

Monxton Place Residents Association (No 2) Limited

(Company Number 07947965)

Minutes of a meeting of the Board of Directors

Date: 2 March 2026

Present: A Broadbent (Chair and director), J Broadbent (director).

1. Service charge accounts – basis of preparation

The Chair noted that service charge accounts for the year ended 31 December 2025 had been prepared in a format different from the statutory financial statements previously issued.

The Board considered that:

- service charge monies are held on trust for leaseholders under the leases and landlord and tenant legislation;
- the Company acts as the Managers in determining service charge expenditure;
- the statutory accounts prepared under the Companies Act 2006 do not provide the clearest presentation for service charge purposes.

The Board noted that the revised format:

- presents service charge income and expenditure separately from the Company's statutory accounts;
- clearly identifies trust balances and reserves;
- better reflects the Company's role as manager rather than trading principal.

2. Resolution

IT WAS RESOLVED THAT:

1. Service charge accounts shall, with effect from the year ended 31 December 2025, be prepared and issued to leaseholders in a **service charge trust format**, separate from the Company's statutory financial statements.
2. Statutory dormant accounts required under the Companies Act 2006 shall continue to be prepared and filed separately.
3. The service charge accounts shall be approved annually by the Board acting as the Managers under the leases.

There being no further business, the meeting closed.

Signed: _____

A Broadbent (Director)

Date: 2 March 2026