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
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Minutes of Directors Meeting

7pm Tuesday 6th October 2026
East Court Council Offices, College Lane, East Grinstead, West Sussex, RH19 3LT

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

	Action
1. Apologies for Absence See above	
2. Appointment of Chair Lloyd Richards has relocated from the area and is unable to act as Chair from his remote location. PM proposed that Matt Rew be elected Chair. This was seconded by SM and agreed unanimously by the Trustees present. It was noted that we should inform MSDC, EGTFC & EGTSC of this change.	MR

The meeting wished to record its thanks to Lloyd for the commitment and hard work he has put in.	
3. Minutes of Directors Meeting 30th June 2026 The Draft Minutes had been reviewed online by the Trustees and any errors corrected. They were e-signed by the Chair on 19th July 2026. A redacted copy had been posted on our website, and a full copy filed in our Archives. The Trustees confirmed that they are comfortable with this online procedure.	
4. Secretary Routine Actions Matrix: this was reviewed and it was noted that the annual SANG Financial Summary from MSDC due by 30th June is <u>still</u> overdue. CN agreed to add "File a copy of the Annual Accounts" and "File Minutes of Steering & Walkabout Meetings (if any)" to the Routine Actions Matrix to ensure a full record is kept on BOX in future Directors Retiring by Rotation: FIO. No action at this time.	MR CN
5. Company Secretary Nothing to report at this time. Policies 8,9 &10 were approved without changes. Update on BOX & Website	CN
6. Finance & Insurance AH had submitted a quarterly report showing that our financial position was close to expectations.	
7. Strategic Objectives **7.1 Invest In, and Enhance the Estate** It was noted that as Landlord we cannot make any improvements without permission of the Tenant (i.e. MSDC). Maybe though we could work indirectly through ACG? Perhaps also we should husband our resources until we have resolved our working relationship with MSDC?	

7.2 Deepen Community Engagement and Participation It was noted that the recent "Sussex" talk had been a significant success but it was disappointing that not many of our Members had attended. However we had collected 8 names of people interested in volunteering It was also noted that this year's grant process had gone smoothly but there was support for, in future, running a parallel process to get more community engagement with the Estate. PM questioned "Why" are we going to events and what are we hoping to achieve? Perhaps we need to be more integrated with ACG? PM&SL will consider these thoughts in preparation for another event in maybe late Spring/early summer next year. This then raised the question of the role of our Members, who are loyal, but a dwindling cohort. Are they essential for Governance as per the Articles? [CN] It was suggested (and supported) that in 2027 we should make the handing out of grant cheques a joint event combined with the unsung hero award.	PM/SL CN PM
7.3 Ensure Maintenance of the Estate via MSDC MR recounted that the state of the Estate is going backwards with no action following on from reports. The Football pitches will almost certainly be unplayable with winter rains, despite it being part of Glendales' contract to improve them. In addition, MSDC still have an embargo on expenditure (including SANG funds) which we only learnt about by accident! There had been no contact from the 2 new appointees at MSDC and no response on the Holtye Track quotations we sent to them. Signage and other projects were also being ignored. SM to write to RA. There has as yet been no response from our approach to Mims Davies MP. It was suggested that the only solution for the long term would be to terminate the lease with MSDC and find a more appropriate partner. This might be feasible some time down the line, but at present no obvious solutions present themselves. It was agreed that we should develop an objective list of MSDC shortcomings. MR is assembling Minutes of our Directors Meetings and the Steering Meetings into one folder so that AI could help us formulate facts and arguments. It was noted that a Steering Meeting is scheduled for January, and it was agreed that we should push MSDC for a date to try and avoid slippage.	SM LR MR MR

It was agreed that we should present MSDC with an objective list of their shortcomings (e.g. Pavilion, no 10 year plan, no SANG report) and request that this is included in the official record. We should also consider warning them that we intend to use their formal complaints procedure to get these matters resolved. It might be appropriate for us to have an ad hoc meeting in December to prepare for the Steering Meeting. We should also revisit the letter prepared by our Solicitor who advised on how to tackle shortcomings by MSDC [CN to recirculate letter]	MR CN
7.4 Raise EGMEL's Profile and Influence It was noted that increasing our community engagement would indirectly strengthen our position.	
7.5 Develop the Board Nothing to report at this time.	
8. Property EGTSC had informed us of their intentions to modify their bund, to which we have given our approval. SM to visit though to get "eyes on". EGTSC had also informed us that constructors working locally had asked for permission to use their car park. We support this arrangement but are concerned that the extra traffic might cause damage and will advise the TSC to take 'before & after' photos.	SM MR
9. Neighbours A neighbour (and member) had been trying to get MSDC to deal with dangerous trees adjacent to his house for many months. Recently apparently one fell and hit his house which only then resulted in quick action by MSDC/Glendale. It was agreed that this late action was totally unacceptable with such a risk to life and property.	
10. IT SM to revisit File Structure on BOX so as to be more intuitive. Website improvements are on hold at the moment due to illness of the web designer.	SM SM
11. AOB	

MR is pursuing a grant from the FA “PitchPower” to improve the football fields The meeting wished to record their thanks to AH for organising a very successful talk at St Swithun’s recently. MR would organise wreaths for this year’s remembrance services.	MR MR
12. Dates of Next Meetings NB MEETINGS IN 2027 WILL BE AT **CHEQUER MEAD**, NOT EAST COURT 2nd February 2027 13th April 2027 13th July 2027 (inc. AGM) 12th October 2027	ALL

[redacted]
box SIGN 4L66YWRX-4Q7JLVL9

Nov 2, 2026