



# East Grinstead Memorial Estate Ltd

Registered Charity No. 305211, Company No. 468425

Registered Office: Suite 3, Independent House, Imberhorne Lane, East Grinstead,  
West Sussex, RH19 1TU

[www.egmel.co.uk](http://www.egmel.co.uk)

## Minutes of Directors Meeting

7pm Tuesday 14<sup>th</sup> April 2026

East Court Council Offices, College Lane, East Grinstead, West Sussex, RH19 3LT

Name		Role	Present/Apologies
Richards	Lloyd	Trustee (Chair)	Present
Hacke	Ann	Trustee	Present
Martin	Phil	Trustee	Apologies
McDonald	Colin	Trustee	Apologies
Metcalfe	Steve	Trustee	Present
Rew	Matt	Trustee (Vice Chair)	Present
Funnell	Mike	Staff	Apologies
Nunn	Christopher	Staff	Present
Philips	Melvin	Staff	Present

**Also present:** LR welcomed Samantha Lear (a prospective Trustee)

### 1. Apologies for Absence

1.1. (see above)

### 2. Minutes of Directors Meeting 6<sup>th</sup> January 2026

2.1. The Draft Minutes had been reviewed online by the Trustees and any errors corrected. They were e-signed by the Chair on 15<sup>th</sup> January 2026 and a redacted copy posted to our website, and a full copy filed in our Archives.

2.2. Our Registered Office has now been changed to Independent House.

2.3. There were no other actions arising that wouldn't be covered by this meeting's agenda and on-going actions and plans

### 3. Secretary

3.1. Routine Actions Matrix: this was reviewed with no defaults observed.

3.2. Directors Retiring by Rotation: this was reviewed with only one re-election (PM) necessary at this year's AGM. CN to confirm he is willing to continue.

#### **4. Company Secretary**

- 4.1. Policies 2,5, & 6 were reconfirmed by the Board. Policy 7 needed adjusting with the year “2025” in “As of 2025, this would typically represent an amount of between £3,000 - £5,000” being changed to “2026”. Once this change had been made, all these Policies would be re-validated, with copies stored on Box and added to our website.
- 4.2. It was noted that we relied upon information from e.g. the Charity Commission to ensure our policies were up-to-date.
- 4.3. It was also noted that we would soon have to add “Impact” reporting to our annual accounts (i.e. “what difference are we making as a charity”)

#### **5. Finance & Insurance**

- 5.1. Brooks had prepared the 2025 Annual Report and Accounts. These were unanimously approved by the Board and signed by the Chair and Vice Chair. After the AGM, Brooks would be filing a copy with Companies House and LR a copy with the Charity Commission.
- 5.2. The Investment Mandate prepared by Rathbones dated 13<sup>th</sup> March 2026, with risk unchanged at “Medium”, was approved by the Board.
- 5.3. The Treasurer’s Report was approved.
- 5.4. The Board confirmed that recruiting a “SANG officer” was still something they wished to support and reconfirmed that £20k should be provided in this year’s EGMEL budget for the anticipated April-December 2026 cost.
- 5.5. The impact of a SANG officer on the 2026 draft budget was discussed and it was noted that if the project comes to fruition we might need to dig into our capital to raise £10k or so.

#### **6. Strategic Objectives**

Strategy going forward had been distilled under 5 headings, each heading having designated “owners”.

##### **6.1. Invest in, and enhance the Estate**

1-1 We are in contact with the FA re improvements with the pavilion and maybe women’s football.

##### **6.2. Deepen Community Engagement and Participation**

2-1 The Grants<sup>1</sup> schedule prepared by MR/PM totalling £18,460 was approved but with the following changes: Grant to Gravetye to be reduced from £2,000 to £500, Grant to Meridian to be increased by £500. It was also agreed that MR/PM should use their discretion to increase the total grant payable this year to £20,000.

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<sup>1</sup> It was noted that only one Trustee, Steve Metcalfe, had any interest in any of the proposed grants recipients, that being his membership of ACG.

### 6.3. Ensure Maintenance of the Estate via MSDC

3-1 There had been no action from MSDC on the Holtie Track, nor on the pavilion.

3-2 Disappointingly MSDC has lost 2 key officers who were direct contacts for us, so we anticipate that there will be no improvement in their lack of activity for some considerable period. It was noted that Chris Hobbs, our Councillor, whilst sympathetic to our pleas for more action from MSDC, was not in a position to make changes. It was agreed that LR would contact Mims Davies, our MP, to see if she could exert any influence.

### 6.4. Raise EGMEEL's Profile and Influence

4-1 It was agreed to spend £2,000 revamping our website.

### 6.5. Develop the Board

5-1 Samantha Lear was attending this Board meeting as a prospective candidate for Trustee

## 7. Property

7.1. The Target Shooting Club are working with Brambletye school.

## 8. Neighbours

8.1. Nothing to report

## 9. IT

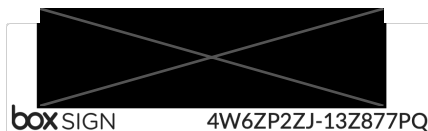
9.1. It was noted that we are reaching our limit for free "seats" with BOX. SM was asked to explore other suppliers for file storage free to non-profits.

## 10. AOB

### 11. Dates of next meetings

11.1. 30<sup>th</sup> June 2026 (inc. AGM)

11.2. 6<sup>th</sup> October 2026



Apr 28, 2026