

Agenda

Name of meeting: Service Charge Working Group

Date: Wednesday 12th July 2023

Time: **Light Buffet 18:00-18:25 /IT checks 18:15-18:25**

Meeting 18:30-20:45 approx

Venue: Council Offices MK9 3EJ and MS Teams

Tasks to do before the meeting

Please read	Meeting 5 minutes
Please do	

REF	ACTION	RESP
1	Welcome and Apologies	AH
2	Approval of minutes	AH
2.1	Updates on actions from minutes <ul style="list-style-type: none">• Definition for rents and service charge.	
3	Main Activity	AH/ALL
3.1	<ul style="list-style-type: none">• Consultation C Leaseholders - proposal in full to go to leaseholders.	
3.2	<ul style="list-style-type: none">• Building Insurance - proposal for leaseholders.	
3.3	<ul style="list-style-type: none">• Service charge components with narratives - for approval to then be published for tenant/leaseholder voting and observations	
3.4	<ul style="list-style-type: none">• Caretaking Service – scope of review and how do we attract more stakeholders	
3.5	<ul style="list-style-type: none">• Cleaning Service – scope of review and how do we attract more stakeholders	
3.6	<ul style="list-style-type: none">• Open space grounds maintenance and Garden Maintenance Service	
4	Any other Business	
Date of Next Meeting:		

