



# EAST GRINSTEAD TOWN COUNCIL

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

**Town Clerk:** Samantha Heynes FdA (Comm Gov) FSLCC

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To: All Members, East Grinstead Town Council  
(Other distribution for information only)

Quorum is 1/3 or 6 members

21<sup>st</sup> January 2026

Dear Councillor

You are hereby summoned to attend a meeting of **EAST GRINSTEAD TOWN COUNCIL** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **MONDAY 26<sup>th</sup> JANUARY 2026** at **7:00pm**. Where possible please clarify any points or raise questions beforehand.

Members are asked to resolve or advise of any detailed questions to officers prior to the meeting where possible.

Yours faithfully

Samantha Heynes  
Town Clerk

## ORDER OF MEETING

7:00pm Public Participation

Members of the public may attend the meeting in person. There is a period of up to 15 minutes for public questions relating to items on the agenda.

Any question must be submitted to the Town Clerk 24 hours in advance of the meeting, referencing the agenda item it is related to. In the event of a large number of speakers, the Chairman has the discretion to increase the number allowed to speak.

Each member of public will be able to speak for a maximum of 2 minutes and will have no right of reply. If a question cannot be answered at the meeting, a written response may be provided at a later date.

The Chairman's interpretation of the Standing Orders is final. Should there be no questions, or the questions complete before the end of 15 minutes the Chairman will move along to the agenda and public participation will end.

## AGENDA

**54 Apologies for Absence**

**55 To confirm the minutes of the Council Meetings held on 16<sup>th</sup> October and 16<sup>th</sup> December 2025**

**56 To receive any Declarations of Personal or Pecuniary Interest**

**57 Town Mayor's Announcements**  
To review the list of Town Mayor engagements (Appendix A)

**58 To receive such communications as the Leader of the Council may desire to lay before the Council**

**59 To dispose of any business outstanding from the last meeting**

**60 To receive and consider the minutes of Committees:**

	Date	Minute No	Page No
(a) Council	16/10/2025	35-50	13-17
(b) Planning	04/11/2025	61-71	18-20
(c) Environmental & Sustainable Travel	25/11/2025	23-32	7-9
(d) Public Services	09/12/2025	22-32	9-14
(e) Planning	16/12/2025	72-78	21-22
(f) Amenities & Tourism	06/01/2026	22-33	9-12
(g) Finance & General Purposes	20/01/2026	30-45	

**61 Committee Terms of Reference**  
To consider the draft Terms of Reference for the new Committee structure (Appendix B)

**62 St Margaret's Loop**  
To review the feedback received as a result of the publication notice St Margarets Loop and resolve how to proceed with regards to future ownership of the site (Appendix C)

**63 Council Meeting Dates**  
To approve the dates of the Council meetings for 2026/27 (Appendix D)

**64 Chequer Mead**  
To note the Chequer Mead Annual Report (Appendix E)

**65 To consider the updated Financial Risk Register**  
The Council's approval of the Financial Risk Register is an annual audit requirement (Appendix F)

There have been no changes to the gradings of any risks, updates have been made to the mitigating actions for the following risks:

Existing Mitigating Actions in Risk No.1 have been updated  
Further Mitigation Actions in Risk No. 18 have been added  
Further Mitigation Actions in Risk No. 22 have been added

The updated risk register is attached for approval.

**66 After receipt and consideration of the recommendations from Finance & General Purposes Committee, to formally resolve for the 2026-2027 financial year:**

- a. The Town Council's estimated expenditure of £1,760,828 and estimated income of £370,830 in the 2026-2027 financial year be approved, resulting in a net cost of £1,389,998.
- b. That Council, on 26<sup>th</sup> January 2026, be requested to approve an actual precept for the 2026-2027 financial year of £1,389,998. This will represent an annual Band D council tax of cost of £114.59 based on the known tax base of 12,130.3.

This precept demand will be made on Mid Sussex District Council.

**67 To review the status of the Business Plan (Appendix G)**

**68 To note the Action List (Appendix H)**

The date of the next meeting of the Town Council is **Tuesday 7<sup>th</sup> April 2026**.

**MAYOR'S DIARY EVENTS**

16/10/2025 to 27/01/2026

Cllr John Belsey

18	G&E Service Open Day
	EG Bonfire – judges of guys
	PSA testing
	EG Bonfire
19	Civic Service
21	Mayor's Quiz
25	Lions Advent Calendar Launch
25	Ashurst Wood Bonfire
27	High Sheriff – walk around the town

November

8	EGRFC?
9	Remembrance Sunday
11	Lay a wreath on the High Street
12	Photo with community grant recipient SEDs
13	Photos with community grant recipients EG Bowling Club and HerMove
15	The Big Reveal
17	Beaver Group - A show around East Court
18	SSAFA concert – DM attending
29	Switch on the Saint Hill Christmas Lights
30	Poppy Appeal Certificate lunch

December

1	Draw numbers for Lions Advent Calendar
2	Being Neighbourly Christmas Lunch
5	St Piers College
6	Pantomime Chequer Mead
7	EGTC Christmas Market
8	Christmas Carols at Sackville College
10	Young Green Briton Challenge
10	RBL Christmas Lunch
14	Mayor's Christmas Carols
16	Sackville School Carol Concert
16	RAF Cadets AGM and Carols

January

9	EG Bonfire Awards
15	Visit Bloomin Arts to present grant cheque



# EAST GRINSTEAD TOWN COUNCIL

Council Report

Tuesday 20<sup>th</sup> January 2026

## **Agenda Item 61: To consider the proposed terms of reference for the new committee structure effective May 2026**

### **1. Introduction**

At the Full Council meeting held on 16<sup>th</sup> October 2025, a new committee structure was considered and agreed for implementation from May 2026.

A draft terms of reference was prepared to support these; this has now been reviewed again with some slight amendments made to ensure clarity of purpose and authority. This report outlines the final recommendations for each committee for approval, in advance of implementation for the new council year in May 2026.

These proposals will ensure committee responsibilities are better aligned to the officer roles that support delivery, fostering a more efficient approach to Council business.

The proposed amendments recommended for final approval are shown through the use of tracked changes below.

### **2. Committee Terms of Reference**

#### **2.1. Estates and Environment (EE) Committee**

The Committee will comprise five or more members.

The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The committee is responsible for the management, maintenance, and improvement of all council-owned properties, cemeteries and public amenities. It oversees environmental initiatives, explores ways to enhance town connectivity, and leads projects that strengthen the Council's assets, promote sustainability, and reduces its carbon footprint.

The Committee shall undertake the following role and functions:

- Responsibility for the provision and maintenance of The Old Court House, East Court Mansion and grounds, Meridian Hall, Sunnyside Barn and the maintenance and management of any other land holdings and/or buildings of

a leisure nature in the ownership of the Council, including East Court play area and Turners Hill Recreation Ground. **A&T**

- Responsibility for all rents and charges, to include hire facilities and cemetery services, on an annual basis. **A&T**
- Responsibility for the provision and maintenance of street furniture and Council-owned public facilities including public clocks, war memorials, water fountain, public seats, public toilets, bus shelters, public notice boards, hanging baskets, Christmas Lights, salt & grit bins and trees. **A&T**
- Responsibility for the provision, management and maintenance of cemeteries and allotments. **A&T**
- Responsibility for the provision and maintenance of all street and footpath lighting in the ownership of the Council. **A&T**
- Responsibility for Council-owned CCTV. **A&T**
- Responsibility for management of all banner installations.
- Support environmental projects that seek to reduce the carbon footprint of the Council and improve the environment within the town. **EST**
- Responsibility for projects identified within the business plan and recommend new projects for inclusion.
- Co-ordination with WSCC and MSDC in working towards improving connectivity around the town, including the LCWIP (Local Cycling and Walking Infrastructure Plan) to try and reduce congestion, air pollution, carbon emissions and improve safety in the Town. **EST**
- The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- All expenditure must comply with the Council's Financial Regulations

## **2.2. Planning Committee**

The Committee will comprise five or more members.

The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The committee is responsible for planning consultations, appeals, licensing, street naming and monitoring the District and Neighbourhood Plans incorporating suggestions for policy updates regarding safe travel.

The Committee shall undertake the following role and functions:

- To make representations to the Local Planning Authority on any application referred to the Town Council and/or on any other planning matter that affects the town.

- The making of representations in respect of appeals against the refusal of planning permission.
- The making of representations in respect of all Public Entertainment Licensing and Licensing applications generally to MSDC.
- The making of recommendations regarding street naming.
- To consider and monitor the Neighbourhood Plan & District Plan and any other development plans, making of all appropriate representations.
- To permit delegated authority to submit representations on planning applications where it is not practicable to convene a Planning Committee meeting within the statutory consultation period (including where a meeting has been cancelled) and an extension of time is not granted, following consultation between the Town Clerk and the Chair of the Planning Committee. Suggest observations regarding new developments and safe & active travel including policy updates or revisions relating to the neighbourhood plan. **EST**
- All other matters which are the responsibility of third-party agencies and directly affect the town's basic infrastructure. **PS**
- The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- All expenditure must comply with the Council's Financial Regulations
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### **2.3. Finance and General Purpose (F&GP) Committee**

The Committee will comprise five or more members.

The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The committee oversees the day-to-day administration of the Council, managing finances, monitoring the budget and reserves, tracking delivery of the Council Business Plan and addressing matters referred by other committees.

The Committee shall undertake the following role and functions:

- To review all matters relating to general day to day administration of the Council including provision of IT.
- Monitor income and expenditure and make any recommendations to Council.
- Consideration of the annual budget requests of all Standing Committees for recommendation to Council to set the annual budget and precept.
- To review and approve grant applications and donations.
- To incur and authorise expenditure not otherwise delegated to another Committee or employee.
- To consider the annual audit report for referral to the full Council

- To oversee reserves and investments.
- To oversee banking arrangements.
- To implement and track the Council Business Plan with regular monitoring and reviews.
- To receive and make representations to the appropriate authority in respect of highway matters, public transport services and health care/services. **PS**
- To consider and respond to any consultation received at the Council, as agreed.
- Acting as lead committee in respect of any partnership initiative of a corporate nature with the principal local authorities for the area including, as appropriate, the development of Joint Partnership Committees, matters relating to devolution and recommendations on terms of reference and constitutional matters.
- Dealing with matters specifically referred by Council or any other Standing Committee and with all matters not specially referred or delegated to any other Standing Committee.

#### **2.4. Community and Tourism (C&T) Committee**

The Committee will comprise five or more members.

The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.

The committee oversees management of events, tourism initiatives and related budgets, ~~events~~ and town publications, addressing community and infrastructure matters and liaison with third-party agencies and supporting the Town Improvement Plan working group and other relevant projects.

The Committee shall undertake the following role and functions:

- Direction and oversight of Council's annual and promotional events programme. **EST**
- Publication and updating of the official Town Guide, Town Map and other publications relevant to the work of the Committee. **A&T**
- The facilitation of tourism initiatives and the provision of tourist information facilities for the town in liaison as appropriate with other local authorities. **A&T**
- To receive a report from the Community & Tourism Manager in respect of community matters and events. **PS**
- Responsibility for the Speed Indicator Devices (SIDs) **PS**
- Provision of Youth Services
- To support the Town Improvement Plan working group. **EST**
- Oversee and support Active Travel initiatives **new/PS**
- The Committee will propose, design and lead on relevant projects from the business plan and recommend new projects for inclusion.
- The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.

- Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- All expenditure must comply with the Council's Financial Regulations

## **2.5. Human Resources (HR) Committee**

The Committee will comprise of four Members.

The quorum of the Committee shall be one third of committee members with a minimum three members.

This committee shall consider all policy aspects of human resources and personnel including policies, appraisals, employment issues and conditions of service, providing oversight and support for the Town Clerk and other staff.

The Committee shall undertake the following role and functions:

- To determine the Council's policy on welfare, remuneration, recruitment, training, qualifications, health and safety and other conditions of service for all employees.
- To issue, vary and terminate employment contracts, where not delegated to the Town Clerk.
- To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities where not delegated to the Town Clerk.
- To appoint committees as appropriate to deal with the two stages of any statutory disciplinary action (instigated by the employer) or grievance action brought by employees.
- To consider all aspects of employment law, including associated statutes and regulations.
- To review and if necessary, oversee any negotiations on pay and conditions including local conditions as laid down in the staff handbook annually.
- To implement, review, monitor and revise policies for employees.
- To undertake line management responsibility for the Town Clerk, including review of the job description to ensure it reflects the requirements of the role.
- To oversee any process leading to dismissal of employees (including redundancy), where not delegated to the Town Clerk.
- To be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
- The HR Committee is authorised to make binding decisions on behalf of the Town Council with regards to all aspects of the above functions provided that in all cases the meeting is quorate.
- To consider updates to staff handbook, where not delegated to the Town Clerk.

- The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- All expenditure must comply with the Council's Financial Regulations

### **3. Recommendation**

The recommendation is that Council resolves to accept and adopt this terms of reference for the new committee structure, effective May 2026.



# EAST GRINSTEAD TOWN COUNCIL

Council Meeting Report  
Monday 26 January 2026

## **Agenda Item 62 – Disposal of Land: St Margaret’s Loop**

Following the resolution at the Council Meeting held on the 16 December 2025 to dispose of the land parcel St Margaret’s Loop (WSX64824) the public notice advert was published on the 1 January 2026 in the Mid Sussex Times and ran for a two-week period effective 2 January to 16 January 2026.

Under The Local Government Act, s123(2a/2b) the Council is required to:

- advertise the proposed disposal for two consecutive weeks in a local newspaper, and
- consider any objections received as a result of that advertisement before deciding whether to proceed with the disposal.

