

Agenda

Name of meeting: Service Charge Working Project
Date: Wednesday 10th May 2023
Time: Meeting 18:30-20:30
Venue: Online via Teams

Tasks to do before the meeting

Please read	Meeting 3 Minutes
Actions for Group members only before the next meeting.	Think about the questions posed in this presentation . To be discussed at the meeting

REF	ACTION	RESP
1	Welcome and Apologies	AH
2 2.1	Approval of minutes Updates on actions from previous minutes	AH
3 3.1 3.2 3.3	Main Activities Answering the questions asked in the presentation Voting Matters-What would you like to vote on? Structures- How do we organise the list of service charges?	AH/ALL
4	Any other Business Draft Visual Guides on full recovery and apportionment feedback	SK/RA
Date of Next Meeting: TBC		