**Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held via video conference on Thursday 3 September 2020.**

Attendance record since AGM September 2019

**Present**

William Hogg, Chairman 5/5

Colleen Eccles, Board Director 5/5

Peter Williams, Board Director 5/5

Gus Cairns, Board Director 5/5

Sarah Kirkup, Board Director 4/5

Sheila Little, Board Director 5/5

Keith Board, Board Director 4/5

Trish Richards, Board Director 3/5

**In attendance**

Christa Ripley, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Emma McGreevy, Sanctuary Group, Head of Finance - Maintenance

Alison Amesbury, Cheshire West and Chester Council, Senior Manager

Helen Kelly, Avenue Services, Team Secretary

1. **APOLOGIES**No apologies were noted and the Chairman reported that the meeting had been duly convened and that a quorum was present for the purposes of business to be considered and if thought fit, resolutions to be passed at the meeting.
2. **DECLARATIONS OF INTEREST**The Chairman reminded the Directors of the need, as a subsidiary of Sanctuary Housing Association (the Association), in accordance with the provisions of Sanctuary Group’s Standing Orders and Financial Regulations, to disclose any personal interests in relation to matters under consideration at the meeting. It was noted that such disclosures would be recorded under the relevant agenda items for ease of reference when producing ‘extract minutes’.
3. **MINUTES OF THE MEETING HELD ON 4 JUNE 2020**

Part A of the minutes of the meeting held on 4 June 2020 were agreed as a true record and subsequently signed by the Chairman via DocuSign.

1. **ACTION POINTS AND MATTERS ARISING**The schedule of action points was considered and updates provided as follows:
2. **Land adjacent to the Parade Enterprise Centre (57/09/20)**

Colleen Eccles provided an update on the progress of the building of the new Blacon Health Hub on the land adjacent to the Parade Enterprise Centre. The Board noted that the land acquisition from Cheshire West and Chester Council (the Council) took place on 19 June 2020 and work had started the following week. A newsletter had been sent out to local residents with the contact details of the site manager and an update on progress. The site team had spoken to residents on Burton Road to provide a communication channel in the event of any issues. The GP Surgery layout had been finalised with the GP Surgery and Sanctuary Group (the Group) were in the final stages of agreeing the lease.

Colleen Eccles confirmed that residents and associated community groups would be fully informed of progress and involved in the decision making around services going into the new Health Hub. *Colleen agreed to speak to the Group’s Development team to arrange future meetings with local community groups.*

1. **My Blacon Newsletter (09/02/20)**

The Board noted that due to the current Covid-19 situation that the communications task group had not been able to meet. It was requested that a remote meeting be set up to discuss the funding and future production of the My Blacon newsletter.

1. **CHAIRMAN’S REPORT**

The Chairman advised the Board that the Governance Manual had recently been updated and circulated to all Board Members. The Board confirmed that they had received and read this update.

1. **AVENUE SERVICES PERFORMANCE**Paul Knight provided an update on the performance of Avenue Services for the first quarter of the financial year 2020/2021.

The Board noted that with the exception of the number of grass cutting rounds completed and income generation at Blacon Adventure Playground (the Adventure Playground) there were no operational indicators outside of the target tolerance set.

The Board noted that following the announcement of a nationwide lockdown by the Government due to the Covid-19 pandemic grass cutting duties had been suspended from 23 March 2020. The service subsequently resumed at the end of April 2020, however due to social distancing and limitations on the number of vehicles available to the team, grass cutting rounds were taking longer to complete.

The closure of the Adventure Playground to the public throughout quarter 1 resulted in a significant reduction of income and ability to meet the target set.

The Board noted that the playgrounds closure including the activity centre and community gym stopped all income streams however staff had used the opportunity to carry out extensive maintenance of the site. On 20 July 2020 the Adventure Playground reopened to the public but with reduced opening hours. It was hoped that as restrictions were lifted the site would meet income targets by quarter 4 of 2020/2021.

1. **BUSINESS INITIATIVES UPDATE**

Paul Knight provided the Board with an update on the progress of key business initiatives.

The Board noted that despite the current pandemic, a restricted programme of summer activities and food provision had started on Monday 20 July 2020 thanks to funding received from the Department of Education. The programme would be delivered in partnership with local councillors, other Blacon based organisations, schools, churches, charities, volunteers and Association staff.

At the June board meeting the Board approved a financial contribution towards additional counselling and play therapy support to families, adults, children and young people living in relative poverty who were experiencing mental health issues.

The Board noted that the support would be provided by Platform for Life, a Blacon based charity established in 2017 that would help to provide additional sessions for the next 12 to 18 months.

1. **ANY OTHER BUSINESS**

There being no other business the Chairman confirmed the meeting closed.

**Date of next meeting: 5 November at 1pm**