This duty exists to protect public open space, ensure transparency and provide the community with an opportunity to comment before the land is sold. Although the land is noted as ‘open space’ on the land transfer document, the following should be noted:

The Town Council owns the central section of this area, meaning it is land-locked with no access either side without being granted permission to cross either of the privately owned sections. This is not currently a through pathway. It is only possible to walk partway into the loop within the first section of land, which is under private ownership. There is no pathway available through the loop due both to the overgrown state of the entire site, as well as the height of the boundary meaning it is impossible to climb safely out of the site the further into it you proceed.

## **Communications Received**

The Council received 8 formal comments and objections, following the public notice announcement noted in full in appendix A/B within this report, with a summary table below. Responses made by the Town Clerk are noted.

## Summary of Comments

A summary of the comments for Council consideration is below for review.

Item	Summary
1	The Council is asked what are the reasons for sale, and if environmental and wildlife concerns have been considered, due to the area becoming a haven for wildlife.
2	The Council is asked why is walkway/cycle path not being created, mentioned in the EGTC Neighbourhood Plan Policy SS7 as a project and could be a safe route for cyclists and walkers. Suggests funds could be available from WSCC and notes the potential loss of a wildlife corridor haven for nature and loss of trees if sold for development.
3	Comments relating to how the land was advertised
4	Comments relating to which councillors voted to dispose of the land
5	The council is asked what the public-interest justification is for disposing of this designated public open space and how this decision aligns with national and local commitments to biodiversity protection, biodiversity net gain and the safeguarding of UK Red List species. What ecological and environmental assessments have been undertaken, how natural drainage, flood mitigation and land stability functions will be preserved in the context of climate change, and how the site's value for public health, wellbeing, safe recreation and local heritage has been considered. What alternatives to disposal were explored, how the permanent loss of public open space can be justified, and how objections will be formally recorded and considered within the decision-making process.
6	The Council is asked if land could land be transferred to WSCC, or could it be kept as open space by the new owners or designated as a footpath/bridleway
7	The Council is asked to explain why this designated public open space is being disposed of, why auction has been chosen as the method of sale, and how the proposal serves the public interest. Have proper ecological, drainage, flood-risk and geotechnical assessments have been undertaken, how wildlife, land stability, neighbouring properties and nearby bridge structures will be protected, and what legally binding restrictions will limit future use or development of the land. How will access, safety, privacy, noise, and loss of amenity impacts be mitigated, why directly affected residents were not formally notified, whether consultation will be extended, what alternatives to disposal were considered, and how this proposal aligns with policies on biodiversity, climate resilience and protection of green space, including the decision-making process.
8	The Council is asked to explain why this designated public open space is being sold and how the disposal serves the public interest, including why auction has been chosen as the method of sale. Have full ecological, drainage, flood-risk and geotechnical assessments have been undertaken, how biodiversity, land stability, neighbouring properties and nearby bridge structures will be protected, and what legally binding restrictions will prevent inappropriate

access, development, fly-tipping or anti-social behaviour. How will access and emergency access will be managed, how impacts on privacy, amenity, noise and disturbance will be avoided, why directly affected residents were not formally notified, whether consultation will be extended, what alternatives to disposal were considered, and how this proposal aligns with policies on biodiversity protection, green space retention and climate resilience, including the decision-making process.

The full anonymised text of each communication received is documented in Appendix A/B.

It is noted that prior to the decision made by the Council to proceed with the disposal of the land a high-level feasibility study was completed in October 2025 to ascertain and summarise the proposed project for creating a potential pedestrian/cycleway on the St Margaret's Loop land. This document identified the possible environmental constraints and opportunities, if the scheme is likely to achieve planning permission (by either infill or using existing levels), Biodiversity Net Gain impact, costs and any significant issues. It therefore provided the Council with evidence to consider and support the decision made on the 16 December to dispose of the land.

## **Conclusion**

In order to proceed with the disposal of the land, the Council must consider the objections received in response to the statutory public notice and determine whether, having regard to those representations and the public interest, it is appropriate to proceed with the sale of the land as resolved on the 16 December 2025.

## Appendix A

1. *What is the reason for the sale of this strip of land. Its become a wildlife haven. What realistically could be done with it to benefit the people of East Grinstead. It would need clearing of vegetation, rubbish etc, which while not a bad thing has to be done with the environment and wildlife and residents who back onto it taken into consideration. More information would be appreciated.*

Response:

Thank you for your email and for your interest in the future of St Margaret's Loop. In August 2025, the Town Council commissioned a feasibility study to explore whether a pedestrian and cycle route could be created along the former railway cutting. The Council owns only the central section of the Loop, which is landlocked and not currently accessible as a through route. Access at either end would require agreement from neighbouring landowners, and there is currently no safe or continuous path through the site due to its condition and physical constraints.

The feasibility study examined two possible options: • creating a path at existing ground levels within the cutting, and • creating an elevated path by filling the cutting with imported inert material.

The study concluded that, while pedestrian and cycle infrastructure is supported in principle by planning policy, the scheme faced significant challenges, particularly in relation to Biodiversity Net Gain (BNG), which became a legal requirement in February 2024. Under the new regulations, developments must deliver a minimum 10% net gain in biodiversity for at least 30 years. In this case, BNG could not be achieved on-site under either option, meaning that off-site habitat creation or the purchase of biodiversity units would be required. Depending on the design approach, the estimated cost of meeting BNG requirements alone ranged from approximately £220,000 to £850,000, in addition to an overall scheme cost estimated at around £1.45 million, with further unknown and uncosted risks. Other significant issues identified included ecology, tree protection, land ownership constraints, access, and the availability and cost of suitable fill material.

In light of these findings, and the lack of identified funding, the Council resolved not to proceed with the development. As the land is not actively managed and represents an ongoing liability, the Council is therefore considering disposal of its section of the site.

I hope this information is useful, I attach a copy of the feasibility study commissioned which provides the full background details into the Council's decision.

- 2. Resident came to reception with a letter (Appendix A) to raise concerns about the sale and ask questions. Was advised that no date was set for auction as Council will need to consider any responses received.*

Response:

Email sent as follows:

Further to your visit to the Council offices this morning please find attached the feasibility study which was completed last year in relation to St Margarets Loop.

The link to the minutes of the meetings are also below for reference where the Council received the report and discussed the disposal of the land.

I hope that this is of assistance to you and your letter has been passed to the Town Clerk.

- 3. I am writing to comment on the plan to sell off part of St Margaret's Loop. You will recall that we have had previous correspondence relating to this site. While I have no objection, in principle, to part of the Loop being sold, I believe that advertising it simply as "Land comprising of a disused railway cutting" is far from being an adequate description. The site ceased to be used as a railway 59 years ago. Since then, nature has largely reclaimed it, with varied undergrowth and many protected trees. It has become, in effect, a habitat and wildlife corridor used by resident species, while others use it to cross the town safely to reach the recognised Worth Way wildlife corridor. Over the period between mid April and early November 2025 many bird species were recorded there, including some rare and protected ones, as described in our previous correspondence. Any description used for the purposes of the sale must surely include, not only what it was 59 years ago, but what it is now - i.e. a thriving, but badly neglected, habitat and wildlife corridor used by a wide range of species. The sale notice should include clear notification of the restricted uses that this will inevitably incur.*

Response:

Thank you for your email and for taking the time to set out your comments regarding the proposed disposal of part of St Margaret's Loop. Your observations are noted. At this stage, however, the Council is solely fulfilling its legal obligation to advertise its intention to dispose of the land, in accordance with the relevant

statutory requirements. The description used is intended to identify the land clearly for these purposes, and the Council considers it sufficient for that reason. Any ecological considerations, restrictions on use, or detailed assessments of the site's characteristics would be matters for a prospective purchaser to investigate through the appropriate planning, environmental, and legal processes, rather than matters to be determined at this initial notice stage. Thank you again for your interest and engagement.

4. *How do I ascertain which Councillors voted to dispose of the above land that I understood was to become an essential link across the town as a walk and cycle route. Please forward a list of those for and against the scheme.*

Thank you for your email. I'm afraid as the vote was not recorded – this would have to have been requested in the council meeting prior to the vote happening – I do not have the data that you request.

5. *I am writing to formally object to the stated intention to dispose of public open space at St Margaret's Loop, East Grinstead, being the land comprising a disused railway cutting (Land Registry title WSX64824). This land represents an important environmental, social, and historical asset to the local community, and its disposal would result in significant and irreversible harm. Firstly, the site provides valuable habitat for wildlife, including species on the UK Red List. The mature vegetation, scrub, and undisturbed nature of the cutting support birds, small mammals, insects, and plant species that are increasingly under threat due to habitat loss elsewhere. Disposal and potential development would directly contribute to biodiversity decline, contrary to national and local commitments to protect and enhance wildlife and meet biodiversity net gain objectives. Secondly, the existing plant life plays a vital role in natural water management and land stability. Vegetation within the cutting helps regulate surface water runoff, reduces flood risk, and stabilises soil, thereby minimising the risk of land slip and erosion. Removing this green infrastructure could have negative consequences for surrounding areas, particularly given increasing rainfall intensity associated with climate change. The land also provides an important opportunity for safe, traffic-free access for local residents, particularly families with children. It offers a place to walk away from busy roads, vehicle emissions, and noise pollution, contributing positively to physical health, mental wellbeing, and community quality of life. At a time when access to green space is widely recognised as essential to public health, the loss of such an area would be deeply regrettable. In addition, St Margaret's Loop forms part of East Grinstead's local heritage as a former railway cutting. This historic character contributes to the identity of the area and should be preserved for future*

*generations rather than lost through disposal. Public open spaces are held in trust for the community, and once sold or developed, they are rarely replaced. The long-term public value of retaining this land far outweighs any short-term financial benefit that disposal might bring. I believe the site would be far better protected, enhanced, and potentially improved for wildlife and community use rather than removed from public ownership. For these reasons, I strongly urge the Town Council to reconsider any intention to dispose of this land and to explore options for its long-term protection and management as a public open space. Thank you for taking the time to consider this objection. I would appreciate confirmation that my comments will be formally recorded as part of the consultation process.*

**Response:**

Thank you for your email regarding the proposed disposal of the Council's land at St Margaret's Loop (Land Registry title WSX64824). Your comments are noted and will be formally recorded as part of the consultation process.

The Council appreciates the points you have raised regarding the environmental, social, and historical value of the site. These considerations were also reflected in the feasibility study undertaken in 2025 (which I have attached for your information), which explored the potential for a pedestrian and cycle route along the former railway cutting.

The study highlighted the ecological importance of the area, the constraints around access and land ownership, and the significant costs associated with meeting Biodiversity Net Gain requirements and other planning considerations. Based on the outcome of the feasibility study, the Council resolved not to proceed with development of the site. Given that the land is not actively managed, is landlocked, and presents an ongoing maintenance liability, the Council is now considering options for the future of the site, including the potential disposal of its section. Any future use of the land would remain subject to all relevant planning, environmental, and legal controls.

Your objection will be taken into account as the Council considers the next steps for the site, and you will be kept informed of any decisions in due course. Thank you again for taking the time to provide your views.

6. *Hearing of the sale of St Margarets Loop/woodland just as the Council were progressing with the green route project is very disappointing. Is there any way of transferring the site to WSCC or making sure it is kept as public space whomever owns it. Designating the route as a bridleway or footpath for instance would*

*ensure it in law, evidence for past use should not be hard to find from all those bordering and using as local school routes etc.*

Response:

Thank you for your email regarding the potential sale of St Margaret's Loop.

Thank you for your email regarding St Margaret's Loop. Your comments are noted and will be formally recorded as part of the consultation process.

The Council recognises the community interest in the site and the value of protecting it as public open space. The land is currently under consideration for disposal following the Council's decision not to proceed with the proposed walking/cycling route due to the outcomes of the feasibility study (attached for your information), including access constraints, ecological considerations, and significant costs associated with Biodiversity Net Gain and development.

While the Council has resolved to explore disposal, any future ownership or use of the site would remain subject to relevant planning, environmental, and legal controls. Suggestions such as transferring the land to West Sussex County Council, or designating the route as a bridleway or footpath, will be noted and considered alongside all other representations received. Thank you again for taking the time to share your views.

