



RBC Investments (Surrey) Limited

Minutes of the BOARD MEETING

HELD AT 5.00pm on 4 September 2025.

**At Magna Carta Room Runnymede Borough Council Offices Station
Road Addlestone Surrey KT15 2AH**

Present:

**Councillor Ricky Milstead/Alex Williams/Emma Lyons/Sarah Keenan / Joanne
Jones/Nick Jones (via Teams)**

Part 1

1. Apologies for Absence

Eduan Pardo and Elisha McAuley

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 21 May 2025.

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 were reported since the last board meeting.

There was one anti-social behaviour incident involving a homeless person which is being picked up with the Council's Housing Department.

- Personal Emergency Evacuation Plans (PEEPS).

Recent regulations following the Grenfell Tower inquiry report Phase 1 require a landlord to identify residents that may need a PEEP. The regulations come into force on 6 April 2026. They apply to all buildings which are 18 metres or 7 storeys high or above 11 metres above ground level that has a simultaneous evacuation strategy (ie higher risk of fire and residents are expected to leave the building and not stay put.) The regulations apply to Magna Square and Warlingham .

Residents are being consulted and as part of the tenant sign up new tenants of the buildings affected will be asked if they need a PEEP

6. Resolution to approve the following policies:

Risk Management Policy:

It was resolved to approve the Risk Management Policy.

Complaints Policy:

It was resolved to approve the Complaints Policy.

Pet Policy:

It was resolved to approve the Pet Policy

Drug Misuse Policy:

It was resolved to approve the Drug Misuse Policy

Rent Arrears Policy:

It was agreed that the write off provisions in the proposed policy should not be included in the Rent Arrears Policy as it is commercially sensitive information. Those provisions will instead be included in a new policy titled Internal Policy for Write Offs. The limit for write offs was set at £500 without board approval.

It was resolved to approve the Rent Arrears policy with the agreed amendments.

The Internal Policy of Write Offs will be brought to the next board meeting for approval.

**RBC Services (Addlestone One) Limited****BOARD MEETING**

HELD AT 5.00pm 4 September 2025.

**At Magna Carta Room Runnymede Borough Council Offices Station
Road Addlestone Surrey KT15 2AH**

Present:

**Councillor Ricky Milstead/ Alex Williams/ Emma Lyons/Sarah Keenan /Joanne
Jones/ Nick Jones (via Teams)**

Part 1

1. Apologies for Absence

Eduan Pardo and Elisha McAuley

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 21 May 2025

The minutes were approved.

4. Matters arising from the Minutes

All 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 Resolution to approve the following policies:

Risk Management Policy:

It was resolved to approve the Risk Management Policy.

Complaints Policy:

It was resolved to approve the Complaints Policy.



RBC Heat (Company) Limited

BOARD MEETING

HELD AT 5.00pm 4 September 2025.

**At Magna Carta Room Runnymede Borough Council Offices Station
Road Addlestone KT15 2AH**

Present:

**Councillor Ricky Milstead/Alex Williams/Emma Lyons/Sarah Keenan /Joanne
Jones/Nick Jones(via Teams)**

Part 1

1. Apologies for Absence

Eduan Pardo and Elisha McAuley

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 21 May 2025

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

It was resolved to approve the Risk Management Policy.

RBC HEAT COMPANY LIMITED