



RBC Investments (Surrey) Limited

Minutes of the BOARD MEETING

HELD AT 3.30 pm 17 December 2024.

**In Room 6, Runnymede Civic Centre, Station Road Addlestone
KT15 2AH**

Present:

Councillor Ricky Milstead/ Alex Williams

Emma Lyons/Sarah Keenan / Eduan Pardo/Jessica Moran

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 16 October 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.

There are issues with the Heat Interface Units at the properties at Magna, and the wrong pipework for some of the sprinkler system. Both issues are being dealt with.

- Notification of any reported accidents or incidents.

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

5.1 It was resolved to adopt the Health and Safety Policy subject to the inclusion of the compliance officer wording from the Bellrock contract. Once the wording is incorporated the final policy will be circulated to the Board.

6. Risk Register

No further progress has been made with the Risk Management Strategy. It was agreed that it would not only include operational risks but also strategic risks and would comply with the Financial Reporting Council's minimum requirements.

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RBC Services (Addlestone One) Limited

BOARD MEETING

HELD AT 3.30 pm 17 December 2024.

**In Room 6 Runnymede Civic Centre, STATION ROAD,
ADDLESTONE, SURREY. KT15 2AH and on Teams**

Present:

Councillor Ricky Milstead / Alex Williams

Emma Lyons/Sarah Keenan / Eduan Pardo/Jessica Moran

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 16 October 2024.

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6 Risk Register

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RBCS

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RBC Heat (Company) Limited

BOARD MEETING

HELD AT 3.30 pm 17 December 2024.

**In Room 6 Runnymede Civic Centre, STATION ROAD,
ADDLESTONE, SURREY. KT15 2AH and on Teams**

Present:

Councillor Ricky Milstead / Alex Williams

Emma Lyons/Sarah Keenan / Eduan Pardo/Jessica Moran

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 16 October 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 in the last quarter.

- 5.1 It was resolved to adopt the Health and Safety Policy subject to the inclusion of the compliance officer wording from the Bellrock contract. Once the wording is incorporated the final policy will be circulated to the Board.

6. Risk Register

No further progress has been made with the Risk Management Strategy. It was agreed that it would not only include operational risks but also strategic risks and would comply with the Financial Reporting Council's minimum requirements.

RBC HEAT COMPANY LIMITED

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