

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 15TH MARCH 2022 AT 11AM**

PRESENT: Russell Haynes RH South Essex Homes

 Charlotte Roberts CR Minute Taker

 Bob Ayriss BA Resident

 Brenda Tilley BT Resident

 Keith Ducker KD Resident

ITEM NO:		ACTION:
1.0	APOLOGIES DN not present, no apologies received.	
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 works.	INFORMATION
4.2	RH shared his screen showing the programme of works for the next year, RH went through each job.	INFORMATION
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	BA requested lift KPI's for the Repairs meeting. RH to discuss with CS.	RH
6.0	ANY OTHER BUSINESS	
6.1	KD shared a snippet from Board Documents in relation to non-attendance. If a member has missed 3 meetings in a row then they will be removed and replaced. Due to non attendance and no apologies sent for the last year DN will be removed from the Focus Group. CR to write to DN advising of this.	CR
7.0	NEXT MEETING	

	The next meeting will be held on 17th May 2022 @ 11am via MS Teams.	
--	---	--

cc Julia Pack