

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

MINUTES**DIRECTORS MEETING 01/2024**

7pm, Tuesday 16th January 2024

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

1. Present
 - 1.1. Directors: Richards, Nunn, Rew, Graysmark, Hacke, Phillips
 - 1.2. Guests: Funnell
2. Apologies for Absence
 - 2.1. Directors:, Williams, Martin
 - 2.2. Guests:
3. Minutes of previous Directors Meeting 04/2023, 10th October 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 [CN]
4. Communication Strategy
 - 4.1. It was noted that 2024 is the 75th anniversary of the forming of our charity and some ideas were discussed to celebrate this and also to simultaneously promote our activities:
 - 4.1.1. We could sponsor a cup (at e.g. EG athletics club) which would mean our name would come forward every year [MR to make contact]
 - 4.1.2. We could contribute to the refurbishment of the brass rubbing posts around the Estate, possibly with involvement from Glendale?
5. MSDC
 - 5.1. LR/CN had attended a Steering Meeting on 4th December:
 - 5.1.1. MDSC described their new 10year landscaping contract with Glendale. Hopefully we will meet their representative at the next Steering Meeting in July. See <https://www.glendale-services.co.uk/> for more info.
 - 5.1.2. Green flag assessment for East Court is imminent
 - 5.1.3. Apparently MSDC will be addressing the Ash die-back issue at East Court, starting in Feb/Mar and with a second tranche in May/Jun (separate financial year). Because this is a "hazard" it can be completed in the nesting season. Coppicing may be delayed because of this. Despite considerable effort to inform local residents in Lindfield when the same issue was addressed in 2023, there had been a significant adverse reaction

from the public. MSDC will try and improve on this for the East Court exercise. Click [here](#) for their Ash die-back website. MP suggested that we should have a link to their page on ours [LR]

5.2. EGTC had discussed their LCWIP (walking and cycling) plans at the meeting and it was agreed to explore the possibility of creating a good quality link between Lancaster Drive and Estcots. This route had subsequently been walked with EGTC on 10th January and it was agreed that EGTC would consider how the project may be taken forward. See page 33-57 <https://www.midsussex.gov.uk/media/9010/mid-sussex-local-cycling-and-walking-infrastructure-plan-2023-vfinal.pdf>

5.3. A walk around the SANG route had identified the Ghyll steps as most in need of attention. An onsite meeting with MSDC/Polydek is planned for 24th January. See <https://www.plurainnovations.com/products/built-environment/polyboardwalk-grp-wood-effect-boardwalks> for more info.

5.4. We had suggested (and subsequently submitted a draft proposal) that all East Court/ Ashplats footpaths should be designated (e.g.) “A”, “B” or “C” to indicate, and share, the agreed standards to be maintained.

5.5. MSDC are trying to project the income flow from the town’s 2nd SANG to better enable the advantages of a deal with Land Trust to be evaluated.

6. Board Development

6.1. LR had drawn a blank with a possible new candidate but emphasised that with impending resignations this summer we need to find new recruits. Agreed to explore with MSVA, Members, Facebook & Reach

6.2. MP had agreed to stay on as a volunteer when his Directorship expires this summer.

7. Governance, including Policies

7.1. Policies 1 and 3 - 10 were reviewed and confirmed. All next to be reviewed before 28/2/2025

7.2. Policy No. 6 “Financial procedures needs to be updated to reflect the introduction of Debit Cards [AH] and would be reviewed again at our next meeting

7.3. The Secretary will arrange for phased reviews of all policies at future meetings.

8. Secretarial

8.1. We had discovered (and subsequently signed up to) Charity Digital <https://www.charitydigitalexchange.org/>, a charity who give other “non-profits” access to free/ subsidised IT. This has enabled us to set up a “BOX” account in the cloud which will ensure secure data for our archives.

8.2. Some 500 photographs of documents in our archives have been converted to pdf’s to enable better access and searching.

9. Grants & Donations

9.1. PM has agreed to take the lead on Grants from LG when she retires in the summer.

9.2. A reduced budget of £15,000 was agreed for 2024 with unchanged criteria from last year. Individual grants are not expected to exceed £1k

10. Finances & Insurance

10.1. AH had previously circulated her Q4 report which showed no surprises. In line with market moves, the value of our investment portfolio had fallen by £57k since October but our dividend stream was holding up well.

11. Membership

11.1. After the recent round of annual renewals our membership had fallen from 50 to 49.

12. Property

12.1. EGTSC lease renewal. They are appointing lawyers at their own cost. Our cost is expected to be £750+VAT for our legal fees

13. Neighbours

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

13.2. The issue of the culvert close to Gleave Close still rattles on. Government guidelines say the riparian responsibility lies with whomsoever owns the land and we believe this means it is the neighbours responsibility. MSDC haven't acknowledged yet that they have been maintaining it for many years.

14. Website & Publicity

14.1. CJ has done a great job updating our website

14.2. We do still need someone though to champion our online profile.

15. Any Other Business

15.1. None

16. Date of Next Meetings

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 'T.L. [unclear]', written in a cursive style.