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

Attendance record since AGM November 2022

**Present**

William Hogg, Chairman 4/4

Keith Board, Board Director 4/4

Gus Cairns, Board Director 4/4

Colleen Eccles, Board Director 3/4

Sheila Little, Board Director 4/4

Sarah Orme, Board Director 1/1

**Apologies**

Trish Richards, Board Director 2/4

**In attendance**

Kimberley De Vergori, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Katie Ray, Sanctuary Group, Finance Manager- Property 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 noted that at its meeting on 27 June 2022, Sanctuary Group Board approved Peter Williams’ resignation and Sarah Orme’s, Sanctuary Group, Director - Growth and Partnerships appointment to the Board as an Association director and Alan Smith confirmed he had resigned as a Community Director.

The Board noted the changes to its Board membership

1. **APOLOGIES**The Board noted apologies from 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.
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 23 JUNE 2022**Part A of the minutes of the meeting held on 23 June 2022 were agreed as a true record and subsequently signed by the Chairman via DocuSign.
2. **ACTION POINTS AND MATTERS ARISING**The schedule of action points was considered and updates provided as follows:
3. **Blacon Health Hub (19/09/20)**

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

The 16 flats were now fully let. 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. **Appointment of Community Director Process (29/06/22)**

The Board agreed to appoint William Hogg, Colleen Eccles and Paul Knight to carry out the interview process to appointment two new Community Directors, one for a 12 month term and the other for a two-year term.

1. **CHAIRMAN’S REPORT**

The Chairman confirmed that a PR article had been produced on 1 July 2022 to recognise the achievement and contribution made by Gus Cairns to the Blacon community and his MBE awarded in the recent Queens Jubilee Birthday Honours List 2022 (28/06/22).

1. **AVENUE SERVICES PERFORMANCE**Paul Knight provided an update on Avenue Services performance for the first quarter of the financial year 2022/2023.

The Board noted there were no operational indicators outside of the target tolerance set.

No complaints had been received in the quarter. Six compliments had been received, two of which were received for the grounds maintenance team. Four compliments had been received for the Neighbourhoods team relating directly to the room booking service at the Enterprise Centre. Paul Knight expressed thanks to Helen Kelly, Glen Murphy and the maintenance caretakers for providing an exceptional service. Also special thanks to the new maintenance caretaker Ian Hett who had received excellent feedback from room users for going above and beyond his role.

Blacon Adventure Playground (the Adventure Playground) had exceeded its income target for the quarter. The income included receipt of Council Household Support funding which had been used to provide household items and day to day support to local families during the cost of living crisis.

Claire Matthews provided an update on the proposal submitted by Avenue Services to the Council for the Blacon Cemetery contract (52/09/21) and advised the Board that James Billingham, Operations Manager had presented a proposal to the Council’s Streetcare Senior Management.

*Claire Matthews agreed to provide a further update at the next meeting and explore opportunities with the Council for Avenue Services to undertake further grounds maintenance work on behalf of the Council.*

1. **BUSINESS INITIATIVES UPDATE**

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

**Blacon Festival 2022**

The Board noted that the 25th Blacon festival had taken place on Saturday 2 July 2022 following three years of being postponed due to Covid. Thousands of people enjoyed a fun filled day with a wide range of attractions and entertainment including a family dog show, an assault course, a five a side football tournament, a small fayre, food and drink stalls as well as dozens of stalls from local companies, charities and voluntary organisations, plus live performances from local singers, musicians and a dance group.

Paul Knight thanked all Avenue Services and Housing staff and volunteers who gave up their Saturday to make it such an amazing event. The Board expressed special thanks to Sandra Hewitt and Glenys Murphy for organising the event.

**Summer Programme 2022**

The Board noted that Avenue Services had worked with local Councillors and partners in the local community to put together an action-packed programme of activities and food provision over the school summer holidays.

Activities included family fun days at the Adventure Playground, theatre workshops, sports sessions and fishing on the Shropshire Union Canal , providing opportunities for youngsters of all ages to come together and have fun safely.

There were also activities at Blacon Children’s Centre, sessions with Rage Fitness Company and various free, interactive events at Blacon Library.

Paul Knight thanked all partners who had worked with Avenue Services to organise the summer programme, including the Council, Canal and River Trust, Edsential, Holy Trinity Church, Blacon Beacon, Blacon Children’s Centre, Cheshire Police, Welcome Network and Blacon Butterflies WI.

The programme had also been supported by volunteers, along with West Cheshire Foodbank, Aldi, Asda, Heron Foods, Morrisons, Spar and Tesco.

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 8 December 2022**