

Agenda

Name of meeting: Meeting 5 - Service Charge Working Project
Date: Wednesday 7th June 2023
Time: Meeting 18:30-20:30
Venue: Online via Teams

Tasks to do before the meeting

Please read	Meeting 4 Minutes
Actions for Group members only before the next meeting.	service charge consultation list of service charges To be discussed as part of item 3.3

REF	ACTION	RESP
1	Welcome and Apologies	AH
2	Approval of minutes	AH
2.1	Updates on actions from previous minutes Agree rent and service charge definition – for then publication to website	
3	Main Activities	
3.1	Update from Natasha Hutchin- group Head of Finance	NH
3.2	Review leasehold – Consultation 3 proposal and voting	AH
3.3	Structures- How do we organise the list of service charges?	AH
3.4	Cleaning and Caretaking service delivery	AH
3.5	Environmental works – Open Space grounds maintenance and Gardening services	AH
4	Any other Business Update on blocks	AH/SK
Date of Next Meeting: TBC		