7. *We are writing to submit a formal objection to the proposed disposal of the public open space at St Margaret's Loop, East Grinstead (Land Registry Title WSX64824), as set out in the public notice dated 1 January 2026. Our property directly borders the disused railway cutting included in this proposal, and we are deeply concerned about the consequences of selling this land, particularly via auction.*

#### *Environmental and Ecological Impact*

*The land is a deep, wet, densely wooded railway cutting that has remained undisturbed for decades. It functions as a natural wildlife corridor and supports a variety of birds, bats, small mammals such as foxes and badgers, and plant species. Removing trees, infilling the cutting, or altering drainage patterns would cause irreversible ecological damage. The council has a responsibility to protect biodiversity and should not dispose of land without a clear environmental assessment.*

#### *Drainage and Flood Risk*

*The cutting currently acts as a natural water retention feature. Its depth and wet*

*ground conditions help absorb rainfall and slow runoff. Any attempt to infill or develop the land could:*

- *redirect water towards neighbouring gardens*
- *increase surface water flooding*
- *destabilise the water table*

*Given the increasing frequency of heavy rainfall, this risk should be taken extremely seriously.*

#### *Land Stability and Structural Concerns*

*The steep sides of the cutting are inherently sensitive to disturbance. Heavy machinery, infill, or construction could cause:*

- *slippage or collapse*
- *subsidence affecting neighbouring properties*
- *the need for intrusive retaining structures directly against residential boundaries*

*These risks make the land fundamentally unsuitable for development. We would strongly recommend that any sale include clear restrictions on future acceptable use of the land / development and would highly appreciate guarantees for neighbouring properties on that point.*

#### *Access and Safety Issues*

*The cutting is difficult to access safely. Any new owner attempting to create access routes would likely need to use narrow residential roads, causing disruption and raising safety concerns. Emergency access would also be problematic. Selling land with such constraints invites future conflict and risk. We also understand that some concerns have been raised by members of the council with regards to the critical need of protecting the structural integrity of the bridges traversing and bordering this space.*

#### *Privacy, Overlooking, and Loss of Amenity*

*If the land were infilled or built on, new structures could sit at or above the level of existing gardens. This would result in:*

- *severe loss of privacy*
- *overlooking into homes and gardens*
- *loss of light*
- *a dramatic change to the character and tranquillity of the area*

*This would materially harm the amenity of existing residents.*

#### *Noise, Disturbance, and Prolonged Uncertainty*

*Even unsuccessful development attempts would involve months of:*

- *heavy machinery*

- *noise*
- *dust*
- *vibration*
- *disruption to wildlife and residents*

*Auctioning the land encourages speculative buyers who may submit repeated planning applications, creating long term stress and uncertainty for neighbouring households.*

#### *Precedent for Further Loss of Green Space*

*Disposing of this parcel sets a worrying precedent for selling other green or buffer spaces in East Grinstead. Incremental losses of such land erode the town's green character and reduce environmental resilience. The previous plan for a walkway / cycle path was partly abandoned as the legal requirements to protect biodiversity would not have been met. Selling this green space at auction poses a significant risk of an even worse outcome depending on the buyer and their intentions.*

#### *Lack of Transparency and Insufficient Community Consultation*

*Residents have not been provided with:*

- *a clear justification for the disposal*
- *an explanation of why auction was chosen (the least controlled method)*
- *any environmental or feasibility assessments*
- *alternative options for community use or stewardship*
- *we only came across the proposal by chance, I am assuming that many neighbouring property owners are not aware despite being significantly impacted. The council should make sure that this consultation is extended and neighbours informed by post of this plan.*

*This raises legitimate concerns about whether the disposal is in the public interest.*

#### *Public Open Space Status*

*The notice confirms that this land is designated as public open space. Even though it is not formally accessible, it provides:*

- *visual amenity*
- *ecological value*
- *a green buffer between properties*

*The council must demonstrate that its disposal will not disadvantage the community. At present, no such justification has been provided.*

#### *Planning and Legal Constraints*

*The land's topography, ecology, drainage, and access limitations mean that any development would face significant planning barriers. Selling the land without acknowledging these constraints risks creating future disputes and burdens for both residents and the council.*

### **Request**

*For all the reasons above, I respectfully request that the council:*

- withdraw the proposed disposal*
- retain the land in public ownership*
- undertake proper environmental and drainage assessments*
- engage with residents on long term management options*

*This land is an important part of the local green environment, and its loss would be detrimental to both residents and wildlife.*

*Thank you for considering our objection. we would appreciate confirmation of receipt and details about the next steps.*

- 8. We are writing to submit a formal objection to the proposed disposal of the public open space at St Margaret's Loop, East Grinstead (Land Registry Title WSX64824), as set out in the public notice dated 1 January 2026.*

*Our property, XXXXXXXXXXXXXXX, directly borders the disused railway cutting included in this proposal, and we are deeply concerned and anxious about the consequences of selling this land, particularly via auction.*

### **Lack of Transparency and Insufficient Community Consultation**

*Residents have not been provided with:*

- a clear justification for the disposal*
- an explanation of why auction was chosen (the least controlled method)*
- any environmental or feasibility assessments*
- alternative options for community use or stewardship*
- we only came across the proposal by chance due to our neighbours informing us –not via the council. We therefore assume that many neighbouring property owners are not aware of the proposed sale despite being significantly impacted.*

*The council should make sure that this consultation is extended and neighbours informed by post of this plan.*

*This raises legitimate concerns about whether the disposal is in the public interest.*

### **Public Open Space Status**

*The notice confirms that this land is designated as public open space. Even though it is not formally accessible, it provides:*

- *visual amenity*
- *ecological value*
- *a green buffer between properties*

*The council must demonstrate that its disposal will not disadvantage the community. At present, no such justification has been provided.*

### **Planning and Legal Constraints**

*The land's topography, ecology, drainage, and access limitations mean that any development would face significant planning barriers. Selling the land without acknowledging these constraints risks creating future disputes and burdens for both residents and the council.*

### **Access and Safety Issues**

*The cutting is difficult and potentially dangerous to access safely. Any new owner attempting to create access routes would almost certainly need to use narrow residential roads, causing traffic disruption and raising safety concerns. Emergency access would also be problematic. Selling land with such constraints invites future conflict and risk. We also understand that some concerns have been raised by members of the council with regards to the critical need of protecting the structural integrity of the bridges traversing and bordering this space.*

*We are also concerned that it could lead to an increase in illegal fly-tipping from the footbridge leading from Green Hedges Avenue. This is already an issue and could become much worse and less monitored under new ownership.*

*Equally, we fear that providing public access to St Margaret's Loop could create the potential for anti-social gatherings and anti-social behaviour significantly impacting all the neighbouring properties. Instead of the existing status as a undisturbed natural wildlife corridor which supports a variety of birds, bats, small mammals such as foxes and badgers, and plant species.*

### **Drainage and Flood Risk**

*The cutting currently acts as a natural water retention feature. Its depth and wet ground conditions help absorb rainfall and slow runoff. Any attempt to infill or develop the land could:*

- *redirect water towards neighbouring gardens*
- *increase surface water flooding*
- *destabilise the water table*

*Given the increasing frequency of heavy rainfall, this risk should be taken extremely seriously.*

### **Environmental and Ecological Impact**

*The land is a deep, wet, densely wooded railway cutting that has remained undisturbed for decades. It functions as a natural wildlife corridor and supports a variety of birds,*

bats, small mammals such as foxes and badgers, and plant species. Removing trees, infilling the cutting, or altering drainage patterns would cause irreversible ecological damage. The council has a responsibility to protect biodiversity and should not dispose of land without a clear environmental assessment.

### ***Land Stability and Structural Concerns***

*The steep sides of the cutting are inherently sensitive to disturbance. Heavy machinery, infill, or construction could cause:*

- *slippage or collapse*
- *subsidence affecting neighbouring properties*
- *the need for intrusive retaining structures directly against residential boundaries*

*These risks make the land fundamentally unsuitable for development. We would strongly recommend that any sale include clear restrictions on future acceptable use of the land / development and would highly appreciate guarantees for neighbouring properties on that point.*

### ***Privacy, Overlooking, and Loss of Amenity***

*If the land were infilled or built on, new structures could sit at or above the level of existing gardens. This would result in:*

- *severe loss of privacy*
- *overlooking into homes and gardens*
- *loss of light*
- *a dramatic change to the character and tranquillity of the area*

*This would materially harm the amenity of existing residents.*

### ***Noise, Disturbance, and Prolonged Uncertainty***

*Even unsuccessful development attempts would involve months of:*

- *heavy machinery*
- *noise*
- *dust*
- *vibration*
- *disruption to wildlife and residents*

*Auctioning the land encourages speculative buyers who may submit repeated planning applications, creating long term stress and uncertainty for neighbouring households.*

### ***Precedent for Further Loss of Green Space***

*Disposing of this parcel sets a worrying precedent for selling other green or buffer spaces in East Grinstead. Incremental losses of such land erode the town's green character and reduce environmental resilience. The previous plan for a walkway / cycle path was partly abandoned as the legal requirements to protect biodiversity would not have been met. Selling this green space at auction poses a significant risk of an even worse outcome depending on the buyer and their intentions.*

## **Request**

*For all the reasons above, we respectfully request that the council:*

- *withdraw the proposed disposal*
- *retain the land in public ownership*
- *undertake proper environmental and drainage assessments*
- *engage with residents on long term management options*

*This land is an important part of the local green environment, and its loss would be detrimental to both residents and wildlife.*

*Thank you for considering our objection. we would appreciate confirmation of receipt and details about the next steps.*

To East Grinstead  
Town Council Town Clerk.

**EAST GRINSTEAD**

I strongly object to the proposed <sup>4<sup>th</sup> January 2026</sup> sale of the public open space Land Registry title WSX 64 824, which is land comprising of a disused Railway cutting. This land could be used as a valuable asset, to create a pathway for walking and cycling in a town that is sadly lacking such a link.

In 2015, on the East Grinstead Neighbourhood Plan (please see enclosed SHEET 1) it is clearly stated "Planning permission for any new buildings or for changes of use of St Margaret's Loop to domestic outillage will be resisted".

Please also read SHEET 2, as the highlighted and underlined section has clearly not been considered.

A cycle route/walkway was suggested over 10 years ago. In fact, a competition was launched at one point, with the suggestion of selling off a small triangle of land to have a woodland hotel built. Money from this could have been used to create the walkway/cycleway.

According to Councillor Steve Barnett original costings were produced "on the back of a fag packet"!! Is this really how our Town Council works?! Surely proper costings could have been achieved, and published for Town Residents?!

WSCC has recently been given a share of £133 million to deliver cycling, wheeling and walking schemes. £5,464,466 for West Sussex. How about asking for a share of this for East Grinstead?!

Section 106 money could also be applied for, there is enough development and proposed development going on around this area to ask for a 106 Contribution.

The Wildlife corridor St Margaret's Loop provides is a haven for many species of birds, insects, possibly newts, badgers and foxes. Maybe even bats, mice, possibly grass snakes. If a cycle/walkway was created carefully and sympathetically, although initial disruption would seem inevitable, wildlife would no doubt return once the works were completed. In fact, havens could be created along the route for these creatures.

Rubbish clearance is not impossible. The scrap metal that could be recovered could be sold off and money put towards costs.

St Margaret's Loop could provide a much needed safe route, to enable passage through our overloaded East Grinstead roads, which are often brought to a standstill by illegal parking, particularly along London Road in the town centre, which is part of the National Highways Cycle Route 21.

I urge the Town Council to reconsider their proposal to sell at Auction the land known as St Margaret's Loop, and find a way to provide a much needed safe route for cyclists and walkers.

Sincerely,

Also, what about the CO<sub>2</sub> uptake the trees provide? New owners may fell the trees, increasing the Town's Carbon footprint!!

**St Margaret's Loop**

9.15 The former railway cutting known as 'St Margaret's Loop' is a green area with biodiversity and ecological value and, therefore, the community believes that it should be retained – figure 13 refers. However, the land is in many ownerships, including that of the Town Council. The aim is to secure better public access and to use as a pedestrian way or cycle route connecting the railway station and the town centre from the A22 London Road and Lingfield Road area. Therefore these opportunities will be explored throughout the Plan process.

**Policy SS7 – St Margaret's Loop**

*Planning permission for any new buildings or for the change of use of St Margaret's Loop to domestic curtilage will be resisted.*

*Proposals that would provide a new combined pedestrian and cycle route through St Margaret's Loop connecting the Railway Station and the town centre from the A22 London Road and Lingfield Road area will be supported. Proposals for a new access should provide details of the materials to be used in creating the access track and an environmental management plan for this area.*

