

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 21ST MARCH 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
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	No resident comments.	NOTE
6.0	ANY OTHER BUSINESS	
6.1	RH advised the meeting attendees that he will be leaving SEH on 28 th April 2023. BA and KD both thanked RH for his contributions and changes that he has made and wish him all the best for the future.	RH
7	NEXT MEETING	
7.0	The next meeting will be held on 16 th May 2023 @ 11am via MS Teams.	ALL