**Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held via video conference on Thursday 23 June 2022.**

 Attendance record since AGM November 2021

**Present**

William Hogg, Chairman 3/3

Keith Board, Board Director 3/3

Gus Cairns, Board Director 3/3

Sheila Little, Board Director 3/3

Alan Smith, Board Director 3/3

Peter Williams, Board Director 2/3

**Apologies**

Colleen Eccles, Board Director 2/3

Trish Richards, Board Director 2/3

**In attendance**

Emma McGreevy, Sanctuary Group, Finance Director Affordable Housing Sarah Orme, Director, Sanctuary Group, Director Growth and Partnerships Commercial

Kimberley De Vergori, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Helen Kelly, Avenue Services, Team Secretary

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

1. **BOARD MEMBERSHIP**

The Board accepted the resignation of Peter Williams and the appointment of Sarah Orme, Director, Sanctuary Group, Director Growth and Partnerships Commercial to the Avenue Services (NW) Limited Board, effective following Group Board’s approval on 27 June 2022.

The Board expressed their thanks to Peter for his contribution to the Board and welcomed Sarah Orme.

1. **APOLOGIES**Apologies from Trish Richards and Colleen Eccles were noted. 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’.

1. **MINUTES OF THE MEETING HELD ON 3 MARCH 2022**

Part A of the minutes of the meeting held on 3 March 2022 were agreed as a true record and subsequently signed by the Chairman via DocuSign.

1. **ACTION POINTS AND MATTERS ARISING**The schedule of action points was considered and updates provided as follows:
2. **Blacon Health Hub (19/09/20)**

Paul Knight provided an update on the progress of the Blacon Health Hub adjacent to the Parade Enterprise Centre (the Enterprise Centre).

The apartments above the Health Hub were almost completed and would be ready for occupation around September 2022. The lease with the GP surgery was almost finalised and talks were ongoing with local health partners.

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

1. **Draft Neighbourhood Plan 2022/2023 (08/03/22)**

Paul Knight confirmed that the final finance summary for the 2022/2023 Neighbourhood Plan had been revised and distributed via email to the Board.

1. **Any Other Business**

**Communication of Responsibilities (09/03/22)**

Paul Knight advised that the option of producing a communication of responsibilities had been explored and due to the complexity and volume of services this was not feasible.

1. **Any Other Business**

**PR and Communications (09/03/22)**

The Board noted that Sanctuary Group’s PR team continued to publicise Avenue Services (NW) Limited’s (Avenue Services) news and events and long-term partnerships were being forged with local newspapers.

1. **CHAIRMAN’S REPORT**

The Chairman confirmed that Gus Cairns had received an MBE for his local community work in the recent Queens Jubilee Birthday Honours List 2022.

*The Board congratulated Gus on his achievement and requested that a PR article was produced to recognise his significant contribution to the Blacon community.*

1. **APPOINTMENT OF COMMUNITY DIRECTOR PROCESS**

Paul Knight presented the background and an overview of the recruitment process for the appointment of Community Directors.

Alan Smith confirmed he had tendered his resignation as a Community Board Director following his nomination to stand as a Labour candidate in the next general election.

The Board agreed to advertise two Community Board Director posts, one for a 12 month term and one for a two-year term.

Sheila Little confirmed she would not be part of the interview panel in light of pre-election campaigning.

*The Board approved the appointment process and agreed to select the interview panel prior to the next meeting in September 2022.*

1. **AVENUE SERVICES PERFORMANCE**Paul Knight provided the Board with an update on Avenue Services performance for the fourth quarter of the financial year 2021/2022.

The Board noted that at quarter four of 2021/2022 there were no operational indicators outside of the target tolerance set.

The grounds maintenance team had completed 15 grass cuts during 2021/2022 exceeding the service level agreement standards.

Seven compliments had been received, six for the grounds team and one for Blacon Adventure Playground (the Adventure Playground).

Income generated at the Adventure Playground had exceeded the set target. The income included Cheshire West and Chester Council’s (the Council) Winter Funding of £6,000 which had been used to provide essential household items to local families.

Claire Matthews confirmed that a meeting had been held with Paul Knight and the Council’s StreetCare team to discuss the possibility of bringing the Blacon Cemetery contract back to Avenue Services (06/03/22). *Paul Knight confirmed a proposal with costings had been submitted to the Council’s Streetcare Team to manage part of the site and an update would be provided at the next meeting.*

1. **BUSINESS INITIATIVES UPDATE**

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

**Easter Programme 2022**

The Adventure Playground) staff held a fun packed Easter week including an Easter egg hunt attended by over 100 children. During the week food and activities for 377 young people were provided supported by funding from the Department for Education’s Holiday Activities and Food programme, distributed through community interest company Edsential.

**Carbon Neutral Project - Blacon Adventure Playground**

The Board noted that the carbon neutral project at the Adventure Playground is ongoing with funding from the Council’s Climate Emergency Fund (CEF).

The original bid included the creation of a bike project with the purchase of shipping containers to be located at the Adventure Playground near to the pump track with its own separate entrance point. A planning application has been submitted to the Council’s Planning team and a decision was awaited.

Funding had also been used to expand the allotment space at the Adventure Playground with lots of vegetables being planted with local children.

Further projects would be delivered over the coming months with the aim to make the Adventure Playground carbon neutral before the Council’s deadline of 2045.

**King George V Sports Hub**

The Board noted that construction work at the site of King George V Sports Hub had been completed with the £1.8 million facility opening on 24 June 2022. The sports hub included a full size floodlit 3G pitch and pavilion which would become the permanent home for Chester FC Community Trust.

Avenue Services made a significant contribution to the project using some of the proceeds from the sale of the former library site at Western Avenue.

The facility would be used by many local residents, community groups and organisations. It would also be used for training and matches by several partner grassroots clubs and league, including Chester FC’s Academy and Women’s teams.

Avenue Services Ground Maintenance team had registered an interest in carrying out the grounds maintenance at the new Hub.

Paul Knight confirmed he would be attending the opening event on 24 June 2022.

1. **MEETING DATES 2023**

The Board noted the dates for meetings of the Board of Avenue Services

 (NW) Limited for 2023.

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 8 September 2022 at 1pm.**