

Formalsecure Property Management Limited
Wolfe Mead, Farnham Road, Bordon GU35 0NH

To: All Members of Formalsecure Property Management Ltd

3 September 2025

Minutes of Extraordinary General Meeting on 20 August 2025 at Forest Community Centre, Bordon

Notice

Formalsecure Property Management Ltd (FPML) had duly distributed notice of its intent to hold an EGM on 20 August 2025 and had requested nominations for positions as directors.

Attendees

The members listed at Annex attended the EGM. It was chaired by Mr Anthony Fanshawe who had been appointed by outgoing directors.

Motion to Record the Meeting

Proposed by Mr Bryan without objection, it was agreed that all members were allowed to record the meeting if they wished.

Appointment of New Directors

The following members addressed the EGM in turn, stating their backgrounds and reasons for seeking election, and were duly elected and appointed as directors:

- Mr John Spence was a retired police officer with extensive experience of company finances, in both hotel owner-manager and organisational treasurer roles. He wanted to improve communication by the company and sought greater transparency.
- Mr Anthony Keyser was a retired merchant banker and insurance broker with experience in property management. He believed that his people skills could benefit the company.
- Mr Michael Bryan was a former RAF pilot with extensive experience in the not-for-profit sector including as a consultant. He believed that propriety, transparent accountability and good communication were essential enablers of fostering friendship and community spirit.
- Mr Antony Colton was a retired military and civilian police officer and NHS worker. He believed in the importance of timely and effective company communication and would aim to ensure that it was so.

Resignation of Directors

Having given notice of their intent to resign as directors when others were appointed (in order to maintain a minimum of 2 directors as required by the FPML's Memorandum and Articles of Association) the following members duly resigned as directors and stood down accordingly:

- Mr David Hales.
- Mr Timothy Foster.

Any Other Business

Vote of Thanks. Mrs Payne thanked the outgoing and previous directors for their personal time given to the company. Her comments were supported but the chairman did not take a formal vote.

Directors' Handover. There needed to be a transfer process in which the affairs of the company were handed over. Accordingly, the meeting approved the following motions proposed by Mr Bryan without objections, that the newly retired directors:

1. Cease all financial transactions forthwith and initiate handover control of the company bank account to newly appointed directors within 24-48 hours of the end of the EGM. It was recognised that final implementation would be in the hands of the bank.
2. Arrange within 24-48 hours the handover of at least the last 7 years of company accounts records and handover of authority with the company's accountants.

3. Handover control of the company email address and full records of all company correspondence.
4. Handover within 7 days all legal documentation relating to company incorporation and property, and handover authority with the company's solicitors and other contractors.

The chairman advocated a handover-takeover meeting between former and new directors within the following few days. Outgoing directors agreed to assist as far as practically possible.

Company Communication. Mrs Taylor suggested that it would be more practical for members to provide the company with their email addresses to aid communications, and that a whatsapp group might be beneficial. Mr Colton undertook to take forward her suggestions.

Current Debtors. Mr Clarke asked for details of current debtors. Mr Foster said that Abri had experienced some difficulty in paying their fees this year for the shared ownership properties which required a Purchase Order. There was one further property that had not yet paid this year. Separately, solicitors had not yet completed property transfer documentation for Mr Tanner's purchase of No 26 a year ago, so he was currently neither a member nor consequently a debtor.

Matters Arising

It had been agreed by outgoing directors to pay Mr Anthony Fanshawe's personal services company (Anthony Fanshawe Ltd) £3000 from FPML's company funds initially to provide them with communications advice and thereafter to advise on EGM procedures and to chair the EGM.

There being no further business, the chairman closed the meeting.

Issued by Formalsecure Property Management Limited.

Annex A: EGM Attendance List.