R. Mead Phase 1 (Swindon) Management Company Limited

Minutes of directors' meeting held electronically on 17 February 2026

1. PRESENT

M Bentley – Director
A Drinkwater – Director
D Evans – Director
J Evans – Director

Block Management Ltd:
J Morris
T Dellow

Chair:
D Evans was appointed Chair of the meeting.

2. NOTICE AND QUORUM

The Chair reported that notice of the meeting had been duly given to all directors in accordance with the Company's Articles of Association.

It was noted that, in accordance with the Articles of Association, a meeting conducted by electronic means constitutes a valid meeting of the Board.

A quorum being present, the Chair declared the meeting duly convened and open.

3. DECLARATIONS OF INTEREST

The Chair asked the directors to declare any interests in the business of the meeting.

D Evans reminded the Board of her previously declared interest in relation to gardening and cleaning contracts. The Board noted the declaration. It was agreed that this interest did not give rise to a conflict in relation to the approval of the financial statements, and she remained entitled to participate in the meeting and vote on the resolutions.

4. FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2025

The Chair reported that the draft Directors' Report and Financial Statements for the year ended 31 December 2025 had been circulated to all directors prior to the meeting.

The Board reviewed the financial statements, including:

- The Directors' Report
- The Income and Expenditure Account
- The Balance Sheet
- The Notes to the Financial Statements

The directors noted that the financial statements had been prepared in accordance with the Companies Act 2006 and applicable accounting standards and properly reflected the funds administered by the Company in accordance with the lease and the Company's Articles of Association.

The Board further noted that:

- The Company acts solely in its capacity as management company.
- Service charges, ground rent, and freehold acquisition fund contributions are collected and administered in accordance with lease obligations.
- Ground rent is held on behalf of and remitted to the freeholder.
- Estate management fund balances represent funds held on behalf of leaseholders.

5. APPROVAL OF FINANCIAL STATEMENTS

After due consideration, IT WAS RESOLVED THAT:

5.1 The Directors' Report and Financial Statements of the Company for the year ended 31 December 2025 be and are hereby approved.

5.2 D Evans be authorised to sign the Balance Sheet on behalf of the Board for and on behalf of the Company.

5.3 The Company Secretary be authorised to make any minor amendments required to correct typographical, formatting, or clerical errors, provided such amendments do not materially affect the financial statements.

5.4 The Company Secretary be instructed to file the approved financial statements with the Registrar of Companies within the prescribed period.

6. CIRCULATION TO MEMBERS

It was noted that the financial statements would be made available to members in accordance with the Companies Act 2006 and the Company's Articles of Association.

7. CLOSE OF MEETING

There being no further business, the Chair declared the meeting closed.

D. Evans

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D Evans
Chair

17 February 2026