

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 20TH APRIL 2021 AT 10AM**

PRESENT:

Russell Haynes	RH	South Essex Homes
Bob Ayriss	BA	Resident
Brenda Tilley	BT	Resident
Diane Nicholls	DN	Resident
Keith Ducker	KD	Resident
Charlotte Roberts	CR	Minute Taker

ITEM NO:		ACTION:
1.0	APOLOGIES No apologies for absence.	
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. RH mentioned that some Projects may not go ahead in this financial year as Covid will still have an influence on the programme.	INFORMATION
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	No comments.	
6.0	ANY OTHER BUSINESS	
6.1	BA & KD mentioned they have been receiving complaints regarding lifts. RH asked for specific examples to be provided to us before the next Lift contract meeting which will be held on 11 th May 2021.	KD BA
6.2	BA confirmed bollards at Barrington's are still not working. RH to speak to Chris Showell.	RH CS

6.3	It was agreed that we would trial holding these meetings on a Bi-Monthly basis and review in December 2021.	Information
7.0	NEXT MEETING The next meeting will be held on 15th June 2021 @ 11am via MS Teams.	

cc Julia Pack