

EAST GRINSTEAD MEMORIAL ESTATE LTD

Registered Charity No. 305211 Company No. 468425

MINUTES

DIRECTORS MEETING 03/2024

8pm, Tuesday 9th July 2024

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

1. Present
 - 1.1. Directors: Richards, Hacke, Martin, Metcalfe, Rew, Thomas
 - 1.2. Staff: Funnell, Phillips, Nunn
2. Apologies for Absence
 - 2.1. Directors: None
 - 2.2. Staff: None
 - 2.3. Despite repeated reminders, Christian Williams had not renewed his membership which expired on 24th April 2024. Clause 24 of our Articles states that *“Only members of the Charity shall be eligible to hold office as a director”* and therefore the meeting reluctantly concluded that we would have to record his resignation as a Director, effective 24th April 2024.
3. Appointments/positions
 - 3.1. As per 19.1 of the Articles, the meeting unanimously agreed to appoint Lloyd Richards to be the Chair for the forthcoming year.
 - 3.2. As per 19.2 of the Articles the meeting unanimously agreed to appoint Matt Rew to be Vice Chair for the forthcoming year.
 - 3.3. As per Clause 27A of the Articles Chris Nunn, Lynn Graysmark & Melvin Philips, having each held Directors positions for 9 years, had retired at the AGM earlier that evening. The Chair thanked them for their input and it was unanimously agreed that
 - 3.3.1. Phil Thomas would take over the Company Secretarial duties including liaison with Companies House and the Charity Commission
 - 3.3.2. Steve Metcalfe would take over IT responsibility including managing our Fasthosts (web and email) and Box accounts
 - 3.3.3. Anne Hacke would continue to manage our finances and insurance
 - 3.4. It was also unanimously agreed to create a number of unsalaried, non-voting (i.e. non-Director). “Staff” positions:
 - 3.4.1. Chris Nunn would become Meetings Secretary.
 - 3.4.2. Melvin Philips would look after our Legal interests

3.4.3. CJ Payne would carry out the roles of Web design and Social media content

3.4.4. Mike Funnell would carry out the role of Ecological Adviser

4. Minutes of previous Directors Meeting 02/2024, 9th April 2024.

4.1. These were approved.

4.2. Matters arising

4.2.1. Discussions continue with MSDC about the need to control Park Run activities in muddy conditions.

4.2.2. A £2k grant to EGTFC is being held in abeyance pending support and approvals from other parties

4.2.3. The issue of overhanging branches in Pegasus Way had partly been resolved

4.2.4. Three candidates had been nominated for the unsung sports heritage award, but none met the criteria. It was agreed that we would advertise the scheme ourselves on social media

4.2.5. It was agreed to support the Cross Country event. They should buy the kit and we would pay them back £250.

4.2.6. AH had collated Directors updated phone numbers and would circulate to the Board.

5. MSDC

5.1. A Steering Meeting is due on 24th July and on LR's agenda are

5.1.1. "Damage" from the the annual bonfire

5.1.2. Improving the football pitches

5.1.3. Grass cutting - what about "wilder areas?"

5.1.4. Ash die-back proposals

5.1.5. Draft 10 year plan

5.1.6. SANG financial summary

5.1.7. Boardwalk design/progress

6. Board Development

6.1. Nothing to report

7. Governance, including Policies

7.1. There were no policies to review at this meeting.

7.2. PT agreed to cover Governance within his portfolio

8. Secretarial

8.1. Company Secretarial activities are currently being passed over to PT and IT matters to SM

9. Grants & Donations

9.1. As requested by the Charity Commission, PM has collated which grants have gone to Charities, and which to others.

10. Finances & Insurance

10.1. AH had previously circulated her Q2 report which showed no surprises with all costs under control.

10.2. AH reported that a £30k Bond was maturing this summer and it was agreed that £5k would be taken as cash with the remainder to be held by Rathbones.

11. Membership

11.1. Currently 49 with 1 loss and 1 gain.

11.1.1. SM suggested maybe an annual event (Bluebell walk/Pimms?) and/or Family membership for £12 as possible ways of driving up membership interest. LR would form a working group with SM & PM to join.

12. Property

12.1. Rolling Minute: EGTFC rent increase due 28/9/2028

12.2. The new lease with EGTSC had been signed and would be scanned and filed by CN. The rental increases would be noted as a "rolling Minute"

13. Neighbours

13.1. Nothing to report

14. Website & Publicity

14.1. Interest in our website and Facebook page is on the increase as we've added more frequent content.

15. Any Other Business

15.1. Although not our direct problem LR was helping neighbours resolve a problem with rubbish and a redundant shed by the stream in the SE corner of our estate.

15.2. LR would order 2 x B wreathes for Remembrance day @ £20 each. The Board also approved making a £200 donation to RBL.

16. Date of Next Meetings

16.1. 8th October 2024

16.2. 14th January 2025

16.3. 8th April 2025

16.4. 8th July (inc AGM) 2025

16.5. 7th October 2025

