



PROPERTY INTEL

CLIENT-FACING

# AGM Management — Service Brochure

Professional AGM Management for  
London RTM Companies and Resident  
Management Companies — Compliant,  
Structured, and Member-Focused

---

DOCUMENT ID

PI-BLK-083

VERSION

1.0

CLASSIFICATION

Client-Facing

OWNER

Head of Block Management

REVIEW CYCLE

Bi-Annual

LAST UPDATED

March 2026

# Contents

---

2.0 Executive Summary \_\_\_\_\_ 3

---

3.0 Who This Is For \_\_\_\_\_ 5

---

4.0 What We Handle \_\_\_\_\_ 7

---

5.0 The Property Intel Process \_\_\_\_\_ 9

---

6.0 Risk Protection \_\_\_\_\_ 12

---

7.0 Compliance Assurance \_\_\_\_\_ 14

---

8.0 Why Property Intel \_\_\_\_\_ 16

---

9.0 Pricing Positioning \_\_\_\_\_ 18

---

10.0 Call to Action \_\_\_\_\_ 20

---

## Executive Summary

Property Intel provides a fully managed AGM service for Right to Manage companies and Resident Management Companies across Tower Hamlets and wider London. Our service covers every aspect of the AGM lifecycle: planning and scheduling, financial statement preparation, agenda drafting, notice service, proxy management, meeting facilitation, minute-taking, and post-meeting filings with Companies House.

---

PI-BLK-083

Client-Facing

Every AGM we manage is conducted in strict compliance with the Companies Act 2006 and the company's articles of association. We ensure that notices are properly served with the correct period, quorum requirements are met, resolutions are correctly proposed and voted upon, and minutes are accurately recorded and retained.

For directors, this means confidence that their governance obligations are met. For members, it means transparency and a genuine opportunity to participate in decisions that affect their building. For the company, it means a defensible record of properly conducted meetings that withstands scrutiny.

SECTION 03

3.0

## Who This Is For

Property Intel's AGM service is particularly relevant where:

---

PI-BLK-083

Client-Facing

CLIENT TYPE	TYPICAL REQUIREMENT
RTM companies	Full AGM administration including Companies Act compliance, member engagement, and Companies House filings
Resident Management Companies (RMCs)	Structured meeting management with financial reporting and budget approval
Newly formed RTM/RMC companies	Guidance on articles of association, first AGM procedures, and governance best practice
Companies with low member engagement	Proxy campaign management and hybrid/virtual meeting facilitation to improve participation
Companies with complex governance	Multi-site developments, large memberships, contested elections, or frequent special resolutions

Property Intel's AGM service is particularly relevant where:

- Previous meetings have failed for quorum
- Members have challenged the validity of past meeting proceedings
- The company needs to pass special resolutions (article amendments, significant decisions)
- Directors require support in presenting financial statements and budget proposals
- Companies House filings have been delayed or missed

SECTION 04

4.0

# What We Handle

---

PI-BLK-083

Client-Facing

SERVICE ELEMENT	DESCRIPTION
AGM planning and scheduling	12-week structured programme aligned to financial year-end
Articles of association review	Identification of AGM-specific requirements (notice period, quorum, proxy provisions)
Financial statements preparation	Service charge accounts, budget proposals, and reserve fund strategy
Agenda preparation	Standard and bespoke agendas tailored to the company's requirements
Notice of meeting	Compliant drafting and service to all members (post, email, or both)
Proxy form management	Distribution, collection, validation, and tallying of proxy votes
Director nomination management	Nomination forms, eligibility verification, and election procedures
Meeting facilitation	On-site or virtual support for the chairperson; procedural guidance
Minute-taking	Accurate, contemporaneous minutes of all proceedings and resolutions
Post-meeting filings	Special resolutions, director changes, and confirmation statements filed with Companies House
Virtual and hybrid meeting support	Platform setup, member access, voting configuration, and technical support

SECTION 05

5.0

# The Property Intel Process

---

PI-BLK-083

Client-Facing

**STAGE 1: PLANNING (12 WEEKS BEFORE)**

We review the company's articles of association to confirm all AGM-specific requirements — notice periods, quorum thresholds, proxy provisions, and director election procedures. A provisional date is set, and the AGM Planning Checklist is activated in our CRM with automated milestone tracking.

**STAGE 2: FINANCIAL PREPARATION (8 WEEKS BEFORE)**

Our finance team prepares (or coordinates with the external accountant) the full financial reporting package: income and expenditure account, balance sheet, service charge account, reserve fund statement, and proposed budget for the coming year. These are reviewed by the directors before inclusion in the AGM pack.

**STAGE 3: NOTICE AND DISTRIBUTION (4 WEEKS BEFORE)**

The notice of meeting is prepared in compliance with the Companies Act 2006, including the full text of any special resolutions. It is issued to all members at their registered addresses, accompanied by the agenda, financial statements, proxy form, and any director nomination forms. We calculate clear days precisely, including postal service allowances.

**STAGE 4: PROXY MANAGEMENT (ONGOING UNTIL 48 HOURS BEFORE)**

Proxy forms are received, validated against the member register, and tallied. We track proxy returns in real time and conduct targeted follow-up (email and telephone) where quorum is at risk. Each proxy is checked for proper completion and timely receipt.

