##### DRAFT Part A Minutes of a meeting of the Board of Avenue Services

##### (NW) Limited held via Microsoft Teams on Thursday 4 June 2020.

Attendance record since AGM September 2019

**Present**

William Hogg, Chairman 4/4

Colleen Eccles, Board Director 4/4

Gus Cairns, Board Director 4/4

Peter Williams, Board Director 4/4

Sarah Kirkup, Board Director 3/4

Sheila Little, Board Director 4/4

Keith Board, Board Director 3/4

**Apologies**

Trish Richards, Board Director 3/4

**In attendance**

Christa Ripley, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Nick Garner, Sanctuary Group, Financial Controller

Helen Kelly, Avenue Services, Team Secretary

1. **APOLOGIES**Apologies were noted from Trish Richards. 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.

1. **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’.
2. **APPOINTMENT OF COMMUNITY DIRECTOR PROCESS**

Paul Knight presented the background and an overview of the recruitment process for the appointment of Community Directors.

The Board approved the appointment process and selected Keith Board, Sheila Little and Paul Knight to be on the interview panel.

1. **MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2020**

Part A of the minutes of the meeting held on 6 February 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. **A Conversation with Sanctuary Group (08/02/20)**

Christa Ripley confirmed that the initiative was on hold due to the current Covid-19 pandemic and no start date had yet been confirmed.

1. **Land adjacent to the Parade Enterprise Centre (57/09/19)**

Colleen Eccles advised the Board that building of the new health facility had been delayed due to the Covid-19 pandemic. The land acquisition had been due to take place at the end of March 2020 to facilitate a start on-site at the beginning of April 2020. Arrangements were being made to complete the land acquisition and to start work on-site as soon as it was safe to do so.

1. **Business Initiatives Update (04/02/20)**

Paul Knight confirmed that an inventory had been created for the costs and estimated lifecycles for the playground equipment.

1. **Business Initiatives Update (04/02/20)**

Paul Knight confirmed that a joint bid to the Department of Education for the 2020 Summer Programme was currently being drafted in partnership with local councillors and other partner organisations and would be submitted by 15 June 2020. Avenue Services was working closely with Edsential to establish what could be delivered based on government guidelines in relation to Covid-19. Local schools had been invited to join the bid but had decided to place their own separate bid.

1. **Business Initiatives Update (77/12/19)**

Paul Knight confirmed that funding streams had been explored for the Blacon play areas. Cheshire West and Chester Council (the Council) advised that it was not possible to obtain funding for a Council play area as all Councils had a responsibility to either maintain or decommission the site. In the event that Avenue Services could not make a surplus investment, an application could be submitted to the Council’s Environmental team. It was also suggested that following the refurbishment of all play areas a sinking fund should be considered to cover future costs.

1. **Neighbourhood Plan**

Paul Knight confirmed that Sandra Hewitt, Sanctuary Group, Neighbourhood Officer had invited Sheila Little and Gus Cairns to set up a communications task group to review the funding and future production of the My Blacon newsletter.

1. **CHAIRMAN’S REPORT**

The Chairman confirmed there was no business to raise under this agenda item.

1. **AVENUE SERVICES PERFORMANCE**Paul Knight provided an update on the performance of Avenue Services for the fourth quarter of the financial year 2019/2020.

The Board noted that with the exception of estate services compliance and income generation for Blacon Adventure Playground (the Adventure Playground) there were no operational indicators outside of the target tolerance set.

Paul Knight advised that due to the impact of Covid-19 on staff attendance, it had not been possible to maintain the number of contracted hours to deliver the Council and the Association contracts for grounds maintenance and cleaning and caretaking services. Grounds maintenance works had been suspended at the end of March 2020 in response to government guidance. The service resumed at the end of April 2020 but due to social distancing measures and limited availability of vehicles grass cutting rounds were taking longer to complete but the team was still performing within service standards. It was anticipated that performance would be back on target in quarter two.

The closure of the Adventure Playground had stopped all income streams for the site and therefore income generation was below target. The staff had used this time to carry out maintenance to the farm structures, animal buildings and the activity centre. They had also completed a site clearance, deep cleaning, health and safety actions and RoSPA recommendations in the farm and play park.

1. **BUSINESS INITIATIVES UPDATE**

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

The Board noted that the refurbishment of eight play areas had been completed with funding from the Council, external funding and Avenue Services surplus. The play areas were currently closed but safety inspections were still being carried out.

Funding raised from the West Cheshire and North Wales Chamber of Commerce charity event had been used to purchase new tools and equipment for the Adventure Playground. The existing tools had been donated to the Blacon Men in Sheds project.

 An application was being drafted to obtain additional funding for the Summer Programme 2020. Alternative options for delivery of the programme would be explored in line with the Covid-19 government guidance at the time.

1. **MEETING DATES 2021**

The Board approved the meeting dates for 2021.

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 3 September 2020 at 1pm**