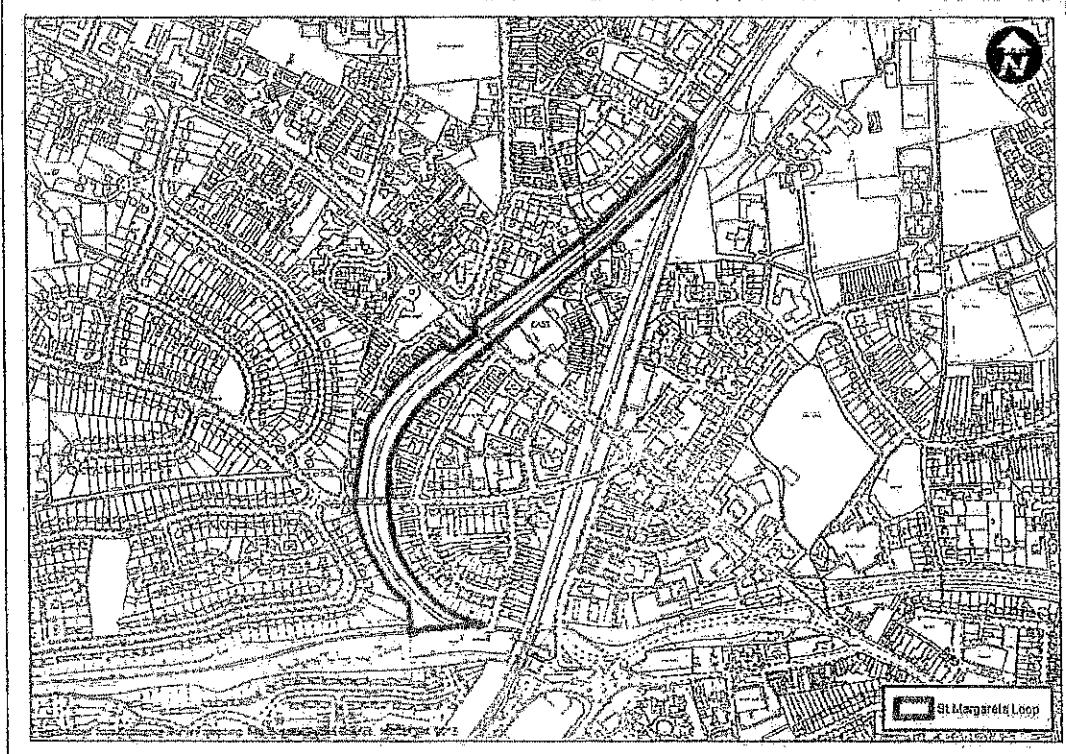


Figure 13 – St Margaret's Loop

## St Margaret's Loop

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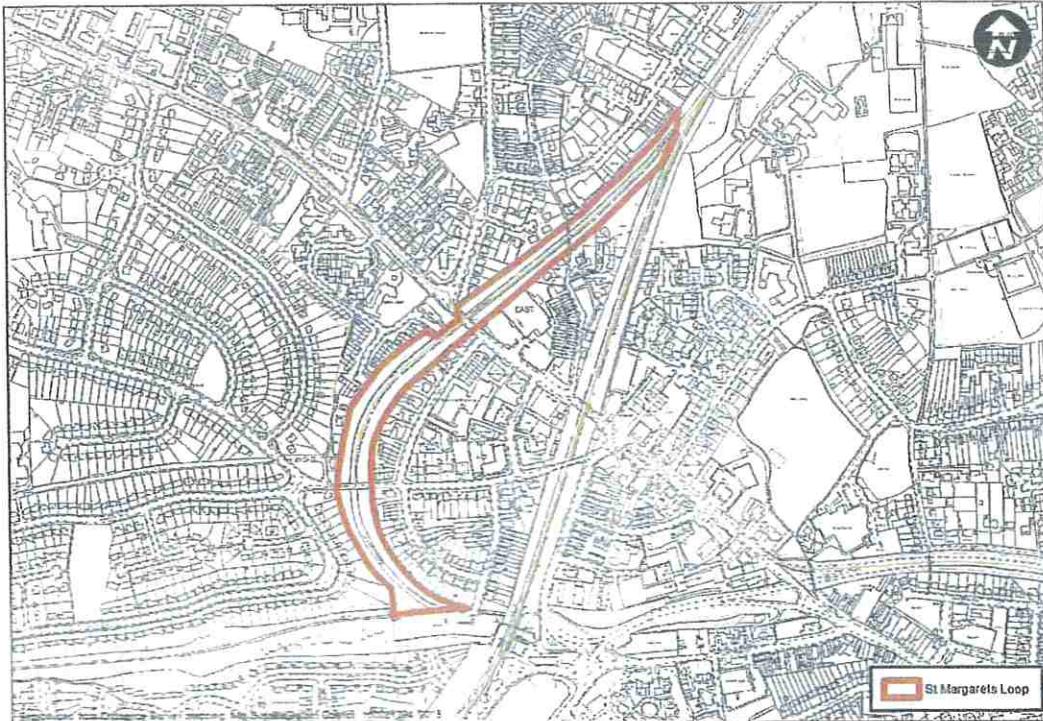


Figure 13 – St Margaret's Loop



# EAST GRINSTEAD TOWN COUNCIL

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

Phone: 01342 323636

[www.eastgrinstead.gov.uk](http://www.eastgrinstead.gov.uk)

**Town Clerk:** Samantha Heynes BA, FSLCC

Email: [townclerk@eastgrinstead.gov.uk](mailto:townclerk@eastgrinstead.gov.uk)

## Diary of Meeting Dates 2026 – 2027

Date	Day	Meeting
<b>2026</b>		
14 <sup>th</sup> May	Thursday	Annual Town Council (Mayor Making)
21 <sup>st</sup> May	Thursday	Planning
4 <sup>th</sup> June	Thursday	Estates and Environment
11 <sup>th</sup> June	Thursday	Planning
18 <sup>th</sup> June	Thursday	Community and Tourism
25 <sup>th</sup> June	Thursday	Finance & General Purposes
		Full Council (AGAR Approval)
2 <sup>nd</sup> July	Thursday	Planning
23 <sup>rd</sup> July	Thursday	Planning
30 <sup>th</sup> July	Thursday	Full Council
13 <sup>th</sup> August	Thursday	Planning
3 <sup>rd</sup> September	Thursday	Planning
10 <sup>th</sup> September	Thursday	Estates and Environment
17 <sup>th</sup> September	Thursday	Community and Tourism
24 <sup>th</sup> September	Thursday	Planning
1 <sup>st</sup> October	Thursday	Finance & General Purposes
8 <sup>th</sup> October	Thursday	Full Council
15 <sup>th</sup> October	Thursday	Planning
5 <sup>th</sup> November	Thursday	Planning
26 <sup>th</sup> November	Thursday	Planning
3 <sup>rd</sup> December	Thursday	Estates and Environment
10 <sup>th</sup> December	Thursday	Community and Tourism
17 <sup>th</sup> December	Thursday	Planning
<b>2027</b>		
7 <sup>th</sup> January	Thursday	Planning
14 <sup>th</sup> January	Thursday	Finance & General Purposes
21 <sup>st</sup> January	Thursday	Full Council
28 <sup>th</sup> January	Thursday	Planning
18 <sup>th</sup> February	Thursday	Planning
4 <sup>th</sup> March	Thursday	Estates and Environment

## East Grinstead Town Council: Meeting Dates 2026-2027

Date	Day	Meeting
9 <sup>th</sup> March	Tuesday	Annual Town Meeting
11 <sup>th</sup> March	Thursday	Planning
18 <sup>th</sup> March	Thursday	Community and Tourism
25 <sup>th</sup> March	Thursday	Finance & General Purposes
1 <sup>st</sup> April	Thursday	Planning
8 <sup>th</sup> April	Thursday	Full Council
22 <sup>nd</sup> April	Thursday	Planning

### Dates by Committee

Committee	Day	Dates
Full Council	Thursday	14 <sup>th</sup> May (Mayor Making) 18 <sup>th</sup> June (AGAR Approval) 30 <sup>th</sup> July 8 <sup>th</sup> October 21 <sup>st</sup> January 2027 (Precept Approval) 8 <sup>th</sup> April
Planning	Thursday	21 <sup>st</sup> May 11 <sup>th</sup> June 2 <sup>nd</sup> July 23 <sup>rd</sup> July 13 <sup>th</sup> August 3 <sup>rd</sup> September 24 <sup>th</sup> September 15 <sup>th</sup> October 5 <sup>th</sup> November 26 <sup>th</sup> November 17 <sup>th</sup> December 7 <sup>th</sup> January 2027 28 <sup>th</sup> January 18 <sup>th</sup> February 11 <sup>th</sup> March 1 <sup>st</sup> April 22 <sup>nd</sup> April
Estates & Environment	Thursday	4 <sup>th</sup> June 10 <sup>th</sup> September 3 <sup>rd</sup> December 4 <sup>th</sup> March 2027
Community & Tourism	Thursday	25 <sup>th</sup> June 17 <sup>th</sup> September 10 <sup>th</sup> December 18 <sup>th</sup> March 2027
Finance & General Purposes	Thursday	18 <sup>th</sup> June (AGAR Approval) 1 <sup>st</sup> October 14 <sup>th</sup> January 2027 (Precept Recommendation) 25 <sup>th</sup> March
Annual Town Meeting	Tuesday	9 <sup>th</sup> March 2027

#### NOTES:

- 1) Meetings will start at 7pm.
- 2) Council & Committee meetings provide a maximum period of 15 minutes for public questions prior to commencement.
- 3) Annual Town Meeting on Tuesday 9<sup>th</sup> March 2027 starts at 6pm.

Charity registration number 1165519 (England and Wales)

**CHEQUER MEAD ARTS AND COMMUNITY TRUST**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Cllr. F Osborne (ex-chairman) Cllr. J A Mockford S G Cole (independent) Cllr. H Farren (Chairman) N S Gibson (independent/Treasurer) Cllr S Barnett Cllr T Hughes
<b>Charity number</b>	1165519
<b>Registered office</b>	Chequer Mead Theatre De La Warr Road East Grinstead RH19 3BS
<b>Independent examiner</b>	Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited Ground Floor 1-7 Station Road Crawley West Sussex RH10 1HT

# **CHEQUER MEAD ARTS AND COMMUNITY TRUST**

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Statement of cash flows	10
Notes to the financial statements	11 - 25

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2025

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The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's CIO Foundation Model, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The Charity's objects are:

- To advance public education by fostering and promoting for the benefit of the public the improvement and development of artistic knowledge and taste, understanding and appreciation of the arts and crafts among the inhabitants of the Area of Benefit.
- To provide and assist in the provision of community facilities for recreation and other leisure occupation of the inhabitants of the Area of Benefit in the interests of social welfare and with the object of improving their conditions of life in particular but not exclusively by the provision and maintenance of a Community Arts Centre.
- To further such other charitable purposes for the benefit of the inhabitants of the Area of Benefit as the Managing Trustees see fit from time to time.
- To contribute to the quality of life of the people of East Grinstead and the wider area by expanding their horizons through the provision of exciting, challenging and accessible professional and community arts events.

The main objectives each year are the promotion and fostering of artistic knowledge and the appreciation of the arts by the provision of facilities for the education and entertainment of the public in the fields of art, craft, music and drama.

The strategies employed to achieve the Charity's objects are to:

- Offer opportunities for a broad range of sections of the community to get involved in arts and performance activities exploring and developing their creative skills and potential;
- Provide facilities for amateur and professional artists to develop. Amateur groups are given discounted rates for hire of space and access to professional advice;
- Concentrate on involving young people in the arts to help encourage a culture in which different age ranges play a complementary parts;
- Celebrate the diversity of cultures in our society by programming presentations by, and with, artists of different cultural backgrounds, and presenting a broad range of arts works;
- Create and maintain partnerships with local organisations and partners to maintain dialogue and create new projects and opportunities.

#### *Public benefit*

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### *Activities*

The three major areas of activity are: concerts and stage performances; educational programmes, and studio hires for community group rehearsals and meetings.

The artistic programme seeks to combine amateur community events together with professional events including classical plays, light opera, music, ballet, and dramatic modern performances to suit a range of public tastes with the emphasis on maintaining a popular programme, which underpins the viability of a Chequer Mead that reaches out to the community.

# **CHEQUER MEAD ARTS AND COMMUNITY TRUST**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2025**

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#### **Events**

The annual Christmas pantomime remains Chequer Mead's flagship event, from both a financial and a community perspective. Following the enormous success of the full in-house production, 'Snow White', the Trustees decided to continue with in-house pantomime productions, and the December 2024 pantomime, 'Beauty and the Beast' continued the trend of successful Christmas shows, improving revenue to previous years.

During the financial year, Chequer Mead Theatre in East Grinstead successfully hosted a diverse array of shows that captivated audiences and bolstered community engagement. Highlights included the family-friendly Big Easter Panto, which reflected a medley of classic pantomimes previously presented by Chequer Mead, and a range of well known musicians and comedians such as Paul Young, Marty Wilde, John Lydon, Lee Mead, Aled Jones, Nick Heyward, Martin Fry, Frankie Boyle, Ben Elton and Harry Hill. The theatre's regular Comedy Club nights provided much-needed laughter, while its jazz evenings have a strong regular following. The diverse range of west end singers, iconic tribute bands, psychic evenings and band and choir concerts provide entertainment for all interests across the community. Additionally, Chequer Mead featured football Legend evenings for West Ham, Arsenal and Crystal Palace which were hugely popular. These events contributed to Chequer Mead Theatre's strong reputation, reflected in its impressive 4.6 out of 5 rating on Google Trip Advisor, and 92% of Facebook reviews recommend us, indicating high levels of audience satisfaction and community support.

Despite commercial pressures to drive ticket sales from popular shows - our charitable objects dictate that we are required to provide a very wide and balanced programme of types and styles of events - to suit the public needs. Therefore, all programming is divided into eight different categories of: Music, Dance, Comedy, Musicals & Drama, Event Cinema, Family, Talks, Film.

Many of our Town and District primary and secondary schools continue to use Chequer Mead Theatre for their plays and productions, at discounted hire rates. We look forward to this continuing as a key demonstration of how we can support the local community. We are also looking to introduce more workshops to encourage children to participate in going forward.

We have hosted many amateur dramatic groups, and there are a host of amateur youth dance schools and groups that are now hiring the theatre. We are happy to see more of these groups choosing Chequer Mead as their venue and we want to strongly encourage more of these groups to choose Chequer Mead.

#### **The Apron**

The Apron Bar and Coffee House started trading in September 2019 as an in-house subsidiary trading company to provide an integrated and informal structure for the provision of hot beverages, catering and bar operations, for events and as a community provision at other times. Profits generated by the trading company are gifted to the Trust as a charitable donation. The Trustees are happy with the performance of the trading company, which finished the year 2024-2025 with a gross profit of £48,902 before the donation to the CIO (previous year a trading profit of £55,640). After allowance for taxes, a donation of £48,902 was made to the CIO by the trading subsidiary following the year end (previous year a donation of £55,640).

The Apron continues to be a valued asset to the community and goes from strength to strength, supporting the work of the CIO. We strongly encourage members of the community to come along and enjoy it for themselves, whether it be lunch in the garden courtyard, coffee and cake inside, or drinks from the bar in the evening.

#### **Volunteers and Friends**

Our very loyal band of sixty core volunteers continue to provide a marvellous service to Chequer Mead operating the box office, as theatre stewards, and selling ice cream. Bar activities are now held within the trading subsidiary, and use of volunteers there has ceased.

Chequer Mead Premium Club: for a modest yearly membership fee members enjoy a range of benefits such as ticket discounts and discounts at the Apron.

# **CHEQUER MEAD ARTS AND COMMUNITY TRUST**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2025**

---

#### **Achievements and performance**

##### **General Manager and staffing**

The Trustees would like to extend their heartfelt thanks to all of the energetic current and former staff, for their efforts and dedication during the year. We have built a new and very capable group of staff within the CIO. Staffing for the trading company remains a continuing challenge, in common with the rest of the hospitality industry.

The General Manager and new staff members continue to prioritise the safety and well-being of our staff and customers, whilst looking forward to building a new and engaging event schedule. With staffing now in place, we can strengthen and restore our outreach to the community, as well as re-focusing on necessary improvements to the fabric of the building..

