

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

DRAFT MINUTES

DIRECTORS MEETING 04/2023

7pm, Tuesday 10th October 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, Martin, Hacke

1.2. Guests:

2. Apologies for Absence

2.1. Directors: Phillips, Williams

2.2. Guests: Funnell

3. Minutes of AGM 11th July 2023

3.1. The draft Minutes were agreed and would be e-signed by the Chair before being published on the website and stored in the archives [CN]

4. Minutes of previous Directors Meeting 023/2023, 11th July 2023.

4.1. 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 [CN]

5. Communication Strategy

5.1. The Chair had previously circulated a discussion document outlining why it is important that our media presence accurately reflects not only what we do, but also our goals and aspirations. Currently this information is only sporadically updated leaving anyone who cares to visit our social media left guessing about our strategy and achievements.

5.2. Two issues were identified:

5.2.1. A lack of clarity and simplicity about our strategic drivers, and

5.2.2. A lack of skills to constantly maintain our media, along with the technical IT skills to do this.

5.3. A number of key words were discussed to see how they fitted with our strategy (and our Objects). "Accessibility", "Recreation", "Ecology (or Environment)", "Opportunity" gained some enthusiasm, but ultimately a short phrase "Access to a Green Space" gained most traction. Our grant-giving programme didn't fit neatly with most of these, but it was argued that this activity was considerably subservient to our prime raison d'être of making the Estate available for all comers. No definitive conclusion was reached.

5.4. Regarding the maintenance of our media it is realised that finding a volunteer with the enthusiasm and skills to do this is difficult. We have identified a local person who certainly has the skills and enthusiasm to support us although she has stated social media is not her primary skill set. It was agreed to spend £80/month for 6 months to start this programme [LR]

6. MSDC

6.1. MSDC have promised to organise a sit-down Steering Meeting and a walk about before Christmas.

6.2. Their internal discussions about The Land Trust suggest that any move forward isn't possible until more cash payments are received on other SANG sites. Whilst disappointing, it does tend to suggest "when" rather than "if". In light of this it was agreed that it would be timely for us to understand what such an arrangement would mean for us [LR/CN]

6.3. Gleave Close insurance claim: MSDC still believe that the relevant bit of land, and hence the consequences of the flooding, are not their responsibility. We dispute this.

6.4. Plans and quotes for boardwalk improvements are progressing, albeit slowly.

6.5. MSDC's green space contractor has lost the contract and apparently the new contract will "re-consider the client structure of the parks and countryside functions" - whatever that means. In the meantime they are not replacing our contact there who recently left.

7. Board Development

7.1. LR is talking to a local person who may be interested in being involved with our grant-giving programme. [LR]

7.2. LR to talk to MP about his intentions when he reaches the 9-year mark at next years AGM. [LR]

7.3. SC is writing to the Head of 6th form about new students for 23/24, but as yet we haven't heard anything.

8. Governance, including Policies

8.1. Policies need to be added to the website.

9. Secretarial

9.1. When we progress with our external IT helper, we need at some time to move all our archives to an independent platform in the cloud for better security and continuity.

10. Grants & Donations

10.1. AH presented an outline budget for 2024 that suggested our grant-giving should be pared back to ca. £10-12k in 2024. To be discussed at January meeting.

10.2. Our claim against SCYPL has been accepted by the insolvency practitioners but at best we may only get a few 10's of pounds vs our grant of £1,000.

11. Finances & Insurance

11.1. AH report circulated her Q3 report which showed no surprises. In line with market moves, the value of our investment portfolio had fallen by £32k since June but our dividend stream was holding up well.

11.2. The “Strip” of land between TSC and TFC has now been added to our Public liability insurance but now seems possible that we don’t own it all. Still investigating [MP]

12. Membership

12.1. A new “out of town member” had joined but the application should have gained Board approval before being accepted. Is Membermojo set up correctly? [CN/MR]

13. Property

13.1. EGTSC lease renewal. Surveyors have been instructed [MP].

14. Neighbours

14.1. A neighbour in Fulmar Drive is now talking directly to MSDC about problematic Sycamores.

15. Website & Publicity

15.1. Nothing further to report

16. Any Other Business

16.1. None

17. Date of Next Meetings

16th January 2024 Directors

9th April 2024 Directors

9th July 2024 AGM

9th July 2024 Directors

8th October 2024 Directors

A handwritten signature in black ink, appearing to be 'L.L. [unclear]', written in a cursive style.