes, and would be made available to Members. PM is to ask MB to assign a new email address for PM's role as Data Controller.

7. Secretarial

- 7.1. The Registered Office in London was set up, but would only process mail from HMRC and Companies House. We still need to use East Court as our Business Address but it was noted that mail may not be forwarded very promptly as EGTC very rarely go to the postbox these days.
- 7.2. CN will be completing our annual confirmation statement on/after April 10th.

8. Grants and Donations

- 8.1. No further action to be taken on the subject of defibrillators as apparently EGTC already have one.
- 8.2. There had been recent uncertainty how we should treat requests for financial assistance from Ashplats Conservation Group. It was agreed that in future the Chair (with agreement from one other Director) would have the discretion to approve requests from ACG up to £500/year.
- 8.3. 18 applications for 2023 grants totalling £31,800 had so far been received but we expect a flurry of late arrivals before the closing date on 31st March. LG/CR will sift through these and make recommendations for approval by email consultation with the Board. Such approval will need to be ratified at the next Directors Meeting.

9. Finances & Insurance

- 9.1. Ann Hacke had distributed a summary before the meeting.
- 9.2. There were no surprises and we are still on target for a £5k deficit this year.
- 9.3. Rathbones had presented a Risk strategy for 2023 (Level 4), and the Board approved its adoption.
- 9.4. It was noted that we have "discovered" that we have a small strip of land to the north of the access road to the Football club which, in common with the "triangle" isn't let to any tenant. AH will ensure our Public Liability Insurers are made aware of this (see also 11.1 below)

10. Membership

- 10.1. One student member had renewed
- 10.2. MR to add Privacy Notice to comms with members.
- 10.3. Newsletter to be sent out 1st April (LR/CN)

11. Property

- 11.1. It was agreed that the trees on the "new" strip of land (see 9.4 above) should be inspected fairly soon to make sure they don't present any imminent hazards (LR/MR). They would then be included in our annual inspection.
- 11.2. MP has been liaising with EGTSC about their desire to fell some trees on the south side of the road adjacent their range plus some trees very close to their building.

11.3. We have agreed in principle to renew the lease with EGTSC on the same terms (15yrs/ £500/yr) but with some technical amendments. MP has appointed a solicitor but we will need a surveyors report to confirm for the Charity Commission that we are getting “best value”

11.4. MP was also liaising with MSDC about a BT wayleave to connect a 2metre cable to the new CCTV camera in the lower car park. It seems that we will also have to get a “best value” surveyors report for this tiny project and hope to include it in the scope of work in 11.3 above.

12. Neighbours

12.1. Nothing to report.

13. Website & Publicity

13.1. Nothing to report.

14. Any other business

14.1. We should endeavour to attend the 80th anniversary of the Whitehall bombing at East Court on 9th July as well as the Armed Forces Day at the same venue on 24th June

15. Dates of Subsequent Meetings

15.1. 11th July 2023 (AGM + Directors Meeting)

15.2. 10th October 2023

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