**Minutes of a meeting of the Board of Avenue Services (NW) Limited held via video conference on Thursday 8 December 2022.**

Attendance record since AGM December 2022

**Present**

William Hogg, Chairman 1/1

Gus Cairns, Board Director 1/1

Colleen Eccles, Board Director 1/1

Sheila Little, Board Director 1/1
Sarah Orme, Board Director 1/1

Nigel Pell-Ilderton, Board Director 1/1

(joined following his appointment during item 69/12/22)

**Apologies**

Keith Board, Board Director 0/1

Trish Richards, Board Director 0/1

**In attendance**

Kimberley De Vergori, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Katie Ray, Sanctuary Group, Finance Manager - Property Services
Christina Harris, Sanctuary Group, Senior Governance Officer

Claire Matthews, Cheshire West and Chester Council, Senior Service Business Manager - Shareholder and Traded Services

**67/12/22 APOLOGIES**

The Board noted apologies from Keith Board and 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.

**68/12/22 ANNUAL ROTATION OF DIRECTORS**

The Board noted the reappointment of Keith Board as a Council Director

and Colleen Eccles as an Association Director.

**69/12/22 APPOINTMENT OF COMMUNITY DIRECTORS**

The Board approved the appointment of Gus Cairns for a two-year term, and Nigel Pell-Ilderton for a one-year term following the recruitment process for the appointment of two new Community Directors.

The Chairman thanked Gus Cairns for his continued service.

Introductions were given to Nigel Pell-Ilderton, who reciprocated with a summary of his experience and involvement with the community.

**70/12/22 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.

**71/12/22 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.

 **Nigel Pell-Ilderton declared an interest as a recently appointed Co-Chair of the Governing Body of Blacon High School.**

It was noted that such disclosures would be recorded under the relevant agenda items for ease of reference when producing ‘extract minutes’.

**72/12/22 MINUTES OF PART A OF THE MEETING HELD ON 8 SEPTEMBER 2022**Part A of the minutes of the meeting held on 8 September 2022 were agreed as a true record and arrangements were made for the Chairman to sign them via DocuSign.

**73/12/22 ACTION POINTS AND MATTERS ARISING**The Board noted updates on the two actions below.

1. **48/09/22 - Blacon Health Hub (19/09/20)**

Directors were pleased to note that works and leases for the GP practice were due to be finalised and the complimentary units, which were being fitted out to be multi-purpose, would follow shortly. *Colleen Eccles agreed to circulate anticipated timeframe estimates after the meeting.*

In response to a query from Gus Cairns regarding the complimentary units, Colleen Eccles gave assurance that they would be a mix of services to reflect the needs of the Community and would be open to change in line with needs. *Colleen Eccles agreed to liaise with Cllr. Carol Gahan to ensure that concerns raised at a recent Community Forum meeting were addressed from an Avenue Services perspective.*

1. **50/09/22 - Avenue Services Performance**

Claire Matthews advised that opportunities for Avenue Services to undertake further grounds maintenance work on behalf of the Cheshire West and Chester Council (the Council) was still being explored. It was noted that the Council were undertaking a wider review and cognisant to this, the StreetCare Team were considering opportunities specifically for Avenue Services.

**74/12/22 CHAIRMAN’S REPORT**

The Chairman reported that he and Paul Knight had attended the quarterly shareholder meeting involving Council and Association officers and that work continued on the 2023-2025 Business Plan.

**75/12/22 AVENUE SERVICES PERFORMANCE**

Paul Knight updated on Avenue Services performance and was pleased to confirm that there were no operational indicators outside of the target tolerance set, during what had been a challenging period, largely due to increased sickness.

Four compliments had been received related to street cleaning, litter picking, and fly tipping and one complaint regarding rubbish that had dispersed down Brentwood Road, which had since been resolved. A total of four grass cutting rounds had been completed and Gus Cairns complimented the Grounds Maintenance team, particularly with regards to leaf blowing and collection.

Income generation at Blacon Adventure Playground (the Adventure Playground) had exceeded the quarterly target, aided by receipt of some external funding.

 The Chairman referred to communication methods, and some interesting suggestions made by Nigel Pell-Ilderton during his interview. Following discussions on various communication methods, it was agreed that *Paul Knight and Nigel Pell-Ilderton would meet separately to explore possibilities of strengthening communication regarding events, meetings and activities within the community and invite Sanctuary and Council representatives as required*.

**76/12/22 BUSINESS INITIATIVES UPDATE**

Members were provided with an update on the Summer Programme 2022 and the Carbon Neutral Project at the Adventure Playground.

 With regards to summer activities, around 2,000 people attended the Blacon Festival, and 5,000 meals were provided during the school holidays, additional activities also included theatre workshops, fishing, and sports sessions.

Work to make the Adventure Playground more environmentally-friendly had continued. New solar panels, energy-efficient lighting and an air-source heat pump were installed, while hands-on learning materials and a video were produced to encourage visitors to find out more about sustainability. The improvements, which were funded by Sanctuary will reduce CO2 emissions at the playground by approximately five tonnes a year. It was noted that the successes were recognised at the National Energy Efficiency Awards.

Directors received updates on two improvements funded by a Climate Emergency Fund grant, a bike project at the Adventure Playground and an expanded allotment space. A new shipping container for the bike project had been delivered and a supplier would commence fit out works in January. The Chairman commended the staff at the Adventure Playground as a pivotal part of the community.

**77/12/22 ANY OTHER BUSINESS**

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

**Date of next meeting: Thursday 2 March 2023**