**DRAFT Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 5 December 2019.**

Attendance record since AGM September 2019

**Present**

William Hogg, Chairman 2/2

Colleen Eccles, Board Director 2/2

Gus Cairns, Board Director 2/2

Peter Williams, Board Director 2/2

Trish Richards, Board Director 2/2

Sarah Kirkup, Board Director 1/2

Sheila Little, Board Director 2/2

**Apologies**

Keith Board, Board Director 1/2

**In attendance**

Christa Ripley, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Nick Garner, Sanctuary Group, Financial Controller

Alison Amesbury, Cheshire West and Chester Council, Senior Manager

Helen Kelly, Avenue Services, Team Secretary

1. **APOLOGIES**Apologies from Keith Board 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 PART A OF THE MEETING HELD ON 5 SEPTEMBER 2019**Part A of the minutes of the meeting held on 5 September 2019 were agreed as a true record and subsequently signed by the Chairman.

1. **ACTION POINTS AND MATTERS ARISING**
2. **Appointment of Community Director (50/09/19)**

Paul Knight confirmed that he had met with Sarah Kirkup, new Community Board Director and training had been delivered for all new board directors.

1. **Avenue Services Performance (55/09/19)**

Paul Knight confirmed that fly tipping costs and tonnage figures for fly tipping had been included in the performance dashboard and would be included in future performance reports.

1. **Any Other Business (57/09/19)**Colleen Eccles provided an update on the progress made on the land adjacent to the Parade Enterprise Centre. The Board noted that planning permission had been approved to build a new health facility on the site and building was expected to commence in January 2020. Close partnership working was taking place to ensure the correct health services would be secured. *A further update would be provided at the next meeting in February 2020.*
2. **CHAIRMANS REPORT**

The Chairman expressed his thanks to present and past board members and Blacon residents who attended Cheshire West and Chester’s Overview and Scrutiny Committee on 22 October 2019 in relation to the sale of the old Blacon Library. The Board paid special thanks to Councillor Carol Gahan for her hard work and dedication in this matter.

1. **AVENUE SERVICES PERFORMANCE**

Paul Knight provided an update on the performance of Avenue Services for the second quarter of the financial year 2019/2020.

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

During the second quarter of 2019/2020 the Adventure Playground generated £3,833 of income against a target of £4,117. Although still below target this was an increase of £945 (33 per cent) compared to the previous quarter. Following the opening of a new gym run by Rage Fitness on 16 September 2019 almost 200 members had enrolled in the facility. Anticipated annual income generation is forecast at £8,000 for 2020-2021 providing initial interest results in regular paying members. Other opportunities for income generation at the centre had been suggested by staff and were being considered.

Paul Knight advised that a very successful charity event hosted by West Cheshire and North Wales Chamber of Commerce had been held on 15 November 2019. £6,187 was raised for the purchase of new tools and equipment for the Adventure Playground. Old tools, still fit for purpose, would be donated to the Men in Sheds Community Group.

1. **BUSINESS INITIATIVES UPDATE**

Paul Knight presented an update on key business initiatives.

The Board noted that contractors had completed the work refurbishing the Multi-Use Games Area (MUGA) at Blacon Youth Village. Following recommendations received from a recent Royal Society for the Prevention of Accidents (RoSPA) inspection, repairs had been carried out at Saxon Way and Western Avenue play areas. *The Board requested that funds were set aside for repairs and maintenance of play areas; an inventory of all items of play equipment was produced and monitored; and funding streams were explored for future play area refurbishments.*

The Holiday Grant and Summer Programme Funding received from Edsential had been used to enhance the summer programme of activities in Blacon and extend the opening hours at the Adventure Playground. Approximately five thousand meals were provided to young people during the summer school holidays (action 56/09/19). Edsential will provide an assessment and analysis from researchers who visited Blacon to evaluate the outcomes and impact on local children and families. *An update will be provided at the next board meeting in February 2020.*

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 6 February 2020**