



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

7pm Tuesday 6th January 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	Apologies
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	Present

1. Apologies for Absence

1.1. (see above)

2. Minutes of Directors Meeting 7th October 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 15th October 2025 and a redacted copy posted to our website, and a full copy filed in our Archives.

2.2.  a local dog walker, has been taking photos at East Court and has kindly allowed us to use some of them for Social Media. MR to discuss with her the potential for greater involvement with the charity.

2.3. LR had met Cllr. Hobbs and he was sympathetic with our disappointment with MSDC's engagement. He was supportive of the concept of a Dedicated Person (DP), perhaps engaged by EGMEL, or with help from MSDC, to accelerate progress.

- 2.4. MSDC have contacted the boardwalk supplier and suggested 3 schemes which we feel need much more thought and consultation. We need to be clear at the next Steering Meeting (28th Jan) what our preferences are.
- 2.5. MP has suggested we ask MSDC when the redecoration of the inside, and outside, of the Pavilion was last carried out to determine whether they are meeting their lease obligations.
- 2.6. 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. CN reported on progress with the new Routine Actions Matrix which was now live on Box.

4. Company Secretary

- 4.1. Policies 1,3 & 4 were reconfirmed by the Board. Policy 11 needed adjustment to change Member Mojo from being our "Data Processor" to our "Data Collector". Once this change had been made, all these Policies would be re-validated ,with copies stored on Box and added to our website. There were some issues with layout consistency which CN would address.

5. Finance & Insurance

- 5.1. AH had prepared the year-end report which showed all as expected and with our investments continuing to perform strongly. The Treasurer's Report was approved.
- 5.2. Following problems using a 3rd party for our Registered Address, it was unanimously resolved by the Trustees, with immediate effect, to move our Registered Address to our Accountants, Brooks & Co, at Suite 3, Independent House, Independent Business park, Imberhorne Lane, East Grinstead, RH19 1TU. They had also agreed to forward any mail to us (by arrangement) so we will no longer need to use a separate "Business Address". AH to confirm with Brooks and CN to cancel existing arrangement.
- 5.3. LR needs to prepare the Chairmans Report for the annual accounts.
- 5.4. A meeting was due the following day with MSDC and the representative from Gravetye Estate to consider how best to manage our Estate in the future. The Board agreed that recruiting a DP seems quite probable and agreed that £20k should be provided in this year's EGMEL budget for the anticipated 2026 cost.
- 5.5. We could maybe ask Cluttons to manage payroll and associated legislative issues of such a DP if they arise.
- 5.6. A discussion ensued about the merits of MSDC jointly funding a DP with various pros and cons identified.
- 5.7. It was also agreed that £20k should be built into the 2026 budget for Grants.

6. Strategic Objectives

Strategy going forward had been distilled under 5 headings, each heading having designated “owners”. CMcD reported that good progress was being made in all areas.

6.1. Invest in, and enhance the Estate

- 1-2 SM, with ACG involvement, had sent out a Signage update to MSDC
- 1-3 The issue of improvements to the Pavilion would be raised at the forthcoming Steering Meeting. MSDC would be encouraged to carry out a survey of user needs.
- 1-4 Matt & Steve are in dialogue with a contractor to come up with viable, economic alternatives to MSDC’s ideas on path improvements.
- 1-10 Ashurst Wood FC are using the pitches at East Court more frequently.
- 1-11 We are awaiting information from a contractor re coppicing. We need this before the Steering Meeting on 28th Jan.

6.2. Deepen Community Engagement and Participation

- 2-2 PM will represent us at the Volunteer and Community Fair on 31st Jan and will procure a roll-up banner (ca£100) for the event. ACG might collaborate.
- 2-10 See earlier discussions (2.3) about a potential DP
- 2-15 The Grants programme this year will try to ensure grants “work for us”

6.3. Ensure Maintenance of the Estate via MSDC

- 3-1 SM has been logging events that need MSDC attention but we believe MSDC have their own version. Discuss at Steering Meeting
- 3-3 Six-weekly walk-around overdue. Next one in March?
- 3-4 See earlier comment (2.5) re maintenance (or lack of) of Pavilion.
- 3-7 No updates on the SANG budget are expected until July.
- 3-8 “maintenance Ideas on a page” is still work-in-progress

6.4. Raise EGMEEL’s Profile and Influence

- 4-1 & 4-2 Agreed to regularly send copies of Newsletter (may be a different version?) to influencers such as Councillors etc (LR)
- 4-4 Social Media activity has been increased
- It was noted that perhaps more contact with Sussex Wildlife Trust and/or the Woodland Trust, might be beneficial over time.
- 4-6 After discussion it was agreed that we should join EG Business Association for its networking benefits (£120/yr)

6.5. Develop the Board

- 5-4 See 3.1 above
- 5-5 We are always on the lookout for Trustee recruits with appropriate skills & interests.

- 5-7 The Board meeting agenda is now aligned with the Strategic objectives

7. Property

7.1. The Target Shooting Club had thoughts about moving the boundary between them and the Football Club but now have a Plan B to modify the existing bund to meet regulatory requirements

8. Neighbours

8.1. Nothing to report

9. IT

9.1. SM gave a brief update on the mapping software

10. AOB

10.1. We still need to develop the idea of a photo competition

10.2. Will the National Year of Reading give us any opportunities for engagement?

10.3. “www.ashplats.com” has appeared with little information and unknown ownership. Monitor.

10.4. St. Margarets loop is up for sale, No interest for us.

10.5. MSDC has proposed changes to the Steering Meetings Terms of Reference which still need to be nailed down (along, of course, with the 10-year plan)

11. Dates of next meetings

11.1. 14th April 2026

11.2. 7th July 2026 (inc. AGM)

11.3. 6th October 2026



boxSIGN 4W6ZP2ZJ-4Y9V3L6Y

Jan 18, 2026