



RBC Investments (Surrey) Limited

EXTRAORDINARY BOARD MEETING

HELD AT 12:00, 12TH December 2023.

**Runnymede Civic Centre, STATION ROAD, ADDLESTONE, SURREY.
KT15 2AH**

Attendees:

David Coen / Alex Williams

Emma Lyons / Sarah Keenan / Jessica Moran

Constance Robert-Squire / Eduan Pardo

Minutes of the Meeting RBC Investments (Surrey) Ltd

12th December 2023

1. Apologies for Absence

None

2. Declarations of Interest

None

3. Agree Previous Meeting Minutes

The Minutes from the previous meeting were agreed subject to compliance dashboards being attached which will be reviewed at the next board meeting. The Draft Company Accounts are in progress EL discussing with the companies accountant. To note the next Board meeting, will take place in February.

4. Compliance of Asset Base

AW confirms that we are doing reasonably well with regards to the compliance of our Asset Base under RBCS however, there is a time lag of the reports as inspections are carried out and certificates issued which are not necessarily reflected on the system, therefore not showing the accurate picture.

5. Appointment of Contractor through Fusion 21 Framework

AW confirmed that the reason for the Extraordinary Meeting was to progress with the appointment for the Facilities Management contract. [REDACTED]

AW presented a comprehensive report which identified that we have correctly followed each process throughout the whole procurement process. It is explained that the contract covers both the hard and soft areas of Facilities Management.

DC stated as to whether it may be worth taking this to CMC, AW reiterated that the contract is within budget approved by CMC and would be unusual to take back to CMC as the contract has come in within budget set. DC enquired about Communication and AW advised she would raise this with CLT and revert. AW advised that RBC will be the main signatory and a Service Level Agreement or appropriate documentation will be put in place between RBC and RBCS and RBCI who effectively will be acting as Managing Agents for and on behalf of RBC.

Action AW/SK to resolve with external lawyers Bevan Britten

AW advised that the result of the procurement was that Bellrock Properties and Facilities Management Ltd be appointed as our Principal Contractors. It is then voted for, and the agreement is to appoint Bellrock Properties and Facilities Management.

6. AOB

DC requested that for the next meeting EL, AW with assistance of SF pull together a list of all outstanding legal documentation that needs to be put in place between RBC and the SPVs for further discussion

Action AW/EL.SK



RBC Services (Addlestone One) Limited

EXTRAORDINARY BOARD MEETING

HELD AT 12:00, 12TH December 2023.

**Runnymede Civic Centre, STATION ROAD, ADDLESTONE, SURREY.
KT15 2AH**

Attendees:

David Coen / Alex Williams

Emma Lyons / Sarah Keenan / Jessica Moran

Constance Robert-Squire / Eduan Pardo

Minutes of the Meeting RBC Services (Addlestone One) Ltd 12th December 2023

1. Apologies for Absence

None

2. Declarations of Interest

None

3. Agree Previous Meeting Minutes

The Minutes from the previous meeting were agreed subject to compliance dashboards being attached which will be reviewed at the next board meeting. The Draft Company Accounts are in progress EL discussing with the companies accountant. To note the next Board meeting, will take place in February.

4. Compliance of Asset Base

AW confirms that we are doing reasonably well with regards to the compliance of our Asset Base under RBCS however, there is a time lag of the reports as inspections are carried out and certificates issued which are not necessarily reflected on the system, therefore not showing the accurate picture.

5. Appointment of Contractor through Fusion 21 Framework

AW confirmed that the reason for the Extraordinary Meeting was to progress with the appointment for the Facilities Management contract. [REDACTED]

AW presented a comprehensive report which identified that we have correctly followed each process throughout the whole procurement process. It is explained that the contract covers both the hard and soft areas of Facilities Management.

For the sake of accuracy EL clarified that on page 2 of this report RBCS is listed as Managing agent for the following properties, but these are currently managed by RBC and will transition to RBCS with the mobilisation of the new contract: 7, 9-12 High St (Charter Place), 153-155 Station Rd & 1-5 Manton Terrace, 1-39 The Precinct/Travelodge/Waitrose (except the car park which is managed by RBCS).

DC stated as to whether it may be worth taking this to CMC, AW reiterated that the contract is within budget approved by CMC and would be unusual to take back to CMC as the contract has come in within budget set. DC enquired about Communication and AW advised she would raise this with CLT and revert. AW advised that RBC will be the main signatory and a Service Level Agreement or appropriate documentation will be put in place between RBC and RBCS and RBCI who effectively will be acting as Managing Agents for and on behalf of RBC.

Action AW/SK to resolve with external lawyers Bevan Britten

AW stated that the board should note that two members of staff who are employed by RBCS Ltd will need to be TUPE and appropriate consultation will need to commence.

AW advised that the result of the procurement was that Bellrock Properties and Facilities Management Ltd be appointed as our Principal Contractors. It is then voted for, and the agreement is to appoint Bellrock Properties and Facilities Management.

6. AOB

JM states that as part of the mobilisation of the contract we will need to consider serving Sections 20 Notices to the residential tenants only to inform them of the mobilisation of the contract. Once received that tenant will have 30 days to comment and dispute.

DC requested that for the next meeting EL, AW with assistance of SF pull together a list of all outstanding legal documentation that needs to be put in place between RBC and the SPVs for further discussion

Action AW/EL.SK