**Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 5 September 2019.**

Attendance record since AGM September 2019

**Present**

William Hogg, Chairman 1/1

Sheila Little, Vice Chair 1/1

Keith Board, Board Director 1/1

Colleen Eccles, Board Director 1/1

Gus Cairns, Board Director 1/1

Peter Williams, Board Director 1/1

Trish Richards, Board Director 1/1

**In attendance**

Christa Ripley, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Nick Garner, Sanctuary Group, Financial Controller

Alison Amesbury, Cheshire West and Chester Council, Senior Manager

Janet Scanlan, Sanctuary Housing, Team Secretary

1. **BOARD MEMBERSHIP**The Board noted the resignation of Carol Gahan and the appointment of Trish Richards and Sheila Little as Council Directors.

The Board expressed their thanks to Carol Gahan for her commitment and hard work to the Avenue Services Board.

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.

1. **APPOINTMENT OF CHAIRMAN 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 annual rotation of directors including the reappointment of Keith Board as Council Director and Colleen Eccles as Association Director.

1. **APPOINTMENT OF COMMUNITY DIRECTOR**

The Board approved the appointment of Sarah Kirkup as Community Director and noted that Sarah was unable to attend the meeting today due to work commitments.

The Board expressed their thanks to Yvonne Davies for her commitment and hard work during her time as Community Director.

*Paul Knight agreed to meet with Sarah Kirkup prior to the next Board meeting in December 2019 and arrange for the relevant training for all new Board Directors.*

1. **DECLARATIONS OF INTEREST**The Chairman reminded 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 PART A OF THE MEETING HELD ON 16 MAY 2019**Part A of the minutes of the meeting held on 16 May 