**Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held via video conference on Thursday 5 November 2020.**

Attendance record since AGM November 2020

**Present**

William Hogg, Chairman 1/1

Colleen Eccles, Board Director 1/1

Peter Williams, Board Director 1/1

Sarah Kirkup, Board Director 1/1

Sheila Little, Board Director 1/1

Keith Board, Board Director 1/1

Trish Richards, Board Director 1/1

Gus Cairns, Board Director 1/1

**In attendance**

Christa Ripley, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Emma McGreevy, Sanctuary Group, Head of Finance - Maintenance

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.

1. **APPOINTMENT OF CHAIR AND VICE CHAIR**

The Board appointed William Hogg to carry out the office of Chairman and Sheila Little to carry out the office of Vice Chair for the forthcoming year.

1. **ANNUAL ROTATION OF DIRECTORS**

The Board noted the annual rotation of directors including the reappointment of Sheila Little as Council Director and Peter Williams as Association Director.

1. **APPOINTMENT OF COMMUNITY DIRECTOR**The Board approved the re-appointment of Gus Cairns as Community Director.
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 3 SEPTEMBER 2020**Part A of the minutes of the meeting held on 3 September 2020 were agreed as a true record and subsequently signed by the Chairman via DocuSign.
4. **ACTION POINTS AND MATTERS ARISING**The schedule of action points was considered and updates provided as follows:
5. **Blacon Health Hub (49/09/20)**

Colleen Eccles advised that the Group’s Development team were meeting regularly with Councillor Carol Gahan, Paul Knight and Jill Howarth, Public Health. Once an anchor tenant had been secured and Covid-19 restrictions were lifted, meetings would then be held with the local community. *Colleen Eccles agreed to arrange a meeting with Gus Cairns and the Group’s Senior Development Manager.*

1. **My Blacon Newsletter (49/09/20)**

Paul Knight provided an update regarding a future meeting to explore the funding and future of the My Blacon newsletter. *Due to the current pandemic and other funding priorities the Board agreed to review this again in a year’s time.*

1. **Land adjacent to the Parade Enterprise Centre (59/09/20)**

Colleen Eccles provided an update on the health facility being developed on the land adjacent to the Parade Enterprise Centre. The Board noted that work on site was progressing well with drainage completed and brickwork due to start in six to eight weeks. *A further update would be provided at the next meeting in March 2021.*

1. **CHAIRMAN’S REPORT**
2. **Board effect training**

*The Board requested that a training session be held prior to the next Board meeting on the Board Effect software used for meetings.*

1. **Personal Declaration Forms**

*The Chairman reminded Directors to complete and return their personal declaration forms to Helen Kelly.*

1. **AVENUE SERVICES PERFORMANCE**

Paul Knight provided an update on the performance of Avenue Services for the second quarter of the financial year 2020/2021 and confirmed that there were no operational indicators outside of the target tolerance set.

The Board noted that five grass cutting rounds had been completed in quarter two resulting in a total of 11 cuts for the year. Although this was lower than the same quarter in 2019, performance was still within Cheshire West and Chester Council (the Council) and the Group’s service standards. Grounds maintenance works were taking longer due to staff complying with social distancing guidelines on site and when travelling in company vans.

Income generation at the Blacon Adventure Playground (the Adventure Playground) included the Edsential funding of £19,840 secured by the staff to deliver the Summer Programme project providing food and activities for local children.

Gus Cairns thanked the grounds maintenance team for their excellent work in Blacon. Sheila Little expressed thanks for the additional work carried out by the caretaking and cleaning team in removing excess waste during the current pandemic.

1. **BUSINESS INITIATIVES**

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

The Board noted a summer school holiday programme in partnership with local councillors, other Blacon based organisations, schools, churches, charities, volunteers and Association staff had been completed. The programme had delivered 3,529 packed lunches to children, 1,329 food parcels to families, £2,000 worth of vouchers to vulnerable families to enable them to buy school uniforms and essential clothing and a range of activities each week during the summer school holidays.

In 2019 the Council declared a climate emergency with the aim to reach carbon

neutrality by 2045. Avenue Services had subsequently undertaken work with

the Group’s Energy team to make the Adventure Playground carbon neutral.

The Group had committed funding to the project and a funding application had

been submitted to the Council. The project would improve the old heating and

lighting systems in place, reduce fuel bills, and if budgets allow, introduce a

water recycling system.

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 4 March 2020 at 1pm.**