



Company number 04214104

SPIRES (LANGHAM) MANAGEMENT COMPANY LIMITED

Minutes of the meeting of the board of directors of Spires (Langham) Management Company limited (Company) held by Zoom on 22nd August 2022 at 6pm

Present:

Andrew Bird (AB) – Director
William Orchard (WO) – Director
Helen Duckering (HD) - Company Secretary

Apologies:

Rebecca Carter-Director

1) Chairperson

Andrew Bird was appointed as the Chairperson of the meeting and chaired the meeting throughout.

2) Notice and Quorum

The Chairperson reported that a quorum was present and declared the meeting open.

3) Declaration of Interest

Each director confirmed they had no interest to declare.

4) Minutes of the meeting 16th December 2021

The minutes were approved as a true and accurate record.

5) Business of the meeting

- i) To approve the accounts for the year ended 31st December 2021.
It was resolved that the accounts for the year ended 31st December 2021 were approved. The accounts show a loss of £1439. Exceptional expenditure of £3863 for tree survey, coppicing and maintenance was

noted. This exceptional cost was funded through the current account. The reserve of £10,000 has been maintained.

- ii) To agree the management charge for 2023 – **It was resolved that** the management charge for 2023 will be £60.

6) AOB

It was agreed that the hours worked by the company secretary will be reviewed over a 2-year period, to accurately reflect the workload.

7) Close

There was no further business, and the chairperson declared the meeting closed at 6.20pm.

Chairperson Andrew Bird

Dated: 22nd August 2022