**Part A Minutes of a hybrid meeting of the Board of Avenue Services (NW) Limited held on Thursday 22 June 2023.**

Attendance record since AGM December 2022

**Present**

William Hogg, Chairman 4/4

Sarah Orme, Board Director 4/4

Nigel Pell-Ilderton, Board Director 4/4

Gus Cairns, Board Director 4/4

Alan Smith, Board Director 2/2

Margaret Parker, Board Director 2/2

Sheila Little, Board Director 3/4

Colleen Eccles, Board Director 2/4

**In attendance**

Emma Evans, Sanctuary Group, Director of Group Finance

Rob Watkins, Sanctuary Group, Regional Director - Housing and Property

James Rone, Sanctuary Group, Head of Finance - Housing

Julia Nundy, Sanctuary Housing, Head of Neighbourhood Operations - Housing and Property

Helen Kelly, Avenue Services, Team Secretary

**23/06/23 BOARD MEMBERSHIP**

The Board noted that Patricia Richards and Keith Board had stood down as Councillors at the recent local elections and therefore were no longer eligible to be Council representatives.

Avenue Services had received notification from Cheshire West and Chester Council (the Council) that Sheila Little would remain a Council Director, and that Margaret Parker and Alan Smith would complete the three allotted Council Directors.

The Board approved the changes to its Board membership nominations and welcomed Margaret and Alan to the Board.

**24/06/23 APOLOGIES**

The Board noted apologies were received from Sheila Little and Colleen Eccles.

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.

The Chairman confirmed that Julia Nundy had agreed to step in during Paul Knight’s (Head of Avenue Services) absence to support the Avenue Services team and the Board thanked Julia for her help during this time.

**25/06/23 DECLARATIONS OF INTEREST**The Chairman reminded the Directors of the need, as a subsidiary of Sanctuary Housing 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’.

**26/06/23 MINUTES OF PART A OF THE MEETING HELD ON 2 MARCH 2023**Part A of the minutes of the meeting held on 2 March 2023 were agreed as a true record and arrangements were made for the Chairman to sign them via DocuSign.

**27/06/23 ACTION POINTS AND MATTERS ARISING**The Board noted updates on the actions below.

1. **04/03/23 - Blacon Health Hub (19/09/20)**

The Chairman provided an update received from Danielle Wrigley, Senior Development Manager. The GP surgery formally completed its lease on 13 June 2023 and had now opened. There was no further progression on the health hub to report, however talks continued with key partners.

*The Board requested a further update at the next meeting.*

1. **04/03/23 - Avenue Services Performance (52/09/21)**

The Chairman provided an update on behalf of Claire Matthews on the proposal submitted to the Council for the Blacon Cemetery contract and potential opportunities for Avenue Services to undertake further grounds maintenance work on behalf of the Council. The Board noted that a revised proposal had been submitted and this was being reviewed by the Council.

*The Board requested a further update at the next meeting.*

1. **05/03/23 - Chairman’s Report**

The Chairman confirmed that zero tolerance signage for the Parade Enterprise Centre (the Enterprise Centre) and Blacon Adventure Playground (the Adventure Playground) had been sourced and displayed**.**

1. **05/03/23 - Chairman’s Report**

The Chairman confirmed that a written response had been finalised and sent to the Interim Chair of Blacon Neighbourhood Alliance on behalf of the Board.

1. **08/03/23 - Draft Neighbourhood Plan 2023/2024**

The Chairman confirmed that all applicants had been advised immediately after the last board meeting of the postponement of any decision and funding until after the 4 May 2023 election.

**28/06/23 CHAIRMAN’S REPORT**

The Chairman advised that a letter had been received from the Blacon Neighbourhood Alliance on behalf of the Blacon Community Trust regarding the Activity Centre at the Adventure Playground. It was agreed that this would be discussed under the Long Term Strategy agenda item in Part B of the meeting.

The Chairman advised that he had no further items to raise under this agenda item.

**29/06/23 PROCESS FOR THE APPOINTMENT OF COMMUNITY DIRECTOR**

The Chairman presented the background and an overview of the recruitment process and documentation for the appointment of Community Directors.

*The Board approved the appointment process and agreed to select the interview panel at the next meeting in September 2023.*

**30/06/23 AVENUE SERVICES PERFORMANCE**

The Chairman provided an update on Avenue Services performance for the fourth quarter of 2022/2023 and confirmed that there were two operational indicators outside of the target tolerance set.

Income generation at the Adventure Playground had fallen below the quarterly target. However income for the whole year was significantly higher than the annual target, aided by receipt of some external funding that was secured and used to support the most vulnerable children and families in Blacon.

Three compliments had been received, one for the neighbourhoods team from the Hospice of the Good Shepherd for providing support in hosting an event for the King’s Coronation at the Enterprise Centre and two for the grounds maintenance team.

Two grass cuts had been completed for the quarter with a total of 13 cuts during 2022/2023, exceeding standards set out in the Service Level Agreement with the Council.

The Board thanked the Avenue Services staff for their continued hard work and commitment in delivering services to the Blacon community during a challenging time.

**31/06/23 BUSINESS INITIATIVES UPDATE**

The Chairman provided an update on the Carbon Neutral Project at the Adventure Playground.

Following planning approval by the Council, a shipping container for the bike project had been delivered to the site in December 2022. Staff and contractors had now fitted out the container and installed the electricity supply. The project was open for general bike repairs and once work on the roof had been completed and signage erected, an official opening event would be held. The project would enable growth of the very popular bike repair service, help children to learn how to carry out bike repairs and hopefully also provide bike safety training later in the year.

Work was also ongoing to expand the allotment space and flower beds at the playground, encouraging local children to get involved in planting seeds and watching fruit and vegetables grow. New water butts, topsoil and plants/seeds had been purchased to increase more raised beds.

**32/06/23 DRAFT NEIGHBOURHOOD PLAN 2023/2024**

The Board agreed at the March meeting to postpone any decision on the Neighbourhood Plan until after the election. This was with the exception of internal projects which were time sensitive and therefore had been approved.

The Board reviewed all external applications against the Neighbourhood Plan funding criteria and Avenue Services financial performance.

Due to the number and value of applications received it was agreed to scale down the level of funding accordingly for all applications. The Board approved the proposal awarding funding support to 19 funding applications. Applicants would be advised of the outcome as soon as possible following the meeting.

**33/06/23 MEETING DATES 2024**

The Board noted the following meeting dates for 2024:

* 7 March 2024
* 20 June 2024
* 5 September 2024
* 21 November 2024

**34/06/23 ANY OTHER BUSINESS**

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

**Date of next meeting: Thursday 7 September 2023**