

Lakes Estate Monthly Project Meeting Action Points

Meeting Date: 03/03/21

Meeting Time: 10.30am

Attendees:

Will Rysdale (WR) MKC

Rahul Mundray (RM) MKC

Julia Bandy (JB) MKC

Samantha Goodwin (SG)

Kevin Farrell (KF) Tpas

Danielle Slaymaker (DS) Chair SCSG

Apologies:

Sharon Jordan (SJ) SCSG

Agenda Points:

Action	Responsible Person	Update / Commentary
Add the 'Residents Charter' to the monthly Project Meeting agenda as a standing item	SG	Completed
Risk Register to be updated and circulated to everyone prior to the next Project Meeting	WR	
Invite Rev. Steve Hallett (Chair ERF) to next monthly Project Meeting	SG	Completed
Email Rev. Steve Hallett (Chair ERF) contact details for Dani	SG	Completed
Dani and Kevin to be informed as soon as the waiver has been signed	WR	
Draft comms plan with Kam Hussein (MKC) and circulate	SG	