##### **Capital Investment and building works**

The Trust remains a tenant at Chequer Mead, with the freehold being held by East Grinstead Town Council. The Trustees' continuing objective is to improve or enhance the property where this either increases the attractiveness to community patrons or provides a clear cost benefit to the Trust, with the spin-off benefit that the community ultimately owns an asset of which the value is maintained and enhanced.

##### **Marketing and branding**

The Trustees' objective is to deliver more effective and innovative marketing in order to promote the brand further and to attract more agents, promoters, acts, hirers, community groups, amateur dramatic groups etc - as well as to drive this process into increased tickets sales and revenue.

Looking forward, social media, digital marketing and targeted emails have continued this year and will become ever more critical to the marketing of the Theatre, however the two main traditional marketing tools remain the website and the Venue Guide - of which two are now produced each year (Jan to June and July to December).

##### **Financial review**

During the year the Trust made a profit of £21,411 after the donation received from the trading company (previous year's loss £90,828). This shows that after a few years of continuing loss the trust has now achieved profitability again.

The building has unavoidable base-line costs, whether or not revenue is generated from events, from mandatory maintenance to insurance. The Trustees are grateful to East Grinstead Town Council for their continued support and annual grant. Chequer Mead normally receives no other grants that support core running costs and has to earn income to enable the theatre to be self-supporting in normal times.

The Trust will continue to make applications to grant funding bodies to improve our existing facilities. Project funding will also be pursued to continue our programme of arts development and youth projects which were proving a popular addition to our work.

We had successfully obtained 'bounce back loans' of £50,000 each for the Charity and the trading company during the pandemic, which after an interest-free period, continue to charge a very low rate of interest. We have been repaying approximately £850 per month, which is obviously reflected in the result for the period. The balance at the year-end for the Charity stands at £17,310 including interest (previous year £27,388).

# **CHEQUER MEAD ARTS AND COMMUNITY TRUST**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2025**

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#### *Going concern*

It is the Trustees' view that it is prudent to ensure that there are sufficient reserves to provide financial flexibility over the course of each financial year. The policy sets a target of £150,000 in undesignated reserves representing approximately six months' expenditure in the absence of any events or hires (as in the pandemic). The target date for achieving the target was set as March 2024. This target has been reached with undesignated reserves being £153,366.

Whilst the Trustees budgeted for a return to profit for the year 2024-2025, we face (in common with the rest of the country) uncertainties around costs, particularly in respect of energy and logistics: we also face uncertainty in respect of the potential impact of inflation and interest rates on the discretionary spending of the theatre-going public and room hirers. We remain comfortable that we have adequate reserves to cover the charity against unforeseen and indeterminate rises in costs and/or reductions in revenue for the coming year and will continue to budget to be profitable for the year 2025-2026.

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate re-sources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

#### **Structure, governance and management**

The Trust's affairs are overseen by the Board of Trustees. There is a mix of Council-appointed Trustees ("Nominated Trustees") and Independent Trustees, and the Trust's affairs are governed by its written Constitution which was revised and re-adopted during the year. Changes were to revise governance, but not the charity's objectives or operations. The Trustees meet monthly. Nominees appointed by East Grinstead Town Council are subject to the appointment process of this body and the guidelines on appointment to public office as they apply to local government nominees. Both Nominated and Independent Trustees are vetted and interviewed by the Board prior to appointment. All appointments are for fixed terms.

It is important to emphasise that the Chequer Mead Arts and Community Trust (a Charitable Incorporated Organisation) is a totally separate and independent legal and trading entity from East Grinstead Town Council: the Town Council is the landlord and freehold site and building owner, and appoints half of the Trustees. The Chairman, who carries a casting vote, must be a Nominated Trustee.

Chequer Mead Arts and Community Trust is legally bound principally by the Charities Act 2011 - and is required to report directly to the Charities Commission with an Annual Report including yearly accounts - as well as periodically on other administrative matters.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Cllr. F Osborne (ex-chairman)

Cllr. J A Mockford

S G Cole (independent)

Cllr. H Farren (Chairman)

N S Gibson (independent/Treasurer)

Cllr D Duly

(Resigned 12 December 2024)

Cllr S Barnett

Cllr T Hughes

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### *Recruitment and appointment of trustees*

Board decisions are usually unanimous. In the event of a disagreement decisions are put to a vote of a simple majority, with dissenting views recorded in the Minutes. The Chairman has the casting vote.

The day-to-day running of the Trust is the responsibility of the General Manager, who is accountable to the Board of Trustees and reports to the Board at each monthly meeting on operational and financial issues. Each year the General Manager produces a detailed budget in conjunction with the Trustees, and reports on performance against budget each month.

Detailed policies are in place for discharging all mandatory responsibilities (e.g. Health and Safety, Diversity, Safeguarding etc).

### **Risk management**

The Board and General Manager has a risk management strategy that comprises:

- Identifying and recording the risks that the Charity may face in a detailed risk register.
- The establishment of policies, systems and procedures to mitigate those risks.
- The implementation of procedures designed to minimise any potential impact of the Charity should those risks materialise.
- Particular attention has been given by the Trustees to non-financial risks arising from health and safety and artistic programmes.
- A key element in the management of the financial risk is the setting of a reserves policy and its regular review by all Trustees.
- The risk register is frequently reviewed

### **Conclusion**

The year to 31st March 2025 was characterised by both challenges and achievements. With the bonus of a profit of £21,411 the Trustees and the larger community continue to see the benefits of the decisions made in 2019 and 2021 to bring the catering operation and our pantomime production in-house, while maintaining high-quality events and improving our service standards.

The Trustees extend their heartfelt thanks to the General Manager and all of our staff for their unwavering efforts to improve the Chequer Mead experience and further engage with the community. The feedback we receive clearly indicates that the community overwhelmingly supports and values Chequer Mead as an integral and vital part of the town.

Looking ahead to the 2025-2026 financial year, we are optimistic about our prospects. We are implementing strategic initiatives aimed at increasing revenue and reducing costs, and we are confident that these efforts will lead to a more stable financial position. The Trustees are dedicated to ensuring that Chequer Mead continues to thrive and serve as a cultural hub for East Grinstead.



Cllr. H Farren (Chairman)

Trustee

Date: 19<sup>TH</sup> NOVEMBER 2025

# **CHEQUER MEAD ARTS AND COMMUNITY TRUST**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF CHEQUER MEAD ARTS AND COMMUNITY TRUST**

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I report to the trustees on my examination of the financial statements of Chequer Mead Arts and Community Trust (the charity) for the year ended 31 March 2025.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

[REDACTED]

Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
Ground Floor  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT  
Date 21/11/2025

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

Current financial year	Notes	Unrestricted	Unrestricted	Restricted	Total	Total
		funds	funds	funds		
		general	designated	2025	2025	2024
<b>Income and endowments from:</b>						
Donations and grants	3	71,809	-	29,349	101,158	132,660
<b>Charitable activities</b>						
In House Productions	4	246,080	-	-	246,080	164,514
Theatre operations	4	95,861	-	-	95,861	61,415
Studio Hire	4	90,470	-	-	90,470	65,466
Tenant income	4	61,882	-	-	61,882	76,595
Film & Events Cinema	4	4,634	-	-	4,634	4,103
Investments	5	8,049	-	-	8,049	7,645
Other income	6	142,560	-	-	142,560	59,148
<b>Total income</b>		<u>721,345</u>	<u>-</u>	<u>29,349</u>	<u>750,694</u>	<u>571,546</u>
<b>Expenditure on:</b>						
Raising funds						
<b>Charitable activities</b>						
Theatre operations	7	709,289	14,781	5,213	729,283	662,374
<b>Total charitable expenditure</b>		<u>709,289</u>	<u>14,781</u>	<u>5,213</u>	<u>729,283</u>	<u>662,374</u>
<b>Net incoming/(outgoing) resources before transfers</b>		12,056	(14,781)	24,136	21,411	(90,828)
Gross transfers between funds		30,202	-	(30,202)	-	-
<b>Net incoming/(outgoing) resources</b>		<u>42,258</u>	<u>(14,781)</u>	<u>(6,066)</u>	<u>21,411</u>	<u>(90,828)</u>
Fund balances at 1 April 2024		116,321	436,880	123,054	676,255	767,083
<b>Fund balances at 31 March 2025</b>		<u>158,579</u>	<u>422,099</u>	<u>116,988</u>	<u>697,666</u>	<u>676,255</u>

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

### Prior financial year

	Notes	Unrestricted funds general 2024	Unrestricted funds 2024	Restricted funds 2024	Total 2024
<b><u>Income and endowments from:</u></b>					
Donations and grants	3	132,660	-	-	132,660
<b><u>Charitable activities</u></b>					
In House Productions	4	164,514	-	-	164,514
Theatre operations	4	61,415	-	-	61,415
Studio Hire	4	65,466	-	-	65,466
Tenant income	4	76,595	-	-	76,595
Film & Events Cinema	4	4,103	-	-	4,103
Investments	5	7,645	-	-	7,645
Other income	6	59,148	-	-	59,148
<b>Total income</b>		<b>571,546</b>	<b>-</b>	<b>-</b>	<b>571,546</b>
<b><u>Expenditure on:</u></b>					
Raising funds					
<b><u>Charitable activities</u></b>					
Theatre operations	7	640,929	21,445	-	662,374
<b>Total charitable expenditure</b>		<b>640,929</b>	<b>21,445</b>	<b>-</b>	<b>662,374</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>(69,383)</b>	<b>(21,445)</b>	<b>-</b>	<b>(90,828)</b>
Gross transfers between funds		48,101	(48,101)	-	-
<b>Net incoming/(outgoing) resources</b>		<b>(21,282)</b>	<b>(69,546)</b>	<b>-</b>	<b>(90,828)</b>
Fund balances at 1 April 2023		137,603	506,426	123,054	767,083
<b>Fund balances at 31 March 2024</b>		<b>116,321</b>	<b>436,880</b>	<b>123,054</b>	<b>676,255</b>

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025	2024
		£	£
<b>Fixed assets</b>			
Tangible assets	13	503,252	482,962
Investments	14	10,000	10,000
		513,252	492,962
<b>Current assets</b>			
Debtors	15	107,139	76,275
Cash at bank and in hand		401,148	422,018
		508,287	498,293
<b>Creditors: amounts falling due within one year</b>	17	(316,895)	(297,689)
<b>Net current assets</b>		191,392	200,604
<b>Total assets less current liabilities</b>		704,644	693,566
<b>Creditors: amounts falling due after more than one year</b>	18	(6,978)	(17,311)
<b>Net assets</b>		697,666	676,255
<b>The funds of the charity</b>			
Restricted income funds	21	116,988	123,054
Unrestricted funds - general	23	158,579	116,321
Unrestricted funds - designated	22	422,099	436,880
		697,666	676,255

The financial statements were approved by the trustees on 19<sup>th</sup> November 2025

[REDACTED]  
Cllr. H Farren (Chairman)  
Trustee

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## STATEMENT OF CASH FLOWS

*FOR THE YEAR ENDED 31 MARCH 2025*

	Notes	2025	2024
		£	£
<b>Cash flows from operating activities</b>			
Cash generated from operations	28	30,555	91,033
<b>Investing activities</b>			
Purchase of tangible fixed assets		(49,396)	-
Investment income received		8,049	7,645
<b>Net cash (used in)/generated from investing activities</b>		(41,347)	7,645
<b>Financing activities</b>			
Repayment of borrowings		(10,078)	(9,819)
<b>Net cash used in financing activities</b>		(10,078)	(9,819)
<b>Net (decrease)/increase in cash and cash equivalents</b>		(20,870)	88,859
Cash and cash equivalents at beginning of year		422,018	333,159
<b>Cash and cash equivalents at end of year</b>		401,148	422,018

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

#### **Charity information**

Chequer Mead Arts and Community Trust is a registered Charitable Incorporated Organisation (CIO).

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's CIO Foundation Model, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **Preparation of Consolidated Financial Statements**

The financial statements contain information about Chequer Mead Arts and Community Trust as an individual charity and do not contain consolidated financial information as the parent of a group. The Charity is exempt from the requirement to prepare consolidated accounts on the basis it qualifies as a small group.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated Funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### 1 Accounting policies

(Continued)

Grant income provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when admission fees or performance related grants are received in advance of the performance or event to which they relate.

Investment income is recognised on a receivables basis.

Activities in furtherance of charitable objects includes theatre operations, studio hire, in-house productions and tenant income. Charitable income is recognised on the date of the performance or as the room is hired.

Donations and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

#### Other Income

Other income consists of Spektrix commissions, income from marketing and postage and income from the premium club. It is recognised in the accounts when the charity has earned entitlement to the income, it is probable the income will be received and the amount can be reliably measured.

#### Legacy Income

For Legacies entitlement is taken at earlier of:

- the date on which the charity is aware that probate has been granted.
- the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made.
- when distribution is received from the estate.

Receipt of a legacy, is whole or in part, is only considered probable when the amount can be reliably measured and the charity has been notified of the executor's intention to make distribution. Where legacies have been notified to the charity, or the charity is aware of granting probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Allocation and apportionment of costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance costs.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 1 Accounting policies

(Continued)

##### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

All assets costing more than £1,000 are capitalised at cost.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold improvements	Over the term of the lease
Fixtures, fittings & equipment	10-33% p.a. straight line
Computers	10-33% p.a. straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

##### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

##### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

###### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid net of any trade discount offered.

##### *Basic financial liabilities*

###### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement value after allowing for any discounts offered.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

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### 1 Accounting policies

(Continued)

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 **Taxation**

The charity is not subject to corporation tax or any other taxes on income or gains arising from its charitable objectives.

