

## AVENUE SERVICES (NW) LIMITED BOARD

**Minutes of a meeting of Part A of the Board of Avenue Services (NW)  
Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 13  
July 2017.**

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Attendance record since AGM September 2016

### **Present**

William Hogg, Chair	7/7
Carol Gahan, Vice Chair	7/7
Tony King, Board Director	5/7
Judith Stainthorp, Board Director	6/7
Ben Powell, Board Director	1/2
Keith Board, Board Director	1/1
Yvonne Davies, Board Director	7/7

### **Apologies**

Gus Cairns, Board Director	6/7
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### **In attendance**

Kate Reynolds, Group Head PR and Communications  
Christa Ripley, Sanctuary Group, Head of Housing - West  
Emma McGreevy, Sanctuary Group, Head of Finance - Maintenance  
Paul Knight, Head of Avenue Services  
Alistair Jeffs, Cheshire West and Chester Council, Director of Commissioning  
People  
Helen Kelly, Avenue Services, Team Secretary

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## **71/07/17 APOLOGIES AND INTRODUCTIONS**

Apologies from Gus Cairns were noted.

The Chair introduced the two new Council appointed directors, Ben Powell and Keith Board.

The Board expressed their thanks and appreciation for the contribution made by Councillor Hugo Deynem during his appointment to the Board.

## **72/07/17 ANNUAL DECLARATION OF INTEREST**

The Chair reminded members of the need, in accordance with the provisions of the standing orders, to disclose any personal interests in relation to matters

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under consideration at the meeting and it was noted that such disclosures would be recorded under the relevant agenda items.

The Chair presented an updated General Notice Declaration of Interest report on behalf of Sophie Atkinson, Company Secretary, Sanctuary Housing Association (SHA). The report provided a General Notice Declaration of Interest regarding Councillor Ben Powell, appointed to the Board on 15 May 2017 and Keith Board, appointed to the Board on 21 June 2017.

Ben Powell and Keith Board have an interest by virtue of being employees of the member, Cheshire West and Chester Borough Council (the Council), and are therefore interested in the arrangements between Avenue Services and the Council.

The Board noted the section 185 General Notice Declaration of Interests in relation to Ben Powell and Keith Board.

### **73/07/17 APPOINTMENT OF COMMUNITY DIRECTOR**

Paul Knight presented a report outlining the current selection and recruitment process for appointing community directors, agreed by the Board in April 2015.

The Board agreed to continue with the appointment by application process and selected Carol Gahan, Judith Stainthorp and Paul Knight to carry out interviews. An advert will be placed in early August with interviews taking place at the beginning of September.

The Chair will announce the name of the successful candidate and request approval of their appointment at the next meeting on 21 September 2017.

### **74/07/17 MINUTES OF PART A OF THE MEETING HELD ON 18 MAY 2017**

Part A of the minutes of the last meeting held on 18 May 2017 were agreed as a correct record and were subsequently signed by the Chair.

### **75/07/17 ACTION POINTS AND MATTERS ARISING**

The schedule of action points arising from Part A of the minutes of the meeting held on 16 March 2017 was considered and updates provided as follows:

## **CHAIRS REPORT**

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

### **Blacon Adventure Playground Visit (53/05/17)**

It was noted that once a final refurbishment date was received a schedule would be distributed to volunteers for the redecoration work of the Adventure Playground.

### **b) CHAIRS REPORT**

#### **Board Member Additional Finance Training (53/05/17)**

A training workshop to focus on financial reporting has been organised for all board members on Monday 4 September 2017.

**76/07/17**

### **CHAIRS REPORT**

The Chair confirmed there were no updates to report under this agenda item.

**77/07/17**

### **AVENUE SERVICES - YEAR 6 - 1ST QUARTER PERFORMANCE**

Paul Knight presented a report providing an overview of organisational performance together with the performance dashboard for the first quarter of the sixth year, in relation to the following services:

- Adventure Playground
- Caretaking & Cleaning
- Ground Maintenance
- Housing Management
- Neighbourhood Investment

The Board noted that new asset, complaints and compliments performance indicators were included as agreed at the March 2017 meeting.

The Board noted the main points:

#### **a) Rent Arrears**

Due to the implementation of the new Sanctuary SAP (Systems, Applications, Performance) system, limited rent arrears data have been available. The rent arrears system is now fully operational and performance is starting to improve.

#### **b) Section 106 Play Investment**

Consultation events were held in March 2017 and site plans were produced by the Councils Environmental Team for the first two play areas, King George V and Meynell Place (Linear Park). Contractors are due to start on site by mid September 2017.

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Consultation events at Graham Road and Cathedrals play areas will be agreed with the Council (anticipated as August 2017), once appraisals of both sites have been completed.

### **c) Neighbourhood Plan 2017/2018**

All projects in the Neighbourhood Plan are in contract and payments will be above the target spend by the end of quarter two.

The Board wished to express their thanks to Sandra Hewitt, Neighbourhood Locality Officer, Avenue Services for her outstanding work in producing the most successful Blacon festival to date.

The Board noted the contents of the report.

## **78/07/17 BUSINESS INITIATIVES UPDATE**

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

### **a) Pump Track**

The pump track has been funded by Avenue Services' surplus money in addition to Section 106 play area funding. Following a Royal Society for the Prevention of Accidents (RoSPA) inspection, the facility was opened to the public on 16 June 2017.

### **b) Blacon Adventure Playground Investment.**

A major refurbishment of the main building at the Adventure Playground started on 15 May 2017. The work is expected to be completed within the next week. Staff volunteers from Avenue Services, Sanctuary Housing, the Council, Cheshire Police, Tesco and Arco have all offered to help to paint the internal walls and ceilings. The painting will start as soon as contractors have finished on site and the work has been inspected.

The Board noted the contents of the report and progress made.

## **79/07/17 ANY OTHER BUSINESS**

The Board noted that no additional items have been added under this agenda item.

**Date of next meeting: Thursday 21 September 2017 in the Conference Room, Parade Enterprise Centre, 14 The Parade, Blacon, Chester, CH1 5HN commencing at 1pm**

**AVENUE SERVICES (NW) LIMITED BOARD**

Chair.....

Date.....