

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD IN THE CIVIC CENTRE, SOUTHEND ON SEA
ON TUESDAY 16TH JULY 2019 AT 11AM**

PRESENT:

Paul Longman	PL	South Essex Homes
Russell Haynes	RH	South Essex Homes
Bob Ayriss	BA	Resident
Dianne Nicholls	DN	Resident
Wendy Greenberg	WG	Resident
Charlotte Roberts	CR	Minute Taker

ITEM NO:		ACTION:
1.0	APOLOGIES BS (SEH) GA; KD (Residents)	
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 status of the tenders / works	NOTE
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	Nothing to add.	
6.0	ANY OTHER BUSINESS	
6.1	PL advised that there is an advert out to recruit a Fire Safety Manager who will report to the CEO to ensure that our properties remain compliant with Fire Regulations.	NOTE
7.0	NEXT MEETING The next meeting will be held at the Civic Centre in Committee Room 1 at approximately 11am on Tuesday 20th August 2019.	

cc Julia Pack; Sue Rickard;