

Woolston Place Management Company Limited

15 Windsor Road, Swindon, SN3 1JP
Company No. 08083820

Minutes of directors' meeting held at Sherfield Park Community Centre on 13 October 2021 at 4:00pm and the adjournment thereof held electronically on 26 October 2021 at 4:00pm

Present:

C Watson – HML
J Carpenter – HML
J & J Shore
D Howard
J Forse
E Marshall (part)

In attendance:

K Long

1. Introduction

The members' meeting had been called by Janet Forse on 27 July 2021 to propose the following resolution:

That Janet Forse be appointed as a director of the company.

2. Managing Agent's earnings

HML was requested provide details of the commission it, or any associated company had received when placing the insurance for Woolston Place.

3. Health & Safety issues

Several health and safety issues were raised with HML. HML advised that the last risk assessment had not been provided to the directors nor any action taken to address the concerns raised. A member advised that they had sent a detailed complaint to HML regarding health and safety and other matters and were awaiting a response.

4. Appointment of Director

The resolution to appoint J Forse was not called at the meeting. The meeting was therefore adjourned in accordance with Article 38.3 to further consider the appointment of directors at a time and place fixed by the directors with 14 days of the meeting per Article 38.4.1.

5. Adjourned meeting held on 13 October 2021

Present:

J & J Shore

D Howard

J Forse

E Marshall

In attendance:

K Long

Apologies:

C Watson - HML

6. Appointment of directors

All directors are required to retire annually in accordance with the Articles of Association.

John Shore retired by rotation and offered himself for re-appointment.

The meeting voted on the following resolution:

a) To re-appoint John Shore as a director

A vote was taken by a show of hands and John Shore was duly re-elected.

Diane Howard retired as she had been appointed by the board during the year.

The meeting voted on the following resolution:

b) To re-appoint Diane Howard as a director

A vote was taken by a show of hands and Diane Howard was duly re-elected.

The members' meeting was called by Janet Forse to hear the following resolution.

The meeting voted on the following resolution:

c) To appoint Janet Forse as a director

A vote was taken by a show of hands and Janet Forse was duly elected.

The company secretary was instructed to register the appointment of Janet Forse at Companies House.

7. Accounts and Accountants

The members noted that the accountants are not appointed by members but by the directors.

8. Insurance Commission

The meeting noted that HML has not yet responded to the request at the meeting on 13 October 2021 to provide details of the commission it or any associated company has received when placing the buildings insurance for Woolston Place.

There being no further business the meeting closed at 5:00pm