

**QUEEN'S CLUB GARDENS LIMITED**  
**MINUTES OF A MEETING OF DIRECTORS**  
Held in  
**The Meeting Room**  
Unwin Mansions, Queen's Club Gardens, London W14 9TH  
On  
**12<sup>th</sup> August 2019 at 7.00 pm**

**Present:**

J J Chidson (Chairman)  
M F A Derome  
P E Fowler  
P R J S Mumford  
G R Williams  
M N Windebank

**In Attendance:** S Mezhoud

**1 Apologies for Absence**

N E Brewer.

**2 Directors' Interests**

None.

**3 Minutes of the Previous Meeting**

The minutes of the board meeting held on 15<sup>th</sup> July 2019 were approved.

**4 Matters arising from the Minutes**

None.

**5 Company Membership and Lease Extensions**

The application by the lessee who had recently applied for membership of the company was completed and payment of the balance due was made on 17<sup>th</sup> July 2019.

**6 Financial Report**

The monthly financial report was noted (copy attached).

The Chairman presented the Directors' Report and Financial Statements for the year ended 31<sup>st</sup> December 2018 which had already been circulated to the Directors. After some discussion they were approved by the Board and signed by the Chairman and Mr Williams. The Letter of Representation to the auditors was also approved and signed by the Chairman on behalf of the Board (copy attached).

**7 Major Works Sub-committee**

It was noted that phase III of the external works remained still slightly behind schedule.

**8 Finance and Management Sub-committee**

The Chairman also presented the service charge accounts for the year ended 31<sup>st</sup> December 2018 which had previously circulated to the Board. They were discussed and also approved by the Board.

**9 Domestic Sub-committee**

Nothing to report.

**10 Any other business**

The Chairman reported that on 16<sup>th</sup> July he and Mr Williams had had another progress meeting with Mark Vinall, partner, at Winckworth Sherwood, the company's solicitors.

# Queen's Club Gardens Limited

## FINANCIAL REPORT

6<sup>th</sup> August 2019

	<b>This Month £</b>	<b>Last Month £</b>	<b>Last Year £</b>
<b>Service Charge Accounts</b>			
Service Charges	713,957	542,792	611,711
Reserves	493,862	493,784	908,823
<b>Arrears:</b>			
1995	85	85	85
1999	7	7	7
2018	1,528	1,528	0
2019	89,615	488,347	52,051
<b>Company Accounts</b>			
Lloyds current a/c	8,585	6,419	8,462
Lloyds Treasury deposit	180,000	170,000	444,000
Note:	The deposit with the Treasury Division has been fixed until 27 <sup>th</sup> August 2019 at an interest rate of 0.61% per annum.		
Adam & Co current a/c	280	280	341
Adam & Co 90 day notice a/c	546,939	546,760	743,294
Note:	The balance on the 90 day notice account is earning interest at a rate of 0.60% per annum. For balances of £1million and more the rate is 0.65% p.a..		
Nationwide Building Society Business 95 Day Saver a/c	506,438	506,438	303,243
Note:	Currently the balance on this account is now earning interest at an annual equivalent rate (a.e.r.) of 1.10% per annum.		

# QUEEN'S CLUB GARDENS LIMITED

Lees-Buckley & Co  
16 Northfields Prospect Business Centre  
Northfields  
Putney Bridge Road  
London SW18 1PE

12<sup>th</sup> August 2019

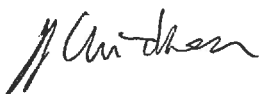
Dear Sirs

We confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your audit of the financial statements of the company for the year ended 31<sup>st</sup> December 2018:

1. We acknowledge as directors our responsibilities under the Companies Act 2006 for preparing financial statements, in accordance with UK GAAP, that give a true and fair view and for making accurate representations to you as auditors.
2. We confirm that all accounting records have been made available to you for the purposes of your audit, in accordance with your terms of engagement, and that all transactions undertaken by the company have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and shareholders' meetings, have been made available to you. We have given you unrestricted access to persons within the company in order to obtain audit evidence and have provided any additional information that you have requested for the purposes for your audit.
3. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
4. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with UK GAAP.
5. We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
6. We confirm that we are not aware of any related party transactions.
7. We confirm that the company has had, at no time during the year, any arrangements, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for directors, nor to guarantee nor provide security for such matters, except as already disclosed in the accounts.

8. We confirm that the company has not contracted for any capital expenditure other than as disclosed in the financial statements.
9. We acknowledge our responsibility for the design and implementation of controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our risk assessment of the risk of fraud in the business.
10. We confirm that there have been no actual or suspected instances of fraud involving management or employees who have a significant role in internal control of that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by former employees, regulations or others.
11. We confirm that, in our opinion, the company is a going concern.
12. We confirm that there are no companies associated with this company for tax purposes.
13. We understand that companies are associated for tax purposes if they are under the control of the same person or persons. We also understand that for this purpose a person might be treated as one and the same person as: a close relative; a trustee of a settlement of which the person or a relative was the settlor; and any company in which any of these is also a shareholder.
14. We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that:
  - So far as each director is aware, there is no relevant audit information of which you as auditors are unaware: and
  - Each director has taken all the steps that they ought to have taken as director to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully  
for Queen's Club Gardens Limited



J J Chidson  
Chairman