



East Grinstead Memorial Estate Ltd

Registered Charity No 305211

Company No 468425

Business Address: East Court, College Lane, East Grinstead, RH19 3LT

Registered office: 7, Bells Yard, London, WC2A 2JR

www.egmel.co.uk

MINUTES of DIRECTORS MEETING 03/2025

8pm, Tuesday 8th July 2025

East Court Council Chamber, College Lane, E. Grinstead, West Sussex, RH19 3LT

<u>Name</u>		<u>Role</u>	<u>Present/Apologies</u>
Richards	Lloyd	Trustee (Chair)	Present
Hacke	Ann	Trustee	Present
Martin	Phil	Trustee	Present
McDonald	Colin	Trustee	Present
Metcalfe	Steve	Trustee	Present
Rew	Matt	Trustee	Present
Thomas	Phil	Trustee	Present
Funnell	Mike	Staff	Present
Nunn	Chris	Staff	Present
Phillips	Melvin	Staff	Present

1. Minutes of previous Directors Meeting 02/2025, 8th April 2025.
 - 1.1. These had been approved by the Trustees and e-signed by the Chair online and copies placed in the Archives, and subject to redaction, on the website.
2. Election of Officers
 - 2.1. LR reminded the Directors that he might well be moving out of the area within the next 12 months and, when this occurred, he would no longer be able to fulfil the Chair role. None of the Trustees though felt able to volunteer for the role at this time, so LR agreed to stay in position until such time as he moved from the area. This was unanimously supported by the Directors. It was also agreed to consider sourcing externally via "REACH".
 - 2.2. The following roles were also unanimously supported:
 - 2.2.1. Vice Chairman: Matt Rew
 - 2.2.2. Treasurer: Ann Hacke
 - 2.2.3. Co. Secretary: Lloyd Richards agreed to cover this role
 - 2.2.4. Board Secretary: Chris Nunn

- 2.3. It was also agreed that Colin McDonald would take on the role of monitoring MSDC's performance and considering ways in which we could encourage them to perform better.
3. MSDC
 - 3.1. The Trustees had recently gathered for an informal meeting with the following points captured:
 - 3.2. Invest in and Enhance the Estate
 - 3.2.1. Consider significant, long-term improvements in line with EGMEL's goals...
 - 3.2.2.... but avoid duplicating responsibilities that fall under MSDC's remit.
 - 3.2.3. Possibly think about shifting focus from external grants to investment in the Estate.
 - 3.2.4. Explore diverse funding sources (may be a challenge for EGMEL).
 - 3.2.5. Ensure transparency and accountability in the use of SANG funds and related improvement plans.
 - 3.3. Deepen Community Engagement and Participation
 - 3.3.1. Learn from successful models like Gravetye with engagement from volunteers, schools, clubs, University of Sussex and other charities.
 - 3.3.2. Consider appointing a dedicated on-site lead (similar to the "Fiona" role).
 - 3.3.3. Continue to strengthen collaboration with ACG.
 - 3.3.4. Review the membership model to foster a stronger sense of engagement.
 - 3.4. Ensure Maintenance of the Estate via MSDC
 - 3.4.1. Maintain a transparent, up-to-date log of maintenance issues, tracking actions taken.
 - 3.4.2. Replace or improve the current 6-weekly walkarounds to provide an effective follow up.
 - 3.4.3. Agree a management plan (short- and long-term) with MSDC and formally monitor.
 - 3.5. Raise EGMEL's Profile and Influence
 - 3.5.1. Proactively campaign with local councillors, MSDC, and other key stakeholders.
 - 3.5.2. Stay informed and responsive to the upcoming changes in local government.
 - 3.5.3. Position EGMEL as a trusted, influential voice for the Estate.
 - 3.6. Develop the Board
 - 3.6.1. Continue to recruit new board members with the right skills and perspectives...
 - 3.6.2.... and in line with EGMEL policy on board member tenure.
 - 3.7. A discussion then ensued about the potential for recruiting a person who could spend maybe 1 or 2 days a week to pursue our aims and objectives. It was agreed that LR would arrange another strategy meeting, most likely after the up-coming Steering Meeting with MSDC.

At this point there was insufficient time remaining to fully cover the agenda items 4-11, but a number of items were raised under 12: AOB:

4. Company Secretary
5. Secretarial
6. Grants & Donations
7. Finances & Insurance
8. Membership
9. Property
10. Neighbours
11. Website & Publicity
12. Any Other Business

12.1. AH will tell Brooks that the Report & Accounts have been approved by the Members

12.2. SM would add the Unsung Hero to the website and Facebook page

12.3. After problems with hyperlinks, it was agreed to put pdf copies of Minutes in the Wordpress library [SM]

12.4. The meeting approved spending £200 on Remembrance Wreaths

12.5. SM had investigated increasing the number of “seats” on BOX, but it was prohibitively expensive

12.6. For info. 2 of our 2025 grants had been allocated but not yet distributed (Yarborough & Bonfire Society). Consensus was that Yarburgh grant allocation should be cancelled if they were unable to provide requested information. MR offered to contact the group.

12.7. SM had developed mapping software which still needs finessing re boundaries

12.8. The meeting closed with LR thanking Phil Thomas for his very useful input whilst a Director.

13. Date of Next Meetings

14. 7th October 2025
15. 6th January 2026
16. 14th April 2026
17. 7th July 2026 (inc AGM)
18. 6th October 2026

