

**PRIVATE AND CONFIDENTIAL**

**AVENUE SERVICES (NW) LIMITED (AVENUE SERVICES) BOARD**

**Part A Minutes of a hybrid meeting of the Board of Avenue Services (NW) Limited held on Thursday 23 November 2023.**

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Attendance record since AGM November 2023

**Present**

William Hogg, Chairman	1/1
Sarah Orme, Board Director	1/1
Colleen Eccles, Board Director	1/1
Alan Smith, Board Director	1/1
Sheila Little, Board Director	1/1
Margaret Parker, Board Director	1/1
Nigel Pell-Ilderton, Board Director	1/1
Gus Cairns, Board Director	1/1

**In attendance**

Paul Knight, Head of Avenue Services  
James Rone, Sanctuary Group, Head of Finance - Housing  
Helen Kelly, Avenue Services, Team Secretary  
Claire Matthews, Cheshire West and Chester Council, Senior Service Business Manager - Shareholder and Traded Services

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**68/11/23**

**APOLOGIES**

The Board noted there were no apologies.

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.

**69/11/23**

**APPOINTMENT OF CHAIR AND VICE CHAIR**

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

**70/11/23**

**ANNUAL ROTATION OF DIRECTORS**

The Board reviewed the annual rotation of directors of the Board of Avenue Services (NW) Limited (Avenue Services) and noted the reappointment of Sheila Little as a Council Director; the reappointment of William Hogg as an

**PRIVATE AND CONFIDENTIAL**

**AVENUE SERVICES (NW) LIMITED (AVENUE SERVICES) BOARD**

Association Director and; the retirement of Nigel Pell-Ilderton as a Community Director.

**71/11/23 APPOINTMENT OF COMMUNITY DIRECTOR**

Following the agreed recruitment process for the appointment of a Community Director the Board approved the reappointment of Nigel Pell-Ilderton for a two-year term.

**72/11/23 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 (the Group) 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'.

**73/11/23 MINUTES OF PART A OF THE MEETING HELD ON 7 SEPTEMBER 2023**

Part A of the minutes of the meeting held on 7 September 2023 were agreed as a true record and arrangements were made for the Chairman to sign them via DocuSign.

**74/11/23 ACTION POINTS AND MATTERS ARISING**

The Board noted updates on the actions below.

**a) Blacon Health Hub (19/09/20)**

Colleen Eccles provided an update on the Blacon Health Hub and confirmed that there had been little progress since a meeting was held on 12 October 2023 between the NHS, CWP, the Group and local councillors. The Board expressed their disappointment at the slow progress in securing community health services into the Health Hub and requested that Colleen Eccles feedback to the Group's Development team.

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

**AVENUE SERVICES (NW) LIMITED (AVENUE SERVICES) BOARD**

**b) Avenue Services Performance (52/09/21)**

Claire Matthews advised there was no further update on the proposal submitted to Cheshire West and Chester Council (the Council) for the Blacon Cemetery contract and opportunities for Avenue Services to undertake further grounds maintenance work on behalf of the Council. The Council were currently considering the future commissioning requirements for wider cemetery grounds maintenance, and this would be shared in due course.

*A further update would be provided at the next meeting.*

**75/11/23**

**CHAIRMAN'S REPORT**

The Chairman advised that he had three items to raise under this agenda item.

**Meeting with Chester MP**

The Chairman confirmed he had attended a very positive meeting with MP Samantha Dixon who was very supportive of Avenue Services and its contribution to the community.

**Meeting with CEO Cheshire West and Chester Council**

The Chairman confirmed he had attended a meeting with the new CEO of the Council, Delyth Curtis and the Chairs and MDs of the other Council Companies. Collaborative working with other Council Companies continued to be explored with a focus on social value projects.

**Chamber of Commerce Awards**

The Chairman confirmed he and Paul Knight had attended the recent Chamber of Commerce Awards and positive relations continued to be built with the Chamber and other associated organisations.

**76/11/23**

**AVENUE SERVICES PERFORMANCE**

Paul Knight provided an update on Avenue Services performance for the second quarter of 2023/2024 and confirmed that there were three operational indicators outside of the target tolerance set.

Following the decision by the Board to postpone the approval and funding of projects due to the election period, the number of community support fund projects completed in quarter two was one below target. This number would increase in quarter three as further projects were completed.

## **AVENUE SERVICES (NW) LIMITED (AVENUE SERVICES) BOARD**

Six press releases were issued for the quarter resulting in a positive increase in activity from quarter one. Work would continue to ensure communications activity captured and reflected positive and proactive work taking place across the organisation. Discussions were continuing in relation to strategies to increase and diversify output on social media.

Income from Blacon Adventure Playground (the Adventure Playground) was marginally below target for the quarter, however the total income for the year to date was significantly above target, due to external funding received from Edsential to deliver the Summer Programme. Further external income had been secured from DWP, the Council's Members Budget and Edsential to deliver an exciting winter programme of activities and events.

The Board expressed their thanks to Julia Nundy, Helen Kelly and Chris Leicester for their additional support during Paul Knight's absence.

**77/11/23**

### **BUSINESS INITIATIVES UPDATE**

Paul Knight provided an update on the following business initiatives.

#### **Blacon Festival 2023**

Avenue Services held the 26th Blacon Festival where thousands of people of all ages enjoyed a fun filled day and a range of attractions and entertainment were provided. Around 40 stalls from local businesses and organisations took part including Rage Fitness, Here and Now Chester, Guide Dogs, Chester FC and Darn Tart's Bakery. Cheshire Fire and Rescue Service also attended, bringing along a fire engine which was popular with the crowds. With a music festival theme this year, visitors enjoyed performances from a host of local talent including Jonathan Butler, Ellie May Irvine, Ava Smith, Trilogy Trio and Rod Stewart tribute act The Dean Morter Experience.

#### **Summer Programme 2023**

Staff at the Adventure Playground held a busy schedule of activities over the school summer holidays with around 2,700 youngsters taking part in 95 events and activities across the Blacon area. The summer programme was supported by funding from the Department for Education's Holiday Activities and Food programme, distributed through community interest company Edsential.

Around 4,000 free packed lunches were provided for children and events included activities held at the Adventure Playground, fitness sessions at King George V Sports Hub, nature activities at the Countess of Chester Country Park and reading challenges with Blacon Library.

**PRIVATE AND CONFIDENTIAL**

**AVENUE SERVICES (NW) LIMITED (AVENUE SERVICES) BOARD**

The Council, Blacon Beacon, Blacon Children's Centre, Cheshire Police, Welcome Network, Blacon Butterflies WI and Holy Trinity Church were also involved in organising and delivering activities. Further support was provided by local councillors and volunteers, West Cheshire Foodbank, Rage Fitness, the Cleaner Safer Greener group, Craft Corner, Aldi, Asda, Heron Foods, Spar and Morrisons.

Paul Knight confirmed that discussions had taken place with the management team and it had been agreed to recognise the Adventure Playground staff for their extensive work in providing activities/food and events for the Blacon community during the year (54/09/23).

**78/11/23**

**ANY OTHER BUSINESS**

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

**Date of next meeting: Thursday 7 March 2024**