

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 17TH JANUARY 2023 AT 11AM**

PRESENT:

| | | |
|-------------------|----|-------------------|
| Russell Haynes | RH | South Essex Homes |
| Bob Ayriss | BA | Resident |
| Charlotte Roberts | CR | Minute Taker |
| Keith Ducker | KD | Resident |
| Brenda Tilley | BT | Resident |

| ITEM NO: | | ACTION: |
|-----------------|---|--------------------|
| 1.0 | APOLOGIES BT | |
| | | 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 | Capital Programme update attached. | INFORMATION |
| 4.2 | RH confirmed that we are still awaiting next year's budgets/programme. | NOTE |
| 5.0 | RESIDENTS COMMENTS ON CAPITAL WORKS | |
| 5.1 | No resident comments. | NOTE |
| 6.0 | ANY OTHER BUSINESS | |
| 6.1 | BA KD raised concerns over lift maintenance contractor. RH requested specific incidents/issues,so that data could be collated and action taken. | BA KD |
| 6.2 | BA confirmed the light in lifts at Barringtons are still an issue. RH will ask CS to review and action/report back | RH |
| 7 | NEXT MEETING | |
| 7.0 | The next meeting will be held on 21 st March 2023 @ 11am via MS Teams. | ALL |