

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 16TH MARCH 2021 AT 10AM**

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	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 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.	INFORMATION
4.2	RH advised that several contracts are coming to an end although a few contracts will overrun into next year this is due to reasons outside of our control.	INFORMATION
4.3	RH mentioned that the annunciation system install at Longbow has been a success and we are looking at rolling this out to other blocks.	INFORMATION
4.4	RH read through the upcoming contracts for the new financial year. RH confirmed that some tenders are out and others are being worked on.	INFORMATION
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	No comments.	
6.0	ANY OTHER BUSINESS	
6.1	No other business.	INFORMATION

7.0	NEXT MEETING The next meeting will be held on 20th April 2021 @ 11am via MS Teams.	
------------	--	--

cc Julia Pack