



## **AGENDA**

### **RBC Investments (Surrey) Limited**

Board Meeting to be held on 4 September 2025 at 5.00 pm in the Magna Carta Room at Runnymede Borough Council Offices Station Road Addlestone Surrey KT15 2AH

1. Apologies for Absence.
2. Declaration of interests.
3. Approval of the Minutes of the Board meeting of the Board held on 21 May 2025.
4. Matters arising from the Minutes.
5. Health and Safety Report
  - Compliance
  - Notification of any reported accidents or incidents
6. Resolution to approve the following policies:
  - Risk Management Policy
  - Complaints Policy
  - Pet Policy
  - Drug Misuse Policy
  - Rent Arrears Policy

#### Part Two

7. Governance review
  - Update on progress

## 8. Financial Report

### 8.1 Quarterly Budget Review and Compliance with the Business Plan

### 8.2 Update on position of the shareholder loan to the Company.

### 8.3 PCN debt relating to Waitrose Egham.

## 9. Housing Report

- Current lettings, voids, arrears and any legal proceedings
- Rent increases, repairs and maintenance issues
- 37 The Precinct Egham

## 10. Outstanding Legal Matters

### 10.1 Consideration of the fee proposal submitted by DLA Piper and resolution to instruct DLA Piper .

## 11. Complaints.

- Notification of any complaints made.
- Current position on the service charge complaint at Magna Square

## 12. Any other business.



## **AGENDA**

### **RBC Services (Addlestone One) Limited**

Board Meeting to be held on 4 September 2025 at 5.00pm at Magna Carta Room  
Runnymede Borough Council Offices Station Road Addlestone Surrey KT15 2AH and on  
Teams

1. Apologies for Absence.
2. Declaration of interests.
3. Approval of the Minutes of the Board meeting of the Board held on 21 May 2025.
4. Matters arising from the Minutes.
5. Health and Safety Report
  - Compliance
  - Notification of any reported accidents or incidents
6. Resolution to approve the following policies:
  - Risk Management Policy
  - Complaints Policy

#### Part Two

7. Governance Review.
  - Update on progress
8. Financial Report

8.1 Quarterly Budget Review and Compliance with the Business Plan

9. Operational Report

- Arrears in payment
- Issues with the tenants relating to the services provided
- Compliance issues with the FM contract
- FM service update

10. Complaints Policy.

- Notification of any complaints made.
- Complaint relating to service charge at Magna Square

11. Legal Matters outstanding

11.1 Consideration of the fee proposal submitted by DLA Piper and resolution to instruct DLA Piper.

12. Any other business.

## AGENDA

### RBC Heat Company Limited

Board Meeting to be held on 4 September 2025 at 5.00 pm at Magna Carta Room  
Runnymede Borough Council Offices Station Road Addlestone Surrey KT15 2AH and on  
Teams

1. Apologies for Absence.
2. Declaration of interests.
3. Approval of the Minutes of the Board meeting of the Board held on 21 May 2025.
4. Matters arising from the Minutes.
5. Health and Safety Report
  - Compliance
  - Notification of any reported accidents or incidents.
6. Resolution to approve the Risk Management Policy

#### Part Two

7. Governance review
  - Update on progress
8. Financial Report
  - 8.1 Quarterly Budget Review and Compliance with the Business Plan
  - 8.2 Arrears write off Terra Brazil and Anytime Fitness

9. Operational Report

- Arrears in payment
- Issues with tenants relating to the services provided
- Maintenance and repairs- allocation of costs
- Performance of the contractors.

10. Complaints Policy.

- Notification of any complaints made.

11. Any other business.