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 04/2025

7pm Tuesday 7th October 2025
East Court Council Chamber, College Lane, East Grinstead, West Sussex, RH19 3LT

Name		Role	Present/Apologies
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
Funnell	Mike	Staff	Apologies
Nunn	Christopher	Staff	Present
Philips	Melvin	Staff	Apologies

1. Minutes of AGM 8th July 2025
   1.1. The draft Minutes had been reviewed online by the Trustees and any errors corrected. They were e-signed by the Chair on 24th July 2025 and a redacted copy posted to our website, and a full copy filed in our Archives.
   1.2. There were no actions arising that wouldn't be covered by this meeting's agenda and on-going actions and plans
2. Minutes of Directors Meeting 8th July 2025
   2.1. The draft Minutes had been reviewed online by the Trustees and any errors corrected. They were e-signed by the Chair on 24th July 2025 and a redacted copy posted to our website, and a full copy filed in our Archives.
   2.2. There were a number of matters arising:

2.2.1. AH had arranged for the Report and Accounts to be filed at Companies House
2.2.2. SM had added the Unsung Hero to our website and Facebook
2.2.3. Wreaths had been bought for Remembrance Day at a cost of £200
2.2.4. Grants to Yarburgh and the Bonfire Society had now been paid with all 2025 grants now finalised and listed on our website

3. Mid Sussex DC
   3.1. We are still finding it very difficult to engage with MSDC, and although the last walkabout did produce an 'actions' sheet, there is still no draft plan for coming years. In addition, the potential changes to the remit of the Steering Committee are still unresolved. LR has written to Jo Reed requesting a meeting but has received no reply.
   3.2. On a practical level:
      3.2.1. We are awaiting mowing of the Holtye Track and the Meadow.
      3.2.2. The sleeper bridge at the bottom of Pine path has been repaired.
      3.2.3. The football fields are still not 100% commissioned.
   3.3. A lengthy discussion ensued about the best way forward and it was agreed that LR would contact Cllr. Hobbs in an effort to get him to understand our frustrations and put pressure on MSDC.
   3.4. It was suggested that maybe we should promote another project (like the Ghyll steps) and present it to the Steering Meeting as a neat, deliverable package, giving MSDC an "easy win". LR to contact the boardwalk supplier to explore the viability and cost of upgrading Badgers Walk.
   3.5. An upgrade to the Pavilion was also discussed, but it was noted that MSDC probably have not carried out the 5-year repainting schedule as defined in Clause 4.10 of the lease [MP to consider].
   3.6. With various project ideas floating around (including those offered by some Members at the recent AGM), should we perhaps carry out a wider consultation exercise?
4. Strategy
   4.1. In the light of our slow progress with MSDC, a sub-committee had been meeting to discuss the best way forward and had come up with 5 "Priority No. 1" strategic headings, each with between 3 & 8 sub-headings. The Chair asked Trustees to volunteer to adopt and champion all these headings and requested responses from all to CMcD before 18th October. [All]. The strategic headings are
      4.1.1. Invest in and Enhance the Estate
      4.1.2. Deepen Community Engagement and participation
      4.1.3. Ensure Maintenance of the Estate via MSDC
      4.1.4. Raise EGMEL's Profile and Influence
      4.1.5. Develop the Board

4.2. It was agreed that we would in future shape the agenda for our Directors' meetings to reflect the 5 main headings.

5. Board Development
   5.1. Nothing to report
6. Company Secretary
   6.1. SM has reinstated the cosec BOX account and will give LR access
   6.2. All Directors need to complete the new Government ID process for company Directors [All Trustees]
   6.3. LR needs to update the list of Directors reported to the Charity Commission.
   6.4. The Regular Actions Matrix had been reviewed with all items up to date.
   6.5. Policies 8,9 &10 were reviewed, and it was agreed that no changes were needed at this time. They would be reviewed again in 12 months' time.
7. Secretary
   7.1. Nothing to report
8. Grants
   8.1. Thanks to MR for attending the grants fair at Trinity Methodist Church to explain our grants system
   8.2. It was reported that Imberhorne school were looking for funding as their mini buses had been vandalised.
   8.3. It was confirmed that the 2025 Unsung Hero grant would be £750 to the winning organisation, and £100 John Lewis voucher to the individual.
9. Finances & Insurances
   9.1. AH presented the quarterly report which showed no surprises against our budget or last year. Our investments continue to perform well.
   9.2. AH reminded the Directors that if we decided to add some of our own money to a SANG project, then it would be best to give Rathbones reasonable notice of cashing some investments in.
   9.3. AH asked about inspection of the trees on the Triangle of land for insurance and safety reasons. MR reported that the next 18-month inspection was due in April '26.
   9.4. CN agreed to pass details of the Charity Buying Groups Insurance project as it might offer us some cost savings.
10. Membership
    10.1. 46 at present
11. Property
    11.1. Nothing to report
12. Neighbours
    12.1. The shed outside our boundary in the SE corner had been removed, but another one is on our land behind 32 Gleave Close.
13. IT, Website & Social Media
    13.1. SM is continuing the work on the mapping project.

13.2. SM is exploring the potential benefits of a Microsoft non-profit account.

14. Any Other Business
    14.1. It was agreed that CN would take up EGTC's offer of a projector for our next meeting.
    14.2. LR & SM will be attending the Mayors' reception
    14.3. LR would attend the ceremony at East Court Memorial. LR and PM will attend the Main Parade and Service. Both will lay wreathes.
    14.4. MR would be attending the EG Sports Council meeting on 14th October.
    14.5. Sasha Brown had pointed out that our Policy No. 3 (data & GDPR) needed updating [PM to consider]
15. Dates of next meetings
    15.1. 6th January 2026
    15.2. 14th April 2026
    15.3. 7th July 2026 (inc. AGM)
    15.4. 6th October 2026

[redacted]

box SIGN 4W6ZP2ZJ-4LZK5L52

Oct 15, 2025