



Company number 04214104

SPIRES (LANGHAM) MANAGEMENT COMPANY LIMITED

Minutes of the meeting of the board of directors of Spires (Langham) Management Company Limited held by Zoom on 18th September 2023 at 7pm.

Present:

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

Apologies:

None

1) Chairperson

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

2) Notice and Quorum

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

3) Declarations of Interest

Each director declared they had no interest to declare.

4) Minutes of the meeting 22nd August 2022.

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 2022:
It was resolved that the accounts for the year ended 31st December 2022 were approved. The accounts show a profit of £711. All costs have been funded through the current account and the reserve of £10,152 has been maintained.
- ii) To agree the management charge for 2024 – **it was resolved that** the management charge for 2024 will be £70.00.

6) AOB

7)

Grass cutting – it was agreed that a local contractor will be approached to quote for the grass cutting contract for 2024.

8) Close

There was no further business, and the chairperson declared the meeting closed at 7.15pm

Chairperson Andrew Bird

Date: 18th September 2023