

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 12TH JANUARY 2021 AT 2PM**

PRESENT:

Russell Haynes	RH	South Essex Homes
Bob Ayriss	BA	Resident
Keith Ducker	KD	Resident
Charlotte Roberts	CR	Minute Taker

ITEM NO:		ACTION:
1.0	APOLOGIES BT. DN (Residents)	
2.0	DECLARATIONS OF INTEREST	
2.1	No declarations were made.	
3.0	MINUTES OF LAST MEETING/MATTERS ARISING	
3.1	The previous minutes were agreed.	NOTE
4.0	UPDATE ON CAPITAL PROGRAMME WORKS	
4.1	RH gave an update on the jobs currently on site and advised that at present works are continuing as normal but are reviewed daily. Works are closed down at the end of each day to ensure that there are no issues should further restrictions be put into place. RH confirmed all operatives are working to their companies Safe Methods of Working / Covid19 Procedures and that PPE is worn on site.	INFORMATION
4.2	RH advised that several contracts are coming to an end and at present there is no change to the Capital Programme.	INFORMATION
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	Nothing to add	
6.0	ANY OTHER BUSINESS	
6.1	BA mentioned that a few residents have been moaning about the mess being left behind by Refloor. RH to speak to Keith Wortley.	RH
7.0	NEXT MEETING The next meeting will be held on 16th February 2021 @ 11am via MS Teams.	

--	--	--

cc Julia Pack