

## AGENDA

### RBC Heat Company Limited

Board Meeting to be held on 6 February 2026 at 12 noon at 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 4 September 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:
  - Gifts Hospitality and Sponsorship Policy and register
  - Equality Diversity and Inclusion Policy
  - Data Retention Policy
  - Contractor Monitoring and Management Policy

#### Part Two

7. Governance review
  - Update on progress
  - Review draft Runnymede Companies Governance Framework submitted by Runnymede Borough Council

- Ethical Report and review of board performance in line with FRC: Corporate Governance Code

## 8. Financial Report

8.1 Quarterly Budget Review and Compliance with the Business Plan

8.2 Minute the approval of the Final Audited Accounts 2024-2025

## 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.



## **AGENDA**

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

Board Meeting to be held on 6 February 2026 at 12 noon at Runnymede Borough Council Offices Station Road Addlestone Surrey KT15 2AH and via Teams

1. Apologies for Absence.
2. Declaration of interests.
3. Approval of the Minutes of the Board meeting of the Board held on 4 September 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:
  - Balcony Policy
  - Anti- Social Behaviour Policy
  - Fire Policy
  - Gifts Hospitality and Sponsorship Policy and register
  - Equality Diversity and Inclusion Policy
  - Compensation Policy
  - Gas safety Policy
  - Estate maintenance Policy
  - Contractor Monitoring Policy
  - Recharges Policy
  - Data Retention Policy

7 Director Identity Verification at Companies House.

## Part Two

8 Governance review

- Update on progress
- Review draft Runnymede Companies Governance Framework submitted by Runnymede Borough Council
- Ethical Report and review of board performance in line with FRC: Corporate Governance Code

9 Financial Report

9.1 Quarterly Budget Review and Compliance with the Business Plan

9.2 Update on position of the shareholder loan/equity swap to the Company.

9.3 Debt financing accountancy advice and tax advice

9.4 Minute the approval of Final Audited Accounts 2024-2025

10 Housing Report

- Current lettings, voids, arrears and any legal proceedings
- Consider approval of Debt Management Plan payments in respect of arrears of rent on Flat 9 Witley House
- Rent increases, repairs and maintenance issues
- Renters Rights Act 2025 takes effect on 1 May 2026 with a number of measures impacting the old Assured Shorthold tenancy. The board is asked to note the provisions and to approve an action plan.
- Chertsey Lodge

11 Resolution to approve the internal policy for Write Offs

12 Outstanding Legal Matters

13 Complaints.

- Notification of any complaints made.
- Current position on the service charge complaint at Magna Square
- Complaint Flat 11 New Wisley House

14 Any other business.



## **AGENDA**

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

Board Meeting to be held on 6 February 2026 at 12 noon at 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 4 September 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:
  - Gifts Hospitality and Sponsorship Policy and register
  - Equality Diversity and Inclusion Policy
  - Fire Policy
  - Contractor monitoring and management policy
  - Data Retention Policy
7. Director Identity Verification at Companies House

## Part Two

### 8. Governance Review.

- Update on progress
- Review draft Runnymede Companies Governance Framework submitted by Runnymede Borough Council
- Ethical Report and review of board performance in line with FRC: Corporate Governance Code

### 9. Financial Report

8.1 Quarterly Budget Review and Compliance with the Business Plan

8.2 Minute the approval of Final Audited Accounts 2024-2025

### 10. Operational Report

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

### 11. Complaints Policy.

- Notification of any complaints made.
- Complaint relating to service charge at Magna Square
- Complaint Flat 11 New Wisley House

### 12. Legal Matters outstanding

### 13. Any other business.