#### 1.11 **Employee benefits**

The costs of short term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

#### 1.12 **Retirement benefits**

##### **Post costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 1.13 **Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### 1.14 **Operating Leases**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

##### **Donated assets**

Goods donated for on-going use by the charity in carrying out its activities are recognised as tangible fixed assets with the corresponding gain recognised as income from donations when goods are above the charities capitalisation limit of £1,000. Donated goods are measured at their fair value.

##### **Volunteer time**

The charity makes use of volunteers in carrying out the charitable activities. It is impractical to value the costs of the volunteer involved. No amount for volunteer time are included within the accounts.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 3 Income from donations and legacies

	Unrestricted funds 2025	Restricted funds 2025	Total 2025	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£	£	£	£
Donations and gifts	1,809	29,349	31,158	62,660	-	62,660
Grants	70,000	-	70,000	70,000	-	70,000
	71,809	29,349	101,158	132,660	-	132,660
	=====	=====	=====	=====	=====	=====
<b>Grants</b>						
Other	70,000	-	70,000	70,000	-	70,000
	70,000	-	70,000	70,000	-	70,000
	=====	=====	=====	=====	=====	=====

### 4 Charitable activities

	In House Productions 2025	Theatre operations 2025	Studio Hire 2025	Tenant income 2025	Film & Events Cinema 2025	Total 2025	Total 2024
	£	£	£	£	£	£	£
Income from charitable activities	246,080	95,861	90,470	61,882	4,634	498,927	372,093
	=====	=====	=====	=====	=====	=====	=====

For the year ended 31 March 2024

	In House Productions £	Theatre operations £	Studio Hire £	Tenant income £	Film & Events Cinema £	Total 2024 £
Income from charitable activities	164,514	61,415	65,466	76,595	4,103	372,093
	=====	=====	=====	=====	=====	=====
Analysis by fund Unrestricted funds - general	164,514	61,415	65,466	76,595	4,103	372,093
	=====	=====	=====	=====	=====	=====

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### 5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest income	8,049	7,645

### 6 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Booking protect income	7,375	7,295
Postage	53,274	5,648
Premium club	81,911	46,205
	<hr/>	<hr/>
	142,560	59,148
	<hr/>	<hr/>

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 7 Expenditure on charitable activities

	Theatre Operations 2025 £	Theatre Operations 2024 £
<b>Direct costs</b>		
Staff costs	319,871	261,151
Depreciation and impairment	29,106	33,620
Production & Events management	32,690	15,765
Advertising	157,402	138,563
IT, Repairs & Maintenance	43,554	35,585
Staff Training	306	-
Daily running costs	132,757	167,528
Other costs	1,542	-
	717,228	652,212
<b>Share of support and governance costs (see note 8)</b>		
Governance	12,055	10,162
	729,283	662,374
<b>Analysis by fund</b>		
Unrestricted funds - general	709,289	640,929
Unrestricted funds - designated	14,781	21,445
Restricted funds	5,213	-
	729,283	662,374

### 8 Support costs

	Support costs £	Governance costs £	2025 £	2024 £
Independent Examiners fee	-	3,763	3,763	2,438
Legal and professional	-	8,292	8,292	7,724
	—	—	—	—
	-	12,055	12,055	10,162
<b>Analysed between</b>				
<b>Charitable activities</b>	<b>-</b>	<b>12,055</b>	<b>12,055</b>	<b>10,162</b>
	—	—	—	—

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9	Net movement in funds	2025	2024
		£	£
The net movement in funds is stated after charging/(crediting):			
	Fees payable for the independent examination of the charity's financial statements	3,763	2,438
	Depreciation of owned tangible fixed assets	29,106	33,620
		=====	=====

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed any expenses (2024- no expenses were reimbursed).

### 11 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Theatre management	1	1
Technical staff	2	2
Administration	5	4
	=====	=====
Total	8	7
	=====	=====

Employment costs	2025	2024
	£	£
Wages and salaries	289,422	238,079
Social security costs	25,947	16,703
Other pension costs	4,502	4,985
	=====	=====
319,871	259,767	
	=====	=====

There were no employees whose annual remuneration was more than £60,000.

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025	2024
	£	£
Aggregate compensation	35,228	54,463
	=====	=====

The charity has a close working relationship with East Grinstead Town Council. This body nominates the majority of trustees (see the trustees report) and provides funding to enable the charity to carry out its charitable activities. Grant income received in the year totalled £70,000 (2024: £70,000).

A subsidiary trading company Chequer Mead Trading Limited was incorporated on 15 May 2019 and began trading in September 2019. A donation of £55,640 (2024: £38,247) was made from the trading subsidiary to the charity during the year. At 31 March 2025 £48,902 was owed to the charity from the trading subsidiary.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

### 12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 13 Tangible fixed assets

	Leasehold improvements	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2024	486,210	218,223	16,078	720,511
Additions	47,789	-	1,607	49,396
At 31 March 2025	533,999	218,223	17,685	769,907
<b>Depreciation and impairment</b>				
At 1 April 2024	86,455	136,647	14,447	237,549
Depreciation charged in the year	14,781	13,612	713	29,106
At 31 March 2025	101,236	150,259	15,160	266,655
<b>Carrying amount</b>				
At 31 March 2025	432,763	67,964	2,525	503,252
At 31 March 2024	399,755	81,576	1,631	482,962

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 14 Fixed asset investments

		Other investments
<b>Cost or valuation</b>		
At 1 April 2024 & 31 March 2025		10,000
<b>Carrying amount</b>		
At 31 March 2025		10,000
At 31 March 2024		10,000

		2025	2024
	Notes	£	£
Other investments comprise:			
Investments in subsidiaries	27	10,000	10,000

### 15 Debtors

		2025	2024
		£	£
<b>Amounts falling due within one year:</b>			
Trade debtors		1,060	4,082
Amounts owed by subsidiary undertakings		65,718	48,179
Other debtors		18,180	-
Prepayments and accrued income		22,181	24,014
		<hr/> 107,139	<hr/> 76,275
		<hr/> <hr/>	<hr/> <hr/>

### 16 Loans and overdrafts

		2025	2024
		£	£
Other loans		17,310	27,388
		<hr/> <hr/>	<hr/> <hr/>
Payable within one year		10,332	10,077
Payable after one year		6,978	17,311
		<hr/> <hr/>	<hr/> <hr/>

The bounce back loan with Natwest bank was taken out during the Covid-19 pandemic. The amount borrowed was the max available of £50,000 at a fixed interest rate of 2.5%.

The loan which is repayable fully within 5 years had no interest charged in the first year and thereafter charged at the applicable rate above.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 17 Creditors: amounts falling due within one year

	Notes	2025	2024
		£	£
Borrowings		10,332	10,077
Other taxation and social security		16,841	19,419
Deferred income	19	27,733	33,386
Trade creditors		95,826	60,469
Other creditors		21,691	7,352
Accruals		144,472	166,986
		316,895	297,689
		<u>                  </u>	<u>                  </u>

### 18 Creditors: amounts falling due after more than one year

	2025	2024
	£	£
Borrowings	6,978	17,311
	<u>                  </u>	<u>                  </u>

### 19 Deferred income

	2025	2024
	£	£
Other deferred income	27,733	33,386
	<u>                  </u>	<u>                  </u>

Deferred income is included in the financial statements as follows:

	2025	2024
	£	£
Deferred income is included within:		
Current liabilities	27,733	33,386
<u>                  </u>	<u>                  </u>	<u>                  </u>
Movements in the year:		
Deferred income at 1 April 2024	33,386	-
Released from previous periods	(33,386)	-
Resources deferred in the year	27,733	33,386
<u>                  </u>	<u>                  </u>	<u>                  </u>
Deferred income at 31 March 2025	27,733	33,386
	<u>                  </u>	<u>                  </u>

### 20 Retirement benefit schemes

Defined contribution schemes	2025	2024
	£	£
Charge to profit or loss in respect of defined contribution schemes	4,502	4,985
	<u>                  </u>	<u>                  </u>

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 20 Retirement benefit schemes

(Continued)

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

### 21 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March
					2025
EGTC Building Project	123,054	-	(5,213)	(853)	116,988
Lighting fund	-	29,349	-	(29,349)	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	123,054	29,349	(5,213)	(30,202)	116,988
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
EGTC Bulding project	123,054	-	-	-	123,054
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

EGTC Building Project fund- This fund represents monies granted to the charity to carry out redevelopment work on the theatre.

Lighting fund - This fund represents monies granted to the charity to replace outdated tungsten theatre lighting with modern, energy-efficient LED lighting at Chequer Mead.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 22 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities.

	At 1 April 2024	Resources expended	Transfers	At 31 March 2025
	£	£	£	£
Donated Equipment	37,154	(7,431)	-	29,723
Leasehold Improvements	399,726	(7,350)	-	392,376
	<hr/>	<hr/>	<hr/>	<hr/>
	436,880	(14,781)	-	422,099
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Previous year:</b>	<b>At 1 April 2023</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2024</b>
	£	£	£	£
Donated Equipment	52,015	(7,430)	(7,431)	37,154
Leasehold Improvements	413,613	(13,858)	(29)	399,726
Boiler	20,000	-	(20,000)	-
Theatre Seats	20,798	(157)	(20,641)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	506,426	(21,445)	(48,101)	436,880
	<hr/>	<hr/>	<hr/>	<hr/>

Theatre Seats Fund, Room Chairs Fund and Screen Projector fund all represents assets purchased with designated fund income. The balances are in line with the Net Book Value of these assets.

Leasehold improvements fund represents amounts that have been spent on leasehold improvements out of the EGTC building project grant including the annual depreciation charge.

The boiler fund represents funds set aside by the Trustees to upkeep the boilers on a regular basis.

### 23 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
General funds	116,321	721,345	(709,289)	30,202	158,579
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Previous year:</b>	<b>At 1 April 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2024</b>
	£	£	£	£	£
Unrestricted Funds	137,603	571,546	(640,929)	48,101	116,321
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 24 Analysis of net assets between funds

	Unrestricted funds general 2025	Unrestricted funds designated 2025	Restricted funds 2025	Total 2025
	£	£	£	£
<b>At 31 March 2025:</b>				
Tangible assets	81,153	422,099	-	503,252
Investments	10,000	-	-	10,000
Current assets/(liabilities)	69,191	-	122,201	191,392
Long term liabilities	(6,978)	-	-	(6,978)
	153,366	422,099	122,201	697,666
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Per balance sheet</i>	158,579	422,099	116,988	697,666
<i>Balance to allocate</i>	5,213	-	(5,213)	-
 <b>At 31 March 2024:</b>				
	Unrestricted funds general 2024	Unrestricted funds designated 2024	Restricted funds 2024	Total 2024
	£	£	£	£
Tangible assets	46,082	436,880	-	482,962
Investments	10,000	-	-	10,000
Current assets/(liabilities)	77,550	-	123,054	200,604
Long term liabilities	(17,311)	-	-	(17,311)
	116,321	436,880	123,054	676,255
	<hr/>	<hr/>	<hr/>	<hr/>

### 25 Financial commitments, guarantees and contingent liabilities

#### Contingent Liability

The S106 grants received from Mid Sussex District Council is potentially repayable if within 14 years the theatre facility ceases to be used for leisure activities or if any other conditions of the grant are not complied with.

### 26 Related party transactions

The charity has a close working relationship with East Grinstead Town Council. This body nominates the majority of trustees (see the trustees report) and provides funding to enable the charity to carry out its charitable activities. Grant income received in the year totalled £70,000 (2024: £70,000).

A subsidiary trading company Chequer Mead Trading Limited was incorporated on 15 May 2019 and began trading in September 2019. A donation of £48,902 (2024: £55,183) was made from the trading subsidiary to the charity during the year. At 31 March 2025 £65,718 (2024: £48,179) was owed to the charity from the trading subsidiary.

# CHEQUER MEAD ARTS AND COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 27 Subsidiaries

These financial statements are separate charity financial statements for Chequer Mead Arts and Community Trust

Details of the charity's subsidiaries at 31 March 2025 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held Direct	% Held Indirect
Chequer Mead Trading Limited	De La Warr Road, East Grinstead, West Sussex, RH19 3BS	Hot beverages, food & catering and bar service to benefit the image of the Chequer Mead Theatre brand.	Ordinary	100.00	

The aggregate capital and reserves and the result for the year of subsidiaries excluded from consolidation was as follows:

Name of undertaking	Profit/(Loss)	Capital and Reserves	2025	2024
	£	£	£	£
Chequer Mead Trading Limited	-	10,000		
<b>28 Cash generated from operations</b>			<b>2025</b>	<b>2024</b>
Surplus/(deficit) for the year			21,411	(90,828)
<b>Adjustments for:</b>				
Investment income recognised in statement of financial activities			(8,049)	(7,645)
Depreciation and impairment of tangible fixed assets			29,106	33,620
<b>Movements in working capital:</b>				
(Increase) in debtors			(30,864)	(3,201)
Increase in creditors			24,604	125,701
(Decrease)/increase in deferred income			(5,653)	33,386
<b>Cash generated from operations</b>			<b>30,555</b>	<b>91,033</b>

### 29 Analysis of changes in net funds

	At 1 April 2024	Cash flows	At 31 March 2025
	£	£	£
Cash at bank and in hand	422,018	(20,870)	401,148
Loans falling due within one year	(10,077)	(255)	(10,332)
Loans falling due after more than one year	(17,311)	10,333	(6,978)
	<hr/>	<hr/>	<hr/>
	394,630	(10,792)	383,838
	<hr/>	<hr/>	<hr/>

Company registration number 11997531 (England and Wales)

**CHEQUER MEAD TRADING LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# **CHEQUER MEAD TRADING LIMITED**

## **COMPANY INFORMATION**

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**Directors** Cllr. J A Mockford  
Cllr. F Osborne (Chair)

**Company number** 11997531

**Registered office** Ground Floor  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**Accountants** Richard Place Dobson  
Ground Floor  
1 - 7 Station Road  
Crawley  
West Sussex  
RH10 1HT

# **CHEQUER MEAD TRADING LIMITED**

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Profit and loss account	3
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# **CHEQUER MEAD TRADING LIMITED**

## **DIRECTORS' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2025**

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The directors present their annual report and financial statements for the year ended 31 March 2025.

