

**PLANNED MAINTENANCE FOCUS GROUP MEETING  
 HELD ON MS TEAMS  
 ON TUESDAY 16<sup>TH</sup> FEBRUARY 2021 AT 2PM**

**PRESENT:**            Russell Haynes        RH     South Essex Homes  
                          Bob Ayriss             BA     Resident  
                          Brenda Tilley         BT     Resident  
                          Keith Ducker         KD     Resident  
                          Charlotte Roberts   CR     Minute Taker

ITEM NO:		ACTION:
1.0	<b>APOLOGIES</b>  DN (Residents)	
2.0	<b>DECLARATIONS OF INTEREST</b>	
2.1	No declarations were made.	
3.0	<b>MINUTES OF LAST MEETING/MATTERS ARISING</b>	
3.1	The previous minutes were agreed.	<b>NOTE</b>
4.0	<b>UPDATE ON CAPITAL PROGRAMME WORKS</b>	
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. RH mentioned that he is pleased that we have completed most work despite Covid19.	<b>INFORMATION</b>
4.2	RH advised that several contracts are coming to an end and at present there is no change to the Capital Programme.	<b>INFORMATION</b>
5.0	<b>RESIDENTS COMMENTS ON CAPITAL WORKS</b>	
5.1	KD mentioned that he was very pleased with the efforts made by staff and contractors to get works completed.	
6.0	<b>ANY OTHER BUSINESS</b>	
6.1	RH to speak with Keith Wortley regarding floor laid at Barringtons as car park and front entrance have been carpeted.	<b>RH</b>
6.2	KD asked if contractors are wearing PPE on site. RH confirmed that all contractors have submitted their safe methods of working and surveyors are carrying out random spot checks on site.	<b>INFORMATION</b>

<b>7.0</b>	<b>NEXT MEETING</b>  <b>The next meeting will be held on 16<sup>th</sup> March 2021 @ 11am via MS Teams.</b>	
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cc Julia Pack