

# Agenda

**Name of meeting:** Meeting 10 Service Charge Working Group  
**Date:** Wednesday 15<sup>th</sup> November 2023  
**Time:** Arrivals and Light buffet 18:00 – 18:25  
 IT Checks 18:15 – 18:25 Meeting 18:30 - 20:45  
**Venue:** **Civic Offices and Teams Online**

<b>Please read</b>	<b>Meeting 9 minutes</b>
<b>Actions for Group members only before the next meeting</b>	
<ul style="list-style-type: none"> <li>- Confirm whether you will be attending in person or Teams by 8<sup>th</sup> November.</li> <li>- Consider the questions below.</li> <li>- Rent review letters. Bring examples of documents you like (optional)</li> </ul>	

REF	ACTION	RESP
1	<b>Welcome and Apologies</b>	AH
2	<b>Approval of minutes</b>	AH
2.1	<b>Updates on actions from previous minutes</b>	AH
3	<b>Main Activity</b>	
3.1	<b>Guest Speaker: Euan Darling, Landscaping Client Manager</b> from Environment and Waste talks about open spaces, waste collection and progress with the garden maintenance contract.	
3.2	<b>Garden Maintenance Contract</b> <ul style="list-style-type: none"> <li>- What do you want the garden maintenance service to look like?</li> <li>- What does consultation look like? Can it be part of this consultation, or should it be something separate?</li> <li>- Community Engagement – How is the best way to do this?</li> </ul>	
4	<b>Update from Natasha</b>	NH
5	<b>Update from subgroups.</b> Caretaking and Cleaning Focus Group	BE
6	<b>Correspondence and Documentation (rent review letters)</b> <ul style="list-style-type: none"> <li>- What do you like about the correspondence and documentation we send out?</li> <li>- What is missing?</li> <li>- What would you like to see?</li> </ul>	All
7	<b>Any other Business</b>	
<b>Date of Next Meeting:</b> Wednesday 13 <sup>th</sup> December on Teams		