

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

**Draft minutes of a meeting of Part A of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 16 November 2017.**

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Attendance record since AGM September 2017

### **Present**

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

### **In attendance**

Christa Ripley, Sanctuary Group, Head of Housing - West  
Nick Garner, Sanctuary Group, Financial Controller  
Paul Knight, Head of Avenue Services  
Ricky Chu, Sanctuary Group, Asset Manager, Chester and North West  
Helen Kelly, Avenue Services, Team Secretary

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### **124/11/17 APOLOGIES**

No apologies were noted.

### **125/11/17 DECLARATIONS 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 under consideration at the meeting and it was noted that such disclosures would be recorded under the relevant agenda items.

### **126/11/17 MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2017**

Part A of the minutes of the last meeting held on 21 September 2017 were agreed as a correct record and subsequently signed by the Chair.

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### **127/11/17 MATTERS ARISING**

The Board noted there were no matters arising from Part A of the minutes of the meeting held on 21 September 2017.

### **128/11/17 CHAIR'S REPORT**

a) Board Member Appraisals

The Chair advised the Board that individual appraisals are due to be carried out in the early part of 2018 with the collective board appraisal due at the March 2018 meeting.

*The Chair requested that Helen Kelly prepare and circulate the appraisal templates with copies of last years appraisals and arrange appointments for these to be carried out.*

b) Board Meeting Frequency

The Chair informed the board members that a review of the frequency of board meetings had been requested. The Board agreed that due to the current business initiatives, board meetings would continue to be held bi-monthly and this would be reviewed again next year.

### **129/11/17 AVENUE SERVICES - YEAR SIX SECOND QUARTER PERFORMANCE REPORT**

Paul Knight provided an overview of organisational performance for all service areas of Avenue Services:

Key areas noted were:

a) Section 106 Play Area Investment

The Board noted that Cheshire West and Chester Council (the Council) will now pay contractors directly using their Section 106 funding. Avenue Services will continue to monitor the spend, manage community consultations and work closely with the Councils Environmental Team and Play Commissioners to ensure all work is commissioned during this financial year.

b) Grounds Maintenance Performance

The Board noted that the Grounds Maintenance team have carried out 17 grass cuts this year. This is the highest number of grass cuts that the team has achieved and the winter maintenance programme has now started.

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c) Neighbourhood Plan Investment

The Board noted that spending against projects within the Neighbourhood Plan was ahead of schedule

*The Board requested that the current performance dashboard indicators be reviewed to ensure they remain relevant to the operations of Avenue Services.*

The Board confirmed that Avenue Services continues to operate within its financial plan and noted the contents of the report.

### **130/11/17 BUSINESS INITIATIVES UPDATE**

Paul Knight provided an update on the following business initiatives.

a) Section 106 Play Area Investment

The Board noted that following consultation events, contractors have now started work on Meynell Place and King George V play areas. The next two play areas due for refurbishment are at Graham Road and Canterbury Road.

b) Blacon Adventure Playground Refurbishment

A major refurbishment of the main building at the Adventure Playground has now been completed. Following completion of all compliance checks and assessments the building will be open to the public.

The Board noted the report and progress made.

### **131/11/17 ANY OTHER BUSINESS**

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

**Date of next meeting: Thursday 18 January 2018 in the Conference Room, Parade Enterprise Centre, 14 The Parade, Blacon, Chester, CH1 5HN commencing at 1pm.**