

**PLANNED MAINTENANCE FOCUS GROUP MEETING  
HELD ON MS TEAMS  
ON TUESDAY 15<sup>TH</sup> NOVEMBER 2022 AT 11AM**

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

**CC:** Brenda Tilley BT Resident  
Keith Ducker KD Resident

<b>ITEM NO:</b>		<b>ACTION:</b>
<b>1.0</b>	<b>APOLOGIES</b> Apologies received from BT.	<b>NOTE</b>
<b>2.0</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>2.1</b>	No declarations were made.	
<b>3.0</b>	<b>MINUTES OF LAST MEETING/MATTERS ARISING</b>	
<b>3.1</b>	The previous minutes were agreed.	<b>NOTE</b>
<b>4.0</b>	<b>UPDATE ON CAPITAL PROGRAMME WORKS</b>	
<b>4.1</b>	Capital Programme update attached.	<b>INFORMATION</b>
<b>5.0</b>	<b>RESIDENTS COMMENTS ON CAPITAL WORKS</b>	
<b>5.1</b>	No resident comments.	<b>NOTE</b>
<b>6.0</b>	<b>ANY OTHER BUSINESS</b>	
<b>6.1</b>	No other business.	
<b>7</b>	<b>NEXT MEETING</b>	
<b>7.0</b>	<b>The next meeting will be held on 17<sup>th</sup> January 2023 @ 11am via MS Teams.</b>	<b>ALL</b>

cc Julia Pack