



RBC Investments (Surrey) Limited

Minutes of the BOARD MEETING

HELD AT 3.00 pm 20 January 2025.

**In the Magna Carta room, Runnymede Civic Centre, Station Road
Addlestone KT15 2AH**

Present:

Alex Williams/Emma Lyons/Sarah Keenan / Eduan Pardo/Jessica Moran

Part 1

1. Apologies for Absence

Councillor Ricky Milstead

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 17 December 2024.

The minutes were approved subjected to amendment of item 9 the insertion of million after [REDACTED] and correct the spelling to swap.

4. Matters arising from the Minutes

Drafting the complaints procedure and policy is in progress

Any other 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.

6. Risk Register

No further progress has been made with the Risk Management Strategy. This will be prioritised and will be compliant with the recommendations of the Financial Reporting Council.

7. Policy Schedule

The policy schedule was considered, and it was agreed that a draft Risk Management Policy and a draft Drug Misuse policy would be brought to the next board meeting for approval.



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



RBC Services (Addlestone One) Limited

BOARD MEETING

HELD AT 3.00 pm 20 January 2025.

In the Magna Carta room, Runnymede Civic Centre, STATION ROAD, ADDLESTONE, SURREY. KT15 2AH and on Teams

Present:

Alex Williams/ Emma Lyons/Sarah Keenan / Eduan Pardo/Jessica Moran

Part 1

1. Apologies for Absence

Councillor Ricky Milstead

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 17 december 2024.

The minutes were approved.

4. Matters arising from the Minutes

Drafting the complaints procedure and policy is in progress

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.

Man safe O&M manuals are required and this is in hand.

- Notification of any reported accidents or incidents.

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

6 Risk Management Policy

No further progress has been made with the Risk Management Strategy. This will be prioritised and will be compliant with the recommendations of the Financial Reporting Council.

RBCS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

RBC Heat (Company) Limited

BOARD MEETING

HELD AT 3.00 pm 20 January 2025.

**In the Magna Carta room Runnymede Civic Centre, STATION ROAD,
ADDLESTONE, SURREY. KT15 2AH and on Teams**

Present:

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.

6. Risk Management Policy

No further progress has been made with the Risk Management Strategy. This will be prioritised and will be compliant with the recommendations of the Financial Reporting Council.

There is a risk schedule to cover the Community Heat Network. Switch 2 are offering a webinar on the new CHN regulations which staff will be attending.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]