



Station Walk Station Road Swindon Management Company Limited

Minutes of directors' meeting held electronically via Zoom on 14th October 2022 at 5:30pm.

Present:

Directors:

J Garrett

H Madsen

K Winter

Company Secretary

J Morris

In Attendance:

S Garret

1. Introduction

The meeting was called to discuss the handover of managing agent from Babbington Property Management (BPM) to Block Management Ltd.

2. Termination of previous managing agent

The directors provided a minimum of months' notice to BPM to end its management by 31 October 2022 (or preferably on 30 September 2022 given that BPM appears to have ceased managing the site and has stopped communicating with the directors).

3. Section 116 request

A request by the directors for a list of members in accordance with section 116 of the Companies Act 2006 was issued to BPM so that directors could update members with the change of agent and other matters relating to the site. Under section 117 of the Companies Act 2006 BPM had 5 days in which to provide the information or be liable to a fine. BPM has failed to provide the information.

4. Companies House filing code

The Companies House filing code was requested from BPM and despite a promise on 12 September 2002 by Paul Elliott of BPM to provide it, it has still not been received. In the absence of the code the directors have been prevented from registering the appointment of the new company secretary or the change in registered office to: 15 Windsor Road, Swindon, SN3 1JP.

5. Banking arrangements

As the company secretary appointment and change of registered office address has not been able to be updated at Companies House the company has been prevented from opening bank accounts in its name.

6. Handover

- a) Given the failure to cooperate with the handover the directors will consider registering a complaint regarding BPM with the Property Redress Scheme.
- b) Block Management to:
 - i) issue letters to each apartment advising of the change of managing agent and asking leaseholders to contact them with their contact details.
 - ii) contact the gardeners and cleaners and appraise them of the situation
 - iii) contact the larger letting agents in Swindon appraise them of the situation.

There being no further business the meeting closed at 6:30pm