

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON WEDNESDAY 20TH OCTOBER 2021 AT 11AM**

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 DN.	
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 there are still issues with some materials.	INFORMATION
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	BA advised that he is receiving lots of complaints regarding the windows at Barrington's and Nicholson House. RH asked for a list of properties as these have not been raised to us. BA/RH to have a separate meeting to discuss issues with Re-Gen.	
6.0	ANY OTHER BUSINESS	
6.1	No other business.	INFORMATION
7.0	NEXT MEETING The next meeting will be held on 18th January 2022 @ 11am via MS Teams.	

cc Julia Pack