COMPANY REGISTRATION NUMBER: 01924651

COMPANY NAME: The Manor Fields Estate Limited (MFEL)

MINUTES OF THE 2024 MFEL AGM

EVENT: The MFEL AGM was held in person on Saturday 23rd November 2024 at 10.30am at The Prospect Upper School, 75 Putney Hill, London, SW15 3NT

PRESENT: MFEL Directors:

Clare Morton (Chair)
John Chrastek
Deirdre (Dee) Noonan
Dean Buckner
Alex Blake-Milton
Sheela Sharma

KFH (Company Sectary and Managing Agent):

Richard Benson
Stephen Britton

The shareholders present are set out in Appendix 1.

1. CHAIRMAN, NOTICE AND QUORUM

1.1. The Directors appointed Clare Morton as the Chairman of the Meeting (Chair) and she acted as the Chair.

1.2. The Chair reported that due notice of the meeting had been given and that a quorum was present in person and by proxy and declared the meeting open.

1.3. Apologies from Khushroo Dastur (Director) who is not able to attend in person due to personal reasons/family illness.

2. BUSINESS OF THE MEETING

2.1. THAT BY ORDINARY RESOLUTION Dean BUCKNER, a Director, having been appointed by a decision of the Board, retiring and seeking reappointment, be reappointed as a Director of the company with effect from the end of the meeting;

2.2. THAT BY ORDINARY RESOLUTION Alex BLAKE-MILTON, a Director, having been appointed by a decision of the Board, retiring and seeking reappointment, be reappointed as a Director of the company with effect from the end of the meeting;

2.3. THAT BY ORDINARY RESOLUTION Sheela SHARMA, a Director, having been appointed by a decision of the Board, retiring and seeking reappointment, be reappointed as a Director of the company with effect from the end of the meeting;

2.4. THAT BY ORDINARY RESOLUTION Deirdre Mary NOONAN, a Director retiring by rotation and seeking reappointment, be reappointed as a Director of the company with effect from the end of the meeting;

2.5. THAT BY ORDINARY RESOLUTION, TC Group (TC Sussex Limited) be appointed as auditors of the company with effect from the end of the meeting to hold office until the conclusion of the next AGM of the company;

2.6. THAT BY ORDINARY RESOLUTION the Board of Directors of the company be authorised to fix the remuneration of the auditors of the company.

3. RESOLUTIONS PROPOSED AND PASSED BY POLL

3.1. THAT BY ORDINARY RESOLUTION Dean BUCKNER, a Director, having been appointed by a decision of the Board, retiring and seeking reappointment, be reappointed as a Director of the company with effect from the end of the meeting;

This resolution was passed with poll votes: 73 for, 6 against and 4 abstentions.

3.2. THAT BY ORDINARY RESOLUTION Alex BLAKE-MILTON, a Director, having been appointed by a decision of the Board, retiring and seeking reappointment, be reappointed as a Director of the company with effect from the end of the meeting;

This resolution was passed with poll votes: 65 for, 11 against and 8 abstentions.

3.3. THAT BY ORDINARY RESOLUTION Sheela SHARMA, a Director, having been appointed by a decision of the Board, retiring and seeking reappointment, be reappointed as a Director of the company with effect from the end of the meeting;

This resolution was passed with poll votes: 71 for, 8 against and 4 abstentions.

3.4. THAT BY ORDINARY RESOLUTION Deirdre Mary NOONAN, a Director retiring by rotation and seeking reappointment, be reappointed as a Director of the company with effect from the end of the meeting;

This resolution was passed with poll votes: 62 for, 19 against and 2 abstentions.

3.5. THAT BY ORDINARY RESOLUTION, TC Group (TC Sussex Limited) be appointed as auditors of the company with effect from the end of the meeting to hold office until the conclusion of the next AGM of the company;

This resolution was passed with poll votes: 78 for, 1 against and 4 abstentions.

3.6. THAT BY ORDINARY RESOLUTION the Board of Directors of the company be authorised to fix the remuneration of the auditors of the company.

This resolution was passed with poll votes: 79 for, 1 against and 3 abstentions.

4. RECEIPT OF ANNUAL ACCOUNTS

The Company's annual accounts for the financial year ended 31st March 2024 were laid before the meeting having previously been circulated to the shareholders of the Company.

5. Any Other Business

5.1 A Shareholder noted that the Long-Term Outlook had only been distributed by email and that those shareholders who had requested correspondence in hard copy had not received the document. The Board committed to investigating and has since distributed hard copies to those who had requested them.

5.2 A query was raised regarding the optional fire door levy that had recently been requested from lessees through the freehold company. It was explained that due to the nature of the works and the lease terms, the money was not able to be collected or paid through the Service charge trust account.

5.3 There were a number of comments regarding an error by KFH in the way the additional levy had been requested and subsequently chased as arrears. Richard Benson apologised for any error on behalf of KFH and it was confirmed that this matter had now been resolved. It was noted that this error had caused some lessees distress.

5.4 The Chair stated that the formal minutes for the AGM, prepared by KFH, are due to be distributed by 20th December 2024.

6. CLOSE OF THE MEETING

There being no other formal business, the Chair declared the AGM meeting closed at 11:15am. An informal leaseholder meeting followed.

Clare Marks ..... 3rd February 2025

Chair **Date**

APPENDIX 1 – TABLE OF SHAREHOLDERS PRESENT (Redacted)