RBC Investments (Surrey) Limited

Minutes of the BOARD MEETING

HELD AT 10.30 am on 11 June 2026.

In the Members Room Runnymede Borough Council Offices Station Road Addlestone Surrey KT15 2AH

Present:

Councillor Ricky Milstead(via Teams)/Alex Williams/Emma Lyons(via Teams)/Sarah Keenan / Joanne Jones/Robert Sims/ and Allan Lee

Part 1

1. **Apologies for Absence**

   Eduan Pardo

2. **Declarations of Interest**

   None. There were also no declarations of conflicts of interests

3. **Approval of the Minutes of the meeting of the Board held on 10 April 2026.**

   The minutes were approved.

4. Matters arising from the Minutes

None other than those matters appearing as items on the Agenda

5. Health and Safety Report.

- Compliance

  There are still some contractual non compliance issues with Belrock. Contractual steps have been taken and Belrock has indicated it still wants to work with the Company. The Non Compliance with the Contract will be added to the Risk Register

- Notification of any reported accidents or incidents.

  No accidents were reported since the last board meeting.

There has been a complaint of mould in an Addlestone 1 property but the tenant will not allow access to the contractor

12 Any other business

The authorised signatories for the Company bank accounts need to be updated and their limits of authority approved. Details were provided and agreed by the Board

RBC Services (Addlestone One) Limited

BOARD MEETING

HELD AT 10.30 11 June 2026.

In the Members Room Runnymede Borough Council Offices Station Road Addlestone Surrey KT15 2AH

Present:

Councillor Ricky Milstead (via Teams)/Alex Williams/Emma Lyons (via Teams)/Sarah Keenan / Joanne Jones/Robert Sims/ and Allan Lee

Part 1

1. Apologies for Absence

Eduan Pardo

2. Declarations of Interest

None. There were also no declarations of conflicts of interests

3. Approval of the Minutes of the meeting of the Board held on 10 April 2026

The minutes were approved.

4. Matters arising from the Minutes

None other than those matters appearing as items on the Agenda

5. Health and Safety Report.

- Compliance

  There are still some contractual non compliance issues with Belrock. Contractual steps have been taken and Belrock has indicated it still wants to work with the Company. The Non Compliance with the Contract will be added to the Risk Register

- Notification of any reported accidents or incidents.

  No accidents or incidents were reported since the last board meeting.

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excellent work he has done on the service charge budgets which have now been submitted.

It was agreed that the management fee on the Magna properties will be 8%. The Company continues to look to bring the costs down. There are still more questions on Addlestone 1 to resolve but these are being dealt with and if the specification has to be reduced this will be considered.

8 Complaints Policy

The service charge complaint at Magna Square is now hopefully resolved.

9 Legal matters outstanding

It is hoped further progress will be made when a new member of staff in the Assets department takes up her post in the next month

10 Any other business.

The authorised signatories for the Company bank accounts need to be updated and their limits of authority approved. Details were provided and agreed by the Board

RBC HEAT COMPANY LIMITED

RBC Heat (Company) Limited

BOARD MEETING

HELD AT 10.30 11 June 2026.

In the Members Room Runnymede Borough Council Offices Station Road Addlestone KT15 2AH

Present:

Councillor Ricky Milstead(via Teams)/Alex Williams/Emma Lyons(via Teams)/Sarah Keenan / Joanne Jones/Robert Sims/ and Allan Lee

Part 1

1. Apologies for Absence

Eduan Pardo

2. Declarations of Interest

None. There were also no declarations of conflicts of interests

3. Approval of the Minutes of the meeting of the Board held on 10 April 2026

The minutes were approved.

4. Matters arising from the Minutes

None other than those matters appearing as items on 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.