

# TOWPATH GARDENS RTM COMPANY LTD

Company Number: 12817357

## Minutes of a Meeting of the Board of Directors

Held by Electronic Communication (Email)

On 25 February 2026

### 1. Mode of Meeting

The meeting was conducted by exchange of email in accordance with the Company's Articles of Association. The Director confirmed that he was able to communicate effectively and that the meeting was duly convened and constituted.

### 2. Present

Darryl James Kiy – Director

In attendance:

John R Morris – Company Secretary

### 3. Chair

Darryl James Kiy acted as Chair of the meeting.

### 4. Financial Statements for the Year Ended 31 December 2025

The Director considered the draft report of the Director and the unaudited financial statements of the Company for the year ended 31 December 2025 circulated prior to the meeting.

It was noted that:

- The accounts had been prepared in accordance with the Companies Act 2006 applicable to companies subject to the small companies' regime.
- The Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and the members have not required an audit under section 476.
- Service charge monies are held on statutory trust in accordance with the Landlord and Tenant Act 1987.

After due consideration, it was:

#### RESOLVED THAT:

1. The report of the Director and the financial statements for the year ended 31 December 2025 be approved.

2. The Director be authorised to sign the financial statements electronically on behalf of the Company.
3. The financial statements be filed at Companies House in accordance with statutory requirements.

## 5. Service Charge Statement for the Year Ended 31 December 2025

The Director considered the service charge statement for the year ended 31 December 2025.

It was noted that:

- Following acquisition of the Right to Manage, the Company assumed the landlord's management functions pursuant to the Commonhold and Leasehold Reform Act 2002.
- The service charge statement had been prepared in accordance with the provisions of the lease.
- The statement had been drawn up and certified by a qualified accountant acting as expert pursuant to the Fifth Schedule of the lease.

After consideration, it was:

### RESOLVED THAT:

1. The service charge statement for the year ended 31 December 2025 be approved.
2. The accountant's certificate be noted and approved.
3. The service charge accounts and certificate be issued to leaseholders in accordance with the lease.

## 6. Conflict Management and Certification Arrangement

The Director noted that the service charge statement had been prepared and certified by a qualified accountant who is a director of the Company's appointed managing agent and who also acts as Company Secretary.

The Director considered whether this arrangement gave rise to any conflict of interest and noted that:

- The lease does not require the certifier to be independent.
- The accountant acts in a professional capacity as an expert under the lease.
- Independent professional judgment is exercised in certifying the service charge statement.

It was:

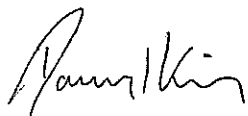
### RESOLVED THAT:

The Board confirms its approval of this arrangement and is satisfied that appropriate safeguards are in place to manage any potential conflict of interest.

## 7. Close

There being no further business, the meeting was concluded.

Signed electronically as a true record,

A handwritten signature in black ink, appearing to read "Darryl Kiy". The signature is fluid and cursive, with the first name "Darryl" being more prominent than the last name "Kiy".

Darryl James Kiy  
Director

25 February 2026