

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

DRAFT MINUTES

DIRECTORS MEETING 03/2023

8pm, Tuesday 11th July 2023

Studio 3, Chequer Mead Theatre,

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

1. Present

1.1. Directors: Richards, Nunn, Rew, Graysmark, Phillips, Martin, Williams

1.2. Guests: Funnell, Clark, Griffith

2. Apologies for Absence

2.1. Directors: Hacke

2.2. Guests

3. Minutes of previous Directors Meeting 02/2023, 28th March 2023.

3.1. These were approved and would be e-signed by the Chairman and filed in the companies archives. A copy, with any necessary redaction, would be posted on the companies website.

4. MSDC

4.1. Blandy have drafted an FOI request and spend with them to date is £5k.

4.2. MF/LR have concluded that ca.80% of tasks in the EC&AW Management Plan have not been completed. This has been communicated to RA and he has been warned that we may move to exposing this via an FOI request. We've decided to hold off for now.

4.3. Financial Report received: £28k base budget (19/20) now uplifted to £32k (23/24) with £165k currently available to spend

4.4. Last meeting with MSDC was quite positive, encouraging us to hold off on an FOI request at this time. RA putting Land Trust plans to Management Group (but disappointingly no news to date), would then need to go through Council (now in Lib Dem/Independent control).

4.5. Costings for recycled plastic boardwalks seem similar to wooden ones. More details awaited.

5. Board Development

5.1. Chris Russell has not stood for re-election and has effectively resigned as from tonight's AGM

5.2. Phil Martin's appointment has been confirmed at the AGM

5.3. Chris Nunn's re-election has been confirmed at the AGM

5.4. Mike Barlow has resigned because of time pressures effective 6th July 2023

5.5. LR is talking to a potential recruit ("CJ") to help with our website

5.6. New blood needs to be recruited with 4 full-term retirements due next summer.

5.7. SC is writing to the Head of 6th form about new students for 23/24. It was noted that this may necessitate activation our safeguarding policy.

6. Governance, including Policies

6.1. No. 2 Safeguarding policy was ratified by the Meeting

6.2. The Privacy Policy had been approved online and PM is now set up as the Data Controller.

7. Secretarial

7.1. We are still using East Court as our Business address, and Bells Yard as our Registered Office.

7.2. CN (and AH) now have company debit cards which will remove the need for Directors to fund some purchases out of their own pockets.

8. Grants & Donations

8.1. £29,587 Schedule approved online by Directors and now ratified at the meeting. Any conflicts of interest were addressed.

8.2. Subsequently Sussex Club for Young Persons has gone bust after receiving our £1k grant. LR pursuing possible refund, but unlikely.

8.3. PM expressed willingness to assist LG with 2024 Grant round.

8.4. LR suggested it would be inappropriate to keep giving £30k/yr for the next few years and a more sustainable budget needs to be discussed at the October meeting.

8.5. It was agreed that we would buy 2 wreathes @ £20 each and make a donation of £160 to the Poppy Appeal. [LG]

9. Finances & Insurance

9.1. AH report circulated and accepted. It was noted that we may need to draw down funds from our capital account to maintain our reserves come October.

9.2. "Strip" of land between TSC and TFC has now been added to our Public liability insurance.

10. Membership

10.1. Privacy notice needs to be added to website.

11. Property

11.1. EGTSC lease renewal. CC dictates that we need to get best possible rent (Land only) but this is likely to be considerably more than £500/yr agreed at last meeting. It was agreed that we would pay our solicitor and surveyor costs (set £2k in total).

11.2. Tree work on strip of land between EGTSC and EGTFC to commence in July. No need to alert neighbours.

11.3. MSDC have put the matter of the way leave for the camera cable on hold pending a review of wider issues.

12. Neighbours

12.1. Nothing to report

13. Website & Publicity

13.1. CN to maintain website until new resources put into place. It was noted that the word "Trust" seems to have crept into our company name in some places.

13.2. LR reported on the Comms project which has focused on "ACCESSIBILITY & ECOLOGY" as our potential mantra. LR to organise a presentation at the October meeting.

14. Any Other Business

14.1. LR, AH & PM had attended the 80th anniversary of the Whitehall Bombing

15. Date of Next Meetings

10th October 2023 Directors

A handwritten signature in black ink, appearing to be 't.l. [unclear]', located at the bottom left of the page.