**Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held via video conference on Thursday 25 November 2021.**

 Attendance record since AGM November 2021

**Present**

William Hogg, Chairman 1/1

Colleen Eccles, Board Director 1/1

Keith Board, Board Director 1/1

Trish Richards, Board Director 1/1

Gus Cairns, Board Director 1/1

Peter Williams, Board Director 1/1

Sheila Little, Board Director 1/1

Alan Smith, Board Director 1/1

**In attendance**

Kimberley De Vergori, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Andy Wales, Sanctuary Group, Head of Finance - Property Services

Helen Kelly, Avenue Services, Team Secretary

1. **APOLOGIES**No apologies were noted and 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. **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.

1. **ANNUAL ROTATION OF DIRECTORS**

The Board noted the reappointment of Trish Richards as a Council Director

and William Hogg as an Association Director.

1. **APPOINTMENT OF COMMUNITY DIRECTOR**

The Board approved the appointment of Alan Smith as Community Director.

The Board expressed their thanks to Sarah Kirkup for her contribution during her appointment as Community Director. The Chairman agreed to send an email to Sarah on behalf of the Board to thank her for her considerable contribution during a difficult two year period.

1. **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 9 SEPTEMBER 2021**

Part A of the minutes of the meeting held on 9 September 2021 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)**

Colleen Eccles provided an update on the Blacon Health Hub.

The Board noted that construction on site was progressing well and practical completion was estimated for April/May 2022. Negotiations with a potential tenant of the new hub were ongoing and a meeting was scheduled to take place during December 2021.

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

1. **Any Other Business**

**Traveller Encampment at Shelley Road (54/09/21)**

Paul Knight confirmed that Cheshire West and Chester Council (the Council) had advised that they were unable to reimburse the incurred costs for the clearance of traveller encampment sites.

*The Board requested that the Council review this decision due to the high frequency of occurrence, the financial impact and staff time required to clear Council land which was not part of Avenue Services contracted responsibilities.*

1. **CHAIRMAN’S REPORT**

The Chairman confirmed that there were no updates under this agenda item.

1. **AVENUE SERVICES PERFORMANCE**Paul Knight provided the Board with an update on Avenue Services performance for the second quarter of the financial year 2020/2021.

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

Six compliments had been received in the quarter for the Grounds Maintenance and Cleaning and Caretaking teams. A total of 15 grass cutting rounds had been completed, exceeding the set service standards, despite restrictions due to the pandemic.

Income generation at Blacon Adventure Playground (the Adventure Playground) had exceeded the quarterly target following staff initiatives and positive performance from the team.

The Board noted that Claire Matthews had confirmed that there was limited appetite from the Council to outsource the Blacon Cemetery services to Avenue Services (NW) Limited (Avenue Services) however discussions would continue with the Council’s Streetcare team (52/09/21).

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

1. **BUSINESS INITIATIVES UPDATE**

Paul Knight provided an update on the progress of key business initiatives and presented the Adventure Playground carbon neutral project video which was released last week tocoincide with the 2021 United Nations Climate Change Conference (COP26)

The Board noted that the first phase of the carbon neutral project at the Adventure Playground had been completed following the installation of new solar panels to the roof of the activity centre, a new air source heat pump installed to replace electric panel heaters and the installation of new energy efficient lighting.

A digital game and board game had also been finalised to help children understand the benefits of the project and provide educational material about climate change.

The Board noted that Avenue Services has been successful in applying for funding from the Council’s Climate Emergency Fund (CEF) to support the next phase which would include the creation of a bike project to be located at the Adventure Playground.

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 3 March 2022 at 1pm.**