



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

## **BOARD MEETING**

**NOTICE IS HEREBY GIVEN OF A MEETING OF RBC SERVICES  
(Addlestone One) LIMITED BOARD**

**TO BE HELD AT 09:00, 1<sup>st</sup> September 2023.**

**Teams Meeting, RUNNYMEDE CIVIC CENTRE, STATION ROAD,  
ADDLESTONE, SURREY. KT15 2AH**

### **Attendees:**

**David Coen / Alex Williams**

**Emma Lyons / Thomas Richardson**

**Constance Robert-Squire**

### **Agenda**

1. Apologies for absence

None.

2. Declaration of interests

None.

3. Non-Executive Chair update

AW explains she has been looking to find appropriate skill base who would be interested in the role ideally, they need to have residential experience.

DC - RBCI need to specifically say we do not do social rents in the business plan TR to review and make clear in the introduction. **Action TR.** Needs to be explicitly stated.

#### 4. Company Secretary update

AW is awaiting a phone call to see if a lady may possibly accept the role. Looking to see if she is prepared to do 2-3 days a week initially to review the structure and governance and then moving forward 1 – 2 days a quarter for board meetings. DC – does that need to go to CMC as we need to pay her? EL and AW both agree no need to go to CMC. It is a decision for the Board, and we can do this offline is agreed. **Action AW/EL to keep DC informed.**

#### 5. AOB

None.