

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 17TH MAY 2022 AT 11AM**

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

ITEM NO:		ACTION:
1.0	APOLOGIES BT not present, no apologies received.	NOTE
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 Capital Programme 2021-2022. RH advised that there have been large budget cuts this year.	INFORMATION
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	No resident comments.	NOTE
6.0	TERMS OF REFERENCE	
6.1	Discussion was held regarding the group 'Terms of Reference' RH confirmed that it would be down to the remaining resident members to make a decision on Focus Group Members.	BA/BT/KD
6.2	CR to forward email received from DN in relation to losing her place in the group due to non-attendance.	CR
6.3	Post Meeting: KD has updated the wording to reflect what was discussed. The meeting schedule has also been amended. At present we will continue to hold these meetings on a bi-monthly basis	NOTE

7.0	ANY OTHER BUSINESS No other business.	NOTE
8	NEXT MEETING The next meeting will be held on 19 th July 2022 @ 11am via MS Teams.	ALL

cc Julia Pack