#### **Principal activities**

The principal activity of the company is to operate 'in House' a direct team to run a hot beverages, food & catering, and bar all inclusive service to benefit the image and reputation of the Chequer Mead Theatre brand. This is a commercial organisation whose net profits are to be donated to the Chequer Mead Arts and Community Charitable Trust with registered charity number 1165519

#### **Directors**

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

Cllr. J A Mockford

Cllr. F Osborne (Chair)

W Perkins

(Resigned 17 May 2024)

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board

Cllr. F Osborne (Chair)

Director

Date: 19<sup>TH</sup> NOVEMBER 2025

## **CHEQUER MEAD TRADING LIMITED**

### **ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF CHEQUER MEAD TRADING LIMITED FOR THE YEAR ENDED 31 MARCH 2025**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Chequer Mead Trading Limited for the year ended 31 March 2025 which comprise the profit and loss account, the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <https://www.icaew.com/regulation>.

This report is made solely to the board of directors of Chequer Mead Trading Limited, as a body, in accordance with the terms of our engagement letter dated 1 August 2023. Our work has been undertaken solely to prepare for your approval the financial statements of Chequer Mead Trading Limited and state those matters that we have agreed to state to the board of directors of Chequer Mead Trading Limited, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Chequer Mead Trading Limited and its board of directors as a body, for our work or for this report.

It is your duty to ensure that Chequer Mead Trading Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Chequer Mead Trading Limited. You consider that Chequer Mead Trading Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Chequer Mead Trading Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**Richard Place Dobson**

Chartered Accountants

Ground Floor

1 - 7 Station Road

Crawley

West Sussex

RH10 1HT

Date: 21/11/2025

# **CHEQUER MEAD TRADING LIMITED**

## **PROFIT AND LOSS ACCOUNT**

***FOR THE YEAR ENDED 31 MARCH 2025***

	<b>2025</b> £	<b>2024</b> £
<b>Turnover</b>	357,318	268,141
Cost of sales	(277,789)	(183,663)
<b>Gross profit</b>	<u>79,529</u>	<u>84,478</u>
Administrative expenses	(30,056)	(28,018)
<b>Operating profit</b>	<u>49,473</u>	<u>56,460</u>
Interest payable and similar expenses	(571)	(820)
<b>Profit before taxation</b>	<u>48,902</u>	<u>55,640</u>
Tax on profit	-	-
<b>Profit for the financial year</b>	<u><u>48,902</u></u>	<u><u>55,640</u></u>

The profit and loss account has been prepared on the basis that all operations are continuing operations.

# CHEQUER MEAD TRADING LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025	2024
		£	£
<b>Fixed assets</b>			
Tangible assets	4	19,671	14,602
<b>Current assets</b>			
Stocks		2,154	3,389
Debtors	5	8,726	15,266
Cash at bank and in hand		86,457	90,193
		97,337	108,848
<b>Creditors: amounts falling due within one year</b>	6	(99,975)	(96,085)
<b>Net current (liabilities)/assets</b>		(2,638)	12,763
<b>Total assets less current liabilities</b>		17,033	27,365
<b>Creditors: amounts falling due after more than one year</b>	7	(7,033)	(17,365)
<b>Net assets</b>		10,000	10,000
<b>Capital and reserves</b>			
Called up share capital		10,000	10,000

For the financial year ended 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The member has not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on 19/11/25 and are signed on its behalf by:

  
Mr. F Osborne (Chair)  
Director

Company registration number 11997531 (England and Wales)

# CHEQUER MEAD TRADING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

#### Company information

Chequer Mead Trading Limited is a private company limited by shares incorporated in England and Wales. The registered office is Ground Floor, 1-7 Station Road, Crawley, West Sussex, RH10 1HT.

#### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future.

#### 1.3 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for food and drinks purchased at the café provided in the normal course of business, and is shown net of VAT and other sales related taxes.

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer (usually at the point of sale), the amount of revenue can be measured reliably, it is probable that the economic benefits associated with the transaction will flow to the entity and the costs incurred or to be incurred in respect of the transaction can be measured reliably.

#### 1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	Depreciated over periods of 3, 5, 10 and 15 years
Fixtures and fittings	20% Straight line
Computers	20% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

#### 1.5 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition.

Stocks held for distribution at no or nominal consideration are measured at the lower of cost and replacement cost, adjusted where applicable for any loss of service potential.

# CHEQUER MEAD TRADING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 1 Accounting policies

(Continued)

At each reporting date, an assessment is made for impairment. Any excess of the carrying amount of stocks over its estimated selling price less costs to complete and sell is recognised as an impairment loss in profit or loss. Reversals of impairment losses are also recognised in profit or loss.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

#### 1.7 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Classification of financial liabilities*

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

#### 1.8 Equity instruments

Equity instruments issued by the company are recorded at the proceeds received, net of transaction costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

#### 1.9 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# CHEQUER MEAD TRADING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

**1 Accounting policies** (Continued)

**2 Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3 Employees**

The average monthly number of persons (including directors) employed by the company during the year was:

	2025 Number	2024 Number
Total	24	4

**4 Tangible fixed assets**

	Plant and machinery etc £
<b>Cost</b>	
At 1 April 2024	42,858
Additions	11,383
At 31 March 2025	54,241
<b>Depreciation and impairment</b>	
At 1 April 2024	28,256
Depreciation charged in the year	6,314
At 31 March 2025	34,570
<b>Carrying amount</b>	
At 31 March 2025	19,671
At 31 March 2024	14,602

# CHEQUER MEAD TRADING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

5	Debtors	2025	2024
	<b>Amounts falling due within one year:</b>	£	£
	Trade debtors	-	1,865
	Other debtors	8,726	13,401
		<hr/>	<hr/>
		8,726	15,266
		<hr/>	<hr/>
6	Creditors: amounts falling due within one year	2025	2024
		£	£
	Bank loans	10,332	10,077
	Trade creditors	9,732	12,143
	Amounts owed to group undertakings	65,718	55,643
	Taxation and social security	12,293	11,359
	Other creditors	1,900	6,863
		<hr/>	<hr/>
		99,975	96,085
		<hr/>	<hr/>
7	Creditors: amounts falling due after more than one year	2025	2024
		£	£
	Bank loans and overdrafts	7,033	17,365
		<hr/>	<hr/>
8	Operating lease commitments	2025	2024
		£	£
	At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:	-	-
		<hr/>	<hr/>
9	Related party transactions	2025	2024
		£	£
	A donation of £48,902 (2024: £55,640) was made to the parent charity this year	-	-
	At 31 March 2025 Chequer Mead Trading was owed £16,816 by its parent charity (2024: £nil).	<hr/>	<hr/>
10	Ultimate controlling party	2025	2024
		£	£
	The company is controlled by Chequer Mead Arts and Community Trust a charitable incorporated organisation with registered charity number 1165519.	-	-

**CHEQUER MEAD TRADING LIMITED**  
**MANAGEMENT INFORMATION**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# CHEQUER MEAD TRADING LIMITED

## DETAILED PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2025 £	2024 £	2024 £
<b>Turnover</b>				
Sales of goods		357,318		268,141
<b>Cost of sales</b>				
Opening stock of finished goods	3,389		5,760	
<i>Purchases and other direct costs</i>				
Finished goods purchases	131,555		98,752	
Wages and salaries	136,736		80,217	
Social security costs	5,227		1,806	
Staff pension costs defined contribution	969		517	
Consumables	2,067		-	
Total purchases and other direct costs	276,554		181,292	
Closing stock of finished goods	2,154		3,389	
Total cost of sales		(277,789)		(183,663)
<b>Gross profit</b>	22.26%	79,529	31.51%	84,478
<b>Administrative expenses</b>				
Staff training	243		405	
Rent re licences and other	98		165	
Cleaning	474		894	
Property repairs and maintenance	2,390		1,999	
Equipment repairs	455		1,892	
Computer running costs	4,803		4,848	
Professional subscriptions	-		80	
Accountancy	2,287		2,138	
Charitable donations	3,708		-	
Bank charges	7,024		6,862	
Printing and stationery	113		240	
Advertising	601		549	
Entertaining	545		268	
Sundry expenses	1,001		570	
Depreciation	6,314		7,108	
		(30,056)		(28,018)
<b>Operating profit</b>		49,473		56,460

# **CHEQUER MEAD TRADING LIMITED**

## **DETAILED PROFIT AND LOSS ACCOUNT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2025***

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	<b>2025</b> £	<b>2025</b> £	<b>2024</b> £	<b>2024</b> £
<b>Interest payable and similar expenses</b>				
Bank interest on loans and overdrafts		(571)		(820)
<b>Profit before taxation</b>	13.69%	48,902	20.75%	55,640
		<b>=====</b>		<b>=====</b>

## EAST GRINSTEAD TOWN COUNCIL RISK REGISTER 2025/2026

REPORT FOR: EGTC Financial Risk Register  
 RFO: Dan Chambers  
 REGISTER OBJECTIVE: To assess and review the Financial Systems within EGTC

<b>RISK ASSESSMENT</b>					
		<b>Likelihood</b>			
<b>Impact</b>		LOW (1)	MEDIUM (2)	HIGH (3)	VERY HIGH (4)
(1) MINIMAL Minor disruption to service delivery / no injury / adverse public reaction / low financial cost		GREEN 1	GREEN 2	GREEN 3	GREEN 4
(2) NOTICEABLE Some disruption to service delivery / minor injury / reduced public confidence / unplanned financial cost		GREEN 2	GREEN 4	AMBER 6	AMBER 8
(3) MAJOR Significant disruption to service delivery / serious injury / serious public criticism / large financial cost		GREEN 3	AMBER 6	RED 9	RED 12
(4) DISASTER Significant failure in service delivery / fatality / total loss of public confidence / major financial crisis		GREEN 4	AMBER 8	RED 12	RED 16

<b>KEY (Likelihood x Impact)</b>	
<b>GRADE</b>	<b>RECOMMENDED ACTIONS FOR GRADES OF RISK</b>
GREEN (1-4)	To be monitored - no action is required unless grading increases over time.
AMBER (5-8)	Keep under review to assess what (if any) mitigation actions are possible to reduce the likelihood and seriousness of the risk identified. Assessment of costing to be completed for possible action (if funds permit).
RED (9-16)	Priority review needed to reduce the likelihood and implement subsequent appropriate actions / contingency plans as a priority.

No.	Area / Description of Risk (including any identified 'triggers')	Existing Mitigation Actions (Preventative)	Assessment of Likelihood	Assessment of Impact	Grade (combined Likelihood and Impact)	Responsibility for mitigation action(s)	Further Mitigation Actions (Contingency)	Responsibility for further mitigation action(s)	Assessment of Likelihood	Assessment of Seriousness	Grade (combined Likelihood and Seriousness)	Date Of Review
1	<b>Business Continuity</b>  Risk of EGTC losing ability to continue its business due to an unexpected circumstance such as;  Unplanned IT and telecom outages. Cyber-attack. Data breach. Adverse weather. Interruption to utility supply. Fire. Security incident. Health & Safety incident.	All EGTC staff are provided with laptops to support remote working and ensure business continuity during office closures. Staff have secure remote access to shared drives. IT systems are backed up to Microsoft 365 Cloud and protected by antivirus software. Core systems, including Rialtas and Sage, are cloud-based and backed up as required. Ongoing IT support is provided under contract with Wessex IT.	2	2	4	Deputy Clerk / RFO		Deputy Clerk / RFO	2	2	4	Jan 2026
2	<b>Precept</b>  Precept not confirmed due to inadequate controls resulting in missed deadlines.	EGTC starts budget planning in October for the next Financial year. Annually each January the Council agrees settings for precept.	1	4	4	Clerk / RFO		Clerk / RFO	1	4	4	Jan 2026

3	<b>Precept</b>  Government changes rules on precept settings.	Campaign NALC and SSALC.	1	3	3	Clerk / RFO		NALC	1	3	3	Jan 2026
4	<b>Financial</b>  Inadequate records causing financial irregularities.	EGTC's financial regulations set out the operational financial requirements and are reviewed annually by the RFO.  These are largely based on the guidelines set out in the NALC financial regulations and are suitable for the Council's requirements.  Quarterly Finance & General Purpose (FG&P) meetings take place.	1	3	3	Clerk / RFO	A comprehensive review of the financial regulations shall continue to be undertaken annually by the RFO with any suggested changes being reported to the Finance & General Purpose Committee.	Clerk / RFO / Council	1	3	3	Jan 2026
5	<b>Financial</b>  Banking issues caused by inadequate checks leading to financial irregularities such as;  Banking errors. Losses. Charges.	EGTC has financial regulations that set out the requirements for banking, electronic payments, cheques and the reconciliation of accounts.  Any errors in processing cheques or electronic	1	2	2	RFO	No further action required at this time.		1	2	2	Jan 2026

