

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 21ST DECEMBER 2021 AT 11AM**

PRESENT: Russell Haynes RH South Essex Homes
Charlotte Roberts CR Minute Taker

ITEM NO:		ACTION:
1.0	APOLOGIES KD	
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	No residents in attendance.	
6.0	ANY OTHER BUSINESS	
6.1	No other business.	INFORMATION
7.0	NEXT MEETING The next meeting will be held on 15th February 2022 @ 11am via MS Teams.	

cc Julia Pack