



RBC Investments (Surrey) Limited

Minutes of the BOARD MEETING

HELD AT 3.30 pm 16 October 2024.

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

Present:

Councillor Ricky Milstead/ Alex Williams

Sarah Keenan / Eduan Pardo

Part 1

1. Apologies for Absence

Emma Lyons and Jessica Moran

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 15 August 2024.

The minutes were approved.

4. Matters arising from the Minutes

Any matters arising are dealt with in the Agenda

5. Health and Safety Report.

- Compliance

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

- Notification of any reported accidents or incidents.

No accidents or incidents were reported since the last board meeting.

5.1 The draft Health and Safety Policy was considered and approved save for the details of the compliance officer which should be amended to reflect the position that compliance is now part of the Bellrock contract. The policy will be brought back to the next board meeting for the resolution to approve.

6. Risk Register

Drafts of the Risk Register and the Risk Management Policy were circulated and comments made. The drafts will be amended and brought back to the next board meeting for approval.

Following recent issues with tenants it was agreed that a review would be made of the policies for arrears, eviction and other areas relating to the management of the properties.

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RBC Services (Addlestone One) Limited

BOARD MEETING

HELD AT 3.30 pm 16 October 2024.

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

Present:

Councillor Ricky Milstead / Alex Williams

Sarah Keenan / Eduan Pardo

Part 1

1. Apologies for Absence

Emma Lyons and Jessica Moran

2. Declarations of Interest

None

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- Compliance

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

- Notification of any reported accidents or incidents.

No accidents or incidents were reported in the last quarter.

5.1 The draft Health and Safety Policy was considered and approved save for the details of the compliance officer which should be amended to reflect the position that compliance is now part of the Bellrock contract. The policy will be brought back to the next board meeting for the resolution to approve.

6. Risk Register

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RBC Heat (Company) Limited

BOARD MEETING

HELD AT 3.30 pm 16 October 2024.

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

Present:

Councillor Ricky Milstead / Alex Williams

Sarah Keenan / Eduan Pardo

Part 1

1. Apologies for Absence

Emma Lyons and Jessica Moran

2. Declarations of Interest

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