

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

DRAFT MINUTES

DIRECTORS MEETING 02/2024

7pm, Tuesday 9th April 2024

Chequer Mead Theatre, De La Warr Road, East Grinstead, West Sussex, RH19 3BS

1. Present
 - 1.1. Directors: Richards, Nunn, Martin, Graysmark, Hacke, Phillips
 - 1.2. Guests: Funnell, Thomas, Metcalfe
2. Apologies for Absence
 - 2.1. Directors:, Williams, Rew
 - 2.2. Guests:
3. Minutes of previous Directors Meeting 01/2024, 16th January 2024.
 - 3.1. These were approved (subject to adding “apologies” from Phil Martin) and would be e-signed by the Chairman and filed in the Box archives. A copy, with any necessary redaction, would be posted on the companies website [CN]
4. MSDC
 - 4.1. MSDC have reported that Glendale are “on the case” to repair the football pitches for next season.
 - 4.2. We were expecting some activity to deal with Ash Die-back in the last financial year but this didn’t transpire. Glendale will be dealing with the problem and using a “risk-management” approach, rather than full-scale clearance.
 - 4.3. MSDC have received a quote of £77k + VAT to renew the Ghyll steps in a long-lasting “poly” material and were canvassing support to finance this from the SANG fund. IT WAS RESOLVED by a unanimous vote that we would support this initiative.
 - 4.4. Park Run had made representations to MSDC about the possibility of improving some paths to make them less muddy for them to run on. There are a number of issues in play here:
 - 4.4.1. EGMEL is fully supportive of East Court being used for running events such as this as it completely aligns with our Objects.
 - 4.4.2. Anecdotal evidence says that the runners in fact particularly like the mud and in some cases travel significant distances to EG to take part.
 - 4.4.3. The Board felt that even if paths were improved, the runners may still run alongside them.
 - 4.4.4. It was felt that it would be inappropriate to use SANG funds to support the activities of a minority (albeit very successful) group.

4.4.5. It was also felt that perhaps MSDC should be enforcing cancellation of Park Run after heavy rain in line with other local Councils.

4.4.6. LR volunteered to raise these complex issues with MSDC.

4.5. A Steering Meeting is scheduled for 3rd July.

5. Board Development

5.1. LR introduced Steve Metcalfe and Phil Thomas who were attending the meeting as guests with the potential to be co-opted as Directors.

5.2. We are looking for a Minutes Secretary who need not necessarily be a Board member.

6. Governance, including Policies

6.1. Policies No. 2 (Safeguarding) and 5 (Risk Management) were re-confirmed.

6.2. Policy No. 6 (Financial Procedures) was re-confirmed subject to an amendment to acknowledge the current use of Debit Cards.

6.3. Policy No. 7 (Reserves) was re-confirmed subject to substituting "2024" for "2022" regarding a typical years liquid assets.

6.4. CN would arrange for the policies to be updated, signed and added to the Box Archives

7. Secretarial

7.1. Nothing to report

8. Grants & Donations

8.1. A sub committee had invited applications for grants totalling £13k which had been reviewed and unanimously agreed by the Board.

8.2. A further potential grant to EGTFC for improved floodlighting was discussed and it was agreed that we would offer support of £2k payable only when the job is completed.

8.3. The sub-committee were thanked for their efforts.

9. Finances & Insurance

9.1. AH had previously circulated her Q1 report which showed no surprises with all costs under control. A small increase in our Professional Liability insurance had been agreed.

9.2. AH reported that a £40k Bond was maturing this summer and it was agreed that we should review at the time whether or not this should be reinvested by Rathbones, or alternatively possibly transferred, in whole or in part, to improve our liquidity.

9.3. The 2023 Report & Accounts had been circulated to Directors prior to the meeting. Some small changes were agreed:

9.3.1. Cluttons and Mayo Wynne Baxter would be removed from our list of advisors

9.3.2. Where appropriate our land would always be referred to as "East Grinstead Memorial Estate land"

9.4. Subject to these changes IT WAS RESOLVED to accept the 2023 Report and Accounts.

9.5. LG will be retiring as a Director at the upcoming AGM. IT WAS RESOLVED to remove LG from the banking mandate and add MR (subject to his agreement).

10. Membership

10.1. Membership still stands at 49

11. Property

11.1. The new lease with EGTSC had been finalised. It will run through to 2038 with stepped rental increases of £50 and £100. IT WAS RESOLVED that this lease be signed.

11.2. EGTFC have been given permission to share their ground with Forest Row FC.

11.3. The CCTV camera that MSDC had installed near the pavilion is now operational, apparently without the need for a wayleave for a cable connection. This was not perceived as a detriment.

12. Neighbours

12.1. A neighbour in Pegasus Way was having no joy getting MSDC to deal with overhanging branches at his address. LR would try to assist.

12.2. It was noted that occasional fallen trees on the eastern "cinder path" had been quickly dealt with.

13. Website & Publicity

13.1. CJ continues to do a great job updating our website and Facebook page

13.2. SM mentioned the possibility of featuring EGME's 75th anniversary in the EG Society's November newsletter.

14. Any Other Business

14.1. MR to give feedback on the opportunity to sponsor cups for Cross Country

14.2. LR exploring an "unsung hero" award with Bob Shelly.

14.3. Directors are encouraged to attend the ACG litter pick on Sunday 14th April at 10am.

15. Date of Next Meetings

2024	2025
	14th January
	8th April
9th July (inc AGM)	8th July (inc AGM)
8th October	7th October

