

# Agenda

**Name of meeting:** Meeting 12 Service Charge Working Group  
**Date:** Wednesday 17<sup>th</sup> January 2024  
**Time:** IT Checks 18:15 – 18:25 Meeting 18:30 - 20:45

**Venue:** Teams Online

Please read	<a href="#">Meeting 11 minutes</a>
<b>Actions for Group members only before the next meeting</b>	

REF	ACTION	RESP
1	<b>Welcome and Apologies</b>	AH
2	<b>Approval of minutes</b>	ALL
2.1	Updates on actions from previous minutes	AH
3	<b>Update from Cleaning and Caretaking Focus Group</b>	BE
3.1	Results of cleaning and caretaking consultation	
4	<b>Main Activity</b>	
4.1	Formal consultation results to all stakeholders	AH
4.2	Confirm what information we should publish online	All
4.3	Legal advice update (if already available)	AH
4.4	The future	AH
5	<b>Any other Business</b>	
5.1	Thank you and close	AH
<b>Date of Next Meeting:</b> No further meetings		