

# Draft Agenda

**Name of meeting:** Rents and Service Charge Review Project  
**Date:** Wednesday 12<sup>th</sup> April 2023  
**Time:** Light Buffet 18:00-18:30  
Meeting 18:30-20:30 (chamber available till 21:00)  
**Venue:** Milton Keynes City Council, Civic Offices, 1 Saxon Gate East,  
MK9 3EJ

## Tasks to do before the meeting

<b>Please read</b>	<a href="#">Meeting 2 Minutes</a>
<b>Actions for Group members only before the next meeting.</b>	<ul style="list-style-type: none"><li>• Book your place before 7<sup>th</sup> April. Security will only allow named people in the building.</li><li>• If you require expenses, please bring petrol/parking/travel receipt and proof of bank details</li></ul>

REF	ACTION	RESP
1	<b>Welcome and Apologies</b> <ul style="list-style-type: none"><li>• Fire and Security</li></ul>	AH
2 2.1	<b>Approval of minutes</b> <b>Updates on actions from previous minutes</b> <ul style="list-style-type: none"><li>• Definitions Rent and Service Charge</li></ul>	AH
3	<b>Main Activity</b> <ul style="list-style-type: none"><li>• Accountancy Functions</li></ul>	AH/ALL
4	<b>Any other Business</b> Decisions on <ul style="list-style-type: none"><li>• Voting options</li><li>• Webpage options</li></ul>	SK
<b>Date of Next Meeting: TBC</b>		