



RBC Investments (Surrey) Limited

Minutes of the BOARD MEETING

HELD AT 2.00 pm 15 August 2024.

**In the Members Room , Council Offices, Station Road Addlestone
KT15 2AH**

Present:

Councillor Ricky Milstead/ Alex Williams

Emma Lyons / Sarah Keenan / Jessica Moran /Eduan Pardo

Part 1

1. Apologies for Absence

None

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 28 June 2024.

The minutes were approved.

4. Matters arising from the Minutes

The Company Secretary will apply for the authorisations from Companies House to file the changes to the Directors of the Company.

5. Health and Safety Report.

- Compliance

It was confirmed that there was full compliance with the legal requirements for testing and alarms.

Concern was raised about the building and engineering insurance. There are performance issues. The contract is with Runnymede Borough Council so the directors will discuss with the Council and seek assurances and solutions to the issues.

- Notification of any reported accidents or incidents.

No accidents or incidents were reported in the last quarter.

- Health and Safety Policy for the Company

A draft policy had been circulated but requires additional provisions to reflect the Company's reporting protocol. It was agreed that the reporting protocol for any Health and Safety incidents will be Compliance Officer, Residential Asset Manager, and the Board. Any legal proceedings will be dealt with by the Company Secretary. The revised draft Health and Safety Policy will be circulated prior to the next Board meeting and considered for approval at the next Board meeting

6. Risk Register

Additional resources have been allocated to draft the Risk Register. The Risk Register will be drafted for approval at the next Board meeting.

7. Any Other Business

The Business Plan will be reviewed and updated.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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RBC Services (Addlestone One) Limited

BOARD MEETING

HELD AT 2.00 pm 15 August 2024.

**at Runnymede Civic Centre, STATION ROAD, ADDLESTONE,
SURREY. KT15 2AH and on Teams**

Present:

Councillor Ricky Milstead / Alex Williams

Emma Lyons / Sarah Keenan / Jessica Moran / Eduan Pardo

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RBCS

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RBC Heat (Company) Limited

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SURREY. KT15 2AH and on Teams**

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