



RBC Investments (Surrey) Limited

Minutes of the BOARD MEETING

HELD AT 12 noon on 10 April 2026.

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

Present:

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

Part 1

1. Apologies for Absence

Eduan Pardo and Allan Lee

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 13 March 2026.

The minutes were approved.

4. Matters arising from the Minutes

- There are a few tweaks to be made to the various policies. There is a checklist spreadsheet to monitor progress.
- The Risk Register will be reviewed following the new Business Plan. It will be reviewed quarterly. Joanne Jones will be the holder of the Risk Register.

5. Resolution to approve the Revised Risk Management Policy

The Board resolved to approve the Risk Management Policy

6. Health and Safety Report.

- Compliance

The report shows a time lag of 10 days for some actions which will be pursued, otherwise 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.

- It was noted that an audit is planned of the PEEPs (Personal Emergency Evacuation Plans) in place for the Company's tenants. These are all in place and no further action is anticipated. Amendments to cover PEEPS will be included in the Fire Policy in line with government guidelines. It was not felt necessary to have a separate PEEPS Policy.



RBC Services (Addlestone One) Limited

BOARD MEETING

HELD AT 12 noon 10 April 2026.

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

Present:

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

Part 1

1. Apologies for Absence

Eduan Pardo and Allan Lee

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 13 March 2026

The minutes were approved.

4. Matters arising from the Minutes

- There are a few tweaks to be made to the various policies. There is a checklist spreadsheet to monitor progress.
- The Risk Register will be reviewed following the new Business Plan. It will then be reviewed quarterly. Joanne Jones will be the holder of the Risk Register.

5. Resolution to approve the revised Risk Management Policy

The Board resolved to approve the Risk Management Policy.

6. Health and Safety Report.

- Compliance

The report shows a time lag of 10 days for some actions which will be pursued, otherwise 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.

RBC HEAT COMPANY LIMITED

RBC Heat (Company) Limited

BOARD MEETING

HELD AT 12 noon 13 March 2026.

**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/ Rob Sims (via Teams) Nick Jones (via Teams)**

Part 1

1. Apologies for Absence

Eduan Pardo

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 13 March 2026

The minutes were approved.

4. Matters arising from the Minutes

- There are a few tweaks to be made to the various policies. There is a checklist spreadsheet to monitor progress.
- The Risk Register will be reviewed following the new Business Plan. It will then be reviewed quarterly. Joanne Jones will be the holder of the Risk Register.

5. Resolution to approve the revised Risk Management Policy

The Board resolved to approve the Risk Management Policy.

6. Health and Safety Report.

- Compliance

The report shows a time lag of 10 days for some actions which will be pursued, otherwise 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.