RBC Investments (Surrey) Limited

Minutes of the BOARD MEETING

HELD AT 12 noon on 6 February 2026.

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

Present:

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

Part 1

1. Apologies for Absence

None

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 21 September 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.

6. Resolution to approve the following policies:

Various comments were made on the draft policies made. A check will be made to ensure that the correct name of the Company is on the policy and that the policy is applicable for the Company. Subject to clarity on these comments and the correction of any spelling errors the following policies were approved by the Board:

Risk Management Policy:

It was resolved to approve the Risk Management Policy.

Balcony Policy:

It was resolved to approve the Balcony Policy.

Anti-Social Behaviour Policy:

It was resolved to approve the Anti-Social Behaviour Policy

Fire Policy:

It was resolved to approve the Fire Policy

Gifts Hospitality and Sponsorship Policy and Register:

It was resolved to approve the Gifts Hospitality and Sponsorship Policy and Register.

The register will be maintained by the Company Secretary

Equality Diversity and Inclusion Policy

It was resolved to approve the Equality Diversity and Inclusion Policy.

Compensation Policy

It was agreed that Board approval would be required for any approval of compensation over £1000.00 and subject to that insertion it was resolved to approve the Compensation Policy.

Gas Safety Policy

It was resolved to approve the Gas Safety Policy.

Estate Maintenance Policy

It was resolved to approve the Estate Maintenance Policy.

Contractor Monitoring Policy

It was resolved to approve the Contractor Monitoring Policy.

Recharges Policy

It was resolved to approve the Recharges Policy.

Data Retention Policy

It was resolved to approve the Data Retention Policy.

7. Director Identity Verification at Companies House

The Company's auditors have advised that Companies House needs every director of a registered company to complete its Director Identity Verification. The auditors have offered to do this but have indicated that it would be preferable for the directors to do it individually. It was agreed that each director would save costs and do the process individually. Once completed the directors would pass the code to Emma who would pass all the codes to the auditors.

RBC Services (Addlestone One) Limited

BOARD MEETING

HELD AT 12 noon 6 February 2026.

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

Present:

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

Part 1

1. Apologies for Absence

None

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 4 September 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:

Various comments were made on the draft policies made. A check will be made to ensure that the correct name of the Company is on the policy and that the policy is applicable for the Company. Subject to clarity on these comments and the correction of any spelling errors the following policies were approved by the Board:

Gifts Hospitality and Sponsorship Policy and register:

It was resolved to approve the Gifts Hospitality and Sponsorship Policy and Register.

The register will be maintained by the Company Secretary

Equality Diversity and Inclusion Policy:

It was resolved to approve the Equality Diversity and Inclusion Policy.

Fire Policy

It was resolved to approve the Fire Policy.

Contractor Monitoring and Management Policy

It was resolved to approve the Contractor Monitoring and Management Policy.

Data Retention Policy

It was resolved to approve the Data Retention Policy.

7. Director Identity Verification at Companies House

The Company's auditors have advised that Companies House requires every director of a registered company to complete its Director Identity Verification. The auditors have offered to do this but have indicated that it would be preferable for the directors to do it individually. It was agreed that each director would save costs and do the process individually. Once completed the directors would pass the code to Emma who would pass all the codes to the auditors.

RBC HEAT COMPANY LIMITED

RBC Heat (Company) Limited

BOARD MEETING

HELD AT 12 noon 6 February 2026.

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

Present:

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

Part 1

1. Apologies for Absence

None

2. Declarations of Interest

None

3. Approval of the Minutes of the meeting of the Board held on 6 September 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. Resolution to approve the following policies:

Various comments were made on the draft policies made. A check will be made to ensure that the correct name of the Company is on the policy and that the policy is applicable for the Company. Subject to clarity on these comments and the correction of any spelling errors the following policies were approved by the Board:

Gifts Hospitality and Sponsorship Policy and register:

It was resolved to approve the Gifts Hospitality and Sponsorship Policy and

Register.

The register will be maintained by the Company Secretary

Equality Diversity and Inclusion Policy:

It was resolved to approve the Equality Diversity and Inclusion Policy.

Contractor Monitoring and Management Policy

It was resolved to approve the Contractor Monitoring and Management Policy.

Data Retention Policy

It was resolved to approve the Data Retention Policy.

7. Director Identity Verification at Companies House

The Company's auditors have advised that Companies House requires every director of a registered company to complete its Director Identity Verification. The auditors have offered to do this but have indicated that it would be preferable for the directors to do it individually. It was agreed that each director would save costs and do the process individually. Once completed the directors would pass the code to Emma who would pass all the codes to the auditors.