

Woolston Place Management Company Limited

15 Windsor Road, Swindon, SN3 1JP

Company No. 08083820

Minutes of directors' meeting held electronically on 29 November 2021

Present:

J Forse

D Howard

J Shore

In attendance:

J Morris

W Wellman

1. Appointment of Company Secretary

The directors agreed that following the appointment of Wellman Property Management as the new Managing Agent to replace HML from 1 December 2021 that John Morris should be appointed as Company Secretary with immediate effect.

2. Retirement of Company Secretary

The directors agreed that HML Company Secretarial Services Limited should be retired as Company Secretary on the termination of HML's services on 30 November 2021.

3. Change of Registered Office

It was agreed that the registered office should be changed to 15 Windsor Road, Swindon, SN3 1JP with immediate effect.

4. New Bank Accounts

It was agreed that the company should open a current account with Metro Bank and a deposit account with Aldermore Bank.

The new company secretary was asked to update the statutory books and file the changes at Companies House.

John R Morris FCMA CGMA MIRPM
Company Secretary