**STAGE 5: MEETING DAY**

Property Intel attends the meeting (in person or via the virtual platform) to support the chairperson, manage the attendance and proxy registers, advise on procedural matters, take minutes, and facilitate voting on resolutions. For contested elections, we manage the poll process to ensure transparency.

**STAGE 6: POST-MEETING (WITHIN 15 WORKING DAYS)**

Minutes are drafted within 5 working days, reviewed by the chairperson within 7 working days, and circulated to all members within 10 working days. Special resolutions are filed with Companies House within 15 days. Director appointments and resignations are notified within 14 days.

SECTION 06

6.0

# Risk Protection

---

PI-BLK-083

Client-Facing

RISK	PROTECTION MEASURE
Quorum failure	Proactive proxy campaign; hybrid meeting options; reminder communications at 14, 7, and 3 days before meeting
Invalid notice	Standardised templates compliant with Companies Act 2006; clear days calculation tool; legal review for special resolutions
Challenged resolutions	Full audit trail of notice, proxies, attendance, and voting records; poll option for contested votes
Late Companies House filings	Automated filing deadline reminders; post-AGM checklist with mandatory filing steps
Disputed elections	Transparent nomination process; formal poll with documented vote count; proxy register available for inspection
Member disengagement	Annual engagement strategy; accessible meeting formats; clear financial reporting
Data protection breach	GDPR-compliant member communications; secure proxy form handling; encrypted digital records

7.0

## Compliance Assurance

Every AGM managed by Property Intel satisfies the following requirements:

---

PI-BLK-083

Client-Facing

REQUIREMENT	STANDARD
Notice period	Minimum 14 clear days (Companies Act 2006, Section 307(A)); extended where articles require
Proxy rights	Members' right to appoint a proxy stated in every notice; proxy form enclosed (Sections 324-331)
Special resolutions	Full text included in notice; filed with Companies House within 15 days (Sections 283, 30)
Minutes	Taken at every meeting; retained for minimum 10 years; signed by chairperson (Section 355)
Director notifications	Appointments and resignations notified to Companies House within 14 days (Section 167)
Confirmation statement	Annual filing monitored and submitted within statutory deadline (Section 853A)
Data protection	Member data processed in accordance with UK GDPR; privacy notices issued
Articles compliance	Meeting conducted in accordance with the company's own articles of association

All AGM records are retained for a minimum of 10 years in our secure Document Management System.

SECTION 08

8.0

# Why Property Intel

---

PI-BLK-083

Client-Facing

DIFFERENTIATOR	DETAIL
100% Companies Act compliance	Every AGM notice, resolution, and filing meets statutory requirements
Quorum track record	90%+ success rate at first convening across all managed companies
Hybrid meeting capability	Full virtual and hybrid meeting support for improved member participation
Transparent financial reporting	Clear, accessible financial statements and budget presentations
Proactive proxy management	Targeted engagement campaigns that consistently improve proxy returns
Post-meeting follow-through	All filings completed within statutory deadlines; no missed filings to date
London expertise	Deep experience managing AGMs for residential block companies across Tower Hamlets and wider London
Governance guidance	Directors receive procedural advice and best-practice recommendations throughout the AGM process

## Pricing Positioning

Property Intel's AGM management service is included within our standard block management fee for companies under full management. This covers the complete AGM lifecycle: planning, notice preparation and service, proxy management, meeting attendance and facilitation, minute-taking, and Companies House filings.

---

PI-BLK-083

Client-Facing

For companies requiring standalone AGM support (where Property Intel does not provide full management services), a fixed-fee AGM package is available:

PACKAGE	INCLUDES
Standard AGM Package	Planning, notice, proxy management, meeting attendance, minutes, filings
Enhanced AGM Package	Standard package plus financial statement preparation, budget proposal, reserve fund strategy, and member engagement campaign

All fees are agreed in writing before the engagement commences. There are no additional charges for post-meeting filings or follow-up actions. Our pricing reflects the value of procedurally compliant, professionally managed meetings that protect the company and its members.

SECTION 10

10.0

## Call to Action

To discuss AGM management for your RTM company or Resident Management Company, contact our Block Management team:

---

PI-BLK-083

Client-Facing

- \*\*Telephone:07586479847
- \*\*Email:contact@property-intel.co.uk
- \*\*Office:30 Churchill Place, London E14 5RE

We offer a complimentary governance review for new enquiries, assessing your company's articles of association, current AGM procedures, and Companies House filing status. Whether your company has never held an AGM, is struggling with quorum, or needs to pass a complex special resolution, our team provides the structured support to make it happen.

Schedule your governance review today.

*Property Intel — Intelligence-Led Property Management*

## NEXT ACTION

# Discuss this service

For scope, fees, onboarding timelines, or portfolio-fit questions, route the next conversation through Head of Block Management or the relevant Property Intel service lead.

---

### DOCUMENT OWNER

Head of Block Management

### REVIEW CYCLE

Bi-Annual

### CURRENT ISSUE

1.0

### CLASSIFICATION

Client-Facing

### LAST UPDATED

March 2026

### PAGE COUNT

22