		<p>payments are discovered when the RFO reconciles the bank accounts weekly against the statement informing the bank of any issues immediately.</p> <p>Any concerns shall be raised in the quarterly F&amp;GP meetings.</p> <p>Internal procedures which utilise Nat West online banking are now being used to their full potential.</p>										
6	<b>Financial</b> Inadequate funds to meet liabilities.	<p>The RFO reviews the accounts monthly and the F&amp;GP committee review the accounts quarterly.</p> <p>Financial regulations manage the process with the setting of the precept as outlined above.</p>	1	4	4	RFO	<p>Internal audits are carried out every 6 months by an external auditing company &amp; Management Accounts are completed monthly and reported to F&amp;GP on a quarterly basis.</p>	Council / Clerk	1	4	4	Jan 2026
7	<b>Financial</b> Cash loss.	All expenditure is reported to and approved by, the F&GP Committee. The Councils financial regulations	1	3	3	RFO	<p>The RFO complies and presents a detailed and complete list of expenditure to</p>	Clerk / RFO / Council	1	3	3	Jan 2026

		are in place and cash received is banked weekly.  Internal auditor checks are conducted twice a year.					the quarterly F&GP meetings.					
8	<b>Financial</b>  Incorrect payments of salaries or allowances (e.g. incorrect hours claimed for overtime).  Incorrect payments of Tax, National Insurance.	All staff appointments, salaries and expenditures are approved by the F&GP committee.  Pay is processed by the RFO using the in house payroll system. Payments made to staff are signed off by the Clerk before payment is made  Tax, National Insurance and Pension payments made to agencies as calculated after approval by Council meetings.  Personnel files are held by EGTC. All overtime hours are recorded and time off or payment is agreed by the Clerk.	1	2	2	Clerk/RFO	Personnel files are kept securely locked away only accessible by authorised staff.  Payroll information is stored electronically.  Desktop payroll procedures implemented by the RFO with the addition of the Support Services assistant now providing extra resilience.	Clerk / RFO	1	2	2	Jan 2026

9	<b>Financial</b> Invoices paid incorrectly.	Invoices are only paid when a service or goods have been received and where possible matched against a relevant purchase order  All invoice payments are checked by the RFO & budget holder.  Financial Regulations in place are reviewed yearly in addition to the internal audits for the processing of invoices.	1	3	3	RFO	Relevant budget holders to complete invoice checks throughout the financial year.	RFO	1	3	3	Jan 2026
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10	<b>Financial</b> Grants incorrectly awarded.	Grant procedures are in place and reviewed yearly. All annual grants are discussed and agreed at Council. Ad Hoc Community Grants are approved by F&GP and ratified by Council.	1	2	2	<i>Clerk / Members</i>	No further action at this time.		1	2	2	<i>Jan 2026</i>
11	<b>Financial</b> Grants receivable.	Grants received may come with conditions.	1	2	2	<i>Clerk</i>	No further action at this time.		1	2	2	<i>Jan 2026</i>
12	<b>Financial</b> Annual returns late or incorrect.	Annual returns discussed, approved and signed by Full Council.	1	3	3	<i>Clerk / Members / RFO</i>	Internal audits remain in place – No further action at this time.		1	3	3	<i>Jan 2026</i>
13	<b>Financial</b> Election costs not budgeted.	Budgets established for each known election year.  Funding comes from the existing budget or reserves when by-elections occur. The Council manages the budget to accommodate costs.	1	3	3	<i>Clerk</i>	Political parties must make certain that the recruitment process allows for only committed individuals to be put forward for election.	<i>Political Parties</i>	1	3	3	<i>Jan 2026</i>
14	<b>Financial</b> VAT dealt with Incorrectly.	Financial regulations and procedures in place are reviewed.  The RFO manages the financial system which generates VAT requirements – VAT returns are then	1	3	3	<i>RFO</i>	No further action at this time.		1	3	3	<i>Jan 2026</i>

		completed quarterly in accordance with HMRC timescales.										
15	<b>Financial and management systems.</b>  Awarding contracts incorrectly.	Financial regulations are in place as per standing orders.  Goods or Services of an estimated value of;  Between the value of £5,000 and £20,000 should ideally include a minimum of two invitations for quotations (this changes to three invitations for values estimated between £20,000 to £50,000) <b><i>Nb: Contracts valued at over £25,000 should be advertised on Contracts Finder website.</i></b>  Above £50,000 should ideally include a minimum of four invitations for tenders.	1	3	3	Appropriate head of Service / Committee Chairman / Town Clerk / RFO	No further action at this time.		1	3	3	Jan 2026
16	<b>Financial &amp; Management Systems</b>  Contracts with third	Processes noted above remain in place.	1	3	3	Clerk / RFO / Head of Service	No further action at this time	Clerk / RFO / Head of Service	1	3	3	Jan 2026

	party not completed in line with EGTC Policies and / or statutory requirements  Contractors not qualified to carry out work / or in possession of inadequate liability insurance.	All new contracts are monitored by EGTC.  The RFO has now established clarification with regards to the awarding of contracts over £25,000										
17	<b>Financial and management systems</b>  Inadequate Insurance.	Council to discuss appropriate coverage although EGTC insurances are reviewed with an insurance broker and fidelity checks remain in place.	1	3	3	Clerk / RFO	No further action		1	3	3	Jan 2026
18	<b>Financial and management systems</b>  Data protection legislation not complied with.	Procedures in place for access, retention and disposal of data. Relevant data is backed up and stored securely.	1	3	3	Clerk / Compliance Officer	GDPR training for all councillors was completed in April 2024 and is scheduled to be renewed in 2029. All staff have undertaken GDPR training.	Clerk / Compliance Officer	1	3	3	Jan 2026

19	<b>Financial and management systems</b>  Freedom of information requests not dealt with in required timescale.	EGTC commits to conform to FOI standards as set by the I.C.O and will respond to requests within set time limits with Policy remaining a part of standing orders.	1	2	2	Clerk / Compliance Officer	Update records and files to ensure EGTC continues to be compliant with the FOI regulations.		1	2	2	Jan 2026
20	<b>Financial and management systems</b>  Paper / electronic records not maintained.	Archives held in secure location within EGTC premises. Electronic data is backed up regularly and stored securely.  Financial regulations remain in place.	1	2	2	Clerk / RFO	Archiving process continually assessed to ensure records are maintained within the boundaries of GDP Compliance regulations.	Clerk / RFO	1	2	2	Jan 2026
21	<b>Assets</b>  Damage and vandalism risk to street furniture, play-parks & open spaces.	Regular checks / inspections of benches made by EGTC's outdoor services team.  Regular checks / inspections of play park made by EGTC's outdoor services team.	3	2	6	Estates Manager	Formal Inspections to be carried out annually by ROSPA	Clerk / A&T Committee	3	2	6	Jan 2026

22	<b>Liabilities</b>  EGTC buildings not being health and safety compliant causing risk of injury to members of the public, employees and suppliers etc.	Previous health and safety records are maintained on file and continually assessed.  Appropriate insurances in place and reviewed annually.	2	4	8	Clerk / Estates Manager	A Health & Safety audit was conducted on 08/12/25 by our new Health & Safety provider, Essential Safety. The audit identified minor areas for improvement, which are being addressed.	Clerk / Estates Manager / Council	1	4	4	Jan 2026
23	<b>Non-compliance with employment law.</b>	Personnel service provided by Peninsula with further support available from SSALC.  All new employees issued with contract containing relevant employment law policies and procedures.	1	3	3	Clerk / RFO	The Employee handbook is being reviewed by the RFO in conjunction with Peninsula to ensure current legislation is being applied.	RFO	1	3	3	Jan 2026

24	<b>Governance</b>  Lack of succession planning.	Senior staff members are now established in their roles and are fully aware of their duties and responsibilities  All roles for staff are recorded with daily tasks agreed and recorded.	1	3	3	Clerk / Chairman	Good progress has been made with establishing contingency arrangements should key staff leave.  Training budget reviewed by Clerk and RFO	Clerk / Council	1	3	3	Jan 2026
25	<b>Governance</b>  Incorrect or inaccurate minutes of meetings.	Agenda's agreed with the Chairs and issued a minimum of three clear working days before the relevant meeting. Agenda's displayed for members of the public with meetings running in accordance with standing orders.	2	2	4	Clerk	Minutes from Council meetings are now published on the website as 'draft' until such time as the minutes are signed.		2	2	4	Jan 2026
26	<b>Governance</b>  Members failing to adhere to the code of conduct.	Relevant procedures are in place as a reminder of the conduct expected of members and co-opted members of the authority when acting in that capacity to register and declare any pecuniary and non-pecuniary interests within 28 days	1	3	3	Clerk / Members	It was agreed at Council in October 2022 that EGTC were to sign up to the Civility & Respect pledge (a joint initiative between NALC & SLCC)	Clerk	1	3	3	Jan 2026

		beginning with the date of disclosure											
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## Business Plan Prioritisation 2025-2027

Existing Committee	Deliverable	2025	2026	2027	BAU	Comments
Planning	To continue to scrutinise planning applications and make appropriate recommendations to Mid Sussex District Council with reference to the Neighbourhood Plan				x	
	To monitor the progress of the draft District Plan as it moves through examination to adoption during 2025	x				Monitoring of this continues, hearing scheduled for February 2026
	To consider whether the Neighbourhood Plan requires review once the District Plan has been adopted, incorporating changes to the updated NPPF	x	x			Neighbourhood Plan updates on hold pending the future of the District Plan
	To consider the Licensing applications and where appropriate send comments to the Licensing Authority			x		
	To press that Mid Sussex District Council along with West Sussex County Council and Surrey County Council work together to resolve the infrastructure issues on the A22/A264 as strategic development comes forward for more housing in that area			x		Response to consultation submitted, awaiting outcome of consultation results.
Environment and Sustainable Travel	Overseeing the allocation of S106 and spending of S106 funding			x		S106 application for SML agreed, application for columbarium submitted and under consideration,
	To explore urban tree planting and rewilding projects throughout the town	x				
	To commission a town improvement plan and future opportunities for changes	x	x			Draft report reviewed, will be circulated and added to a future agenda for review once final version is available.
	To encourage and support further conservation and recycling initiatives		x			
	To investigate potential enhancement of Turners Hill Recreation Ground as a more usable community space			x		
Public Services	Explore additional cycle storage and cycle hire facilities within the town	x				Council resolved not to proceed with the project to implement a cycle hire scheme within the town. Implementation of cycle storage facilities at East Court completed
	Investigate improvements to the local cycling and walking infrastructure (LCWIP) and promote active travel			x		
	To continue to scrutinise the services provided by the Principal Authorities West Sussex County Council and Mid Sussex District Council, and Sussex Police, Fire & Rescue, holding them accountable for the services provided to the residents of the town			x		
	To identify and support new initiatives (not necessarily delivered by the Council) for community support			x		
	To respond to consultations as appropriate to influence and ensure that East Grinstead residents receive affordable, accessible services			x		
Amenities & Tourism	To work with Sussex Police and the PCC to improve the visibility of Chequer Mead Police Station within the town	x				Meeting scheduled for January postponed due to water crisis, new date to be agreed.
	To ensure Councillor visibility and accessibility throughout the year			x		Councillor surgeries, attendance at major Council events
	To continue to provide a first class tourism information service and promote the town to visitors including points of historical interest			x		
	To provide annual events including the popular summer concerts and Christmas events, ensuring inclusivity and accessibility for all			x		
	To continue to provide visual displays throughout the year to make the town look attractive and encourage civic pride			x		

Existing Committee	Deliverable	2025	2026	2027	BAU	Comments
	To progress the St Margaret's Loop project to develop a sustainable route into the town	x				Feasibility study completed, decision to sell the land agreed, final review of public feedback due at Full Council on 26/1/26.
	To consider the ongoing management and maintenance of the Queens Road Cemetery, and expansion of capacity at Mount Noddy Cemetery	x				Planning application for installation of columbarium at Mount Noddy agreed.
	To continue to provide excellent community facilities in East Court Mansion, the Old Court House, Meridian Hall and Sunnyside Barn		x			Survey of wall at QRC outstanding, being chased.
	Continued exploration of the provision of youth services	x				Teenage Youth Club commenced November 2025, take up initially slow but looking to grow membership.
	To continue to provide well maintained public toilets within the town		x			
	To maintain the civic realm to high standards, including cleaning and replacing street name plates, removal of graffiti and fly posting, litter bins, grit bins, street furniture, the water fountain and McIndoe statue and lawn		x			
	To investigate and implement parking control at East Court to ensure parking capacity remains available for all users of the facilities.	x				
	To explore opportunities for installation of a splash park within the town	x				
	To explore enhancements to the facilities at King George's Field, including improvements to the skate park and installation of a pump track	x				Initial conversation held with MDSC
Finance & General Purposes	To ensure that the Council's finances continue to be well stewarded and receive an unqualified audit		x			
	To continue to find efficiencies and benefits through the use of technology	x				
	To continue to support community groups and charities with annual and application grants, for revenue and project costs		x			
	To review the Council's finances with the aim of bringing reserves back to the CIPFA recommended levels		x			
	To ensure all policies are reviewed as required, including adoption of updated Standing Orders, Financial Regulations and a Scheme of Delegation		x			
	Review and update Town Council website	x				
	Understand and explore the threats and opportunities for the Town Council relating to Devolution.	x	x	x		LGR Decision due March 2026, Mayoral elections delayed by 2 years.

Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed
Council	44	Clerk to draft a letter to MSDC to request a meeting to discuss parking strategies in the Town	18/10/2025	Clerk	Emailed Simon Hughes to request details of MSDC strategy in relation to parking fee increases, and how the volume of users has changed in light of the increases.  Meeting with Rob Anderton on 24.2.26 to discuss.	In progress	
Council	48	Moat Pond - Clerk to investigate further potential transfer options of Moat Pond and associated maintenance costs including the potential of the inclusion of King George's Field. Also contact Fields in Trust.	18/10/2025	Clerk	Fields in Trust confirmed that King George's Field is a registered site, and that it can be disposed of without their permission so long as the proposed use of the field remains unchanged. Further discussion with MSDC will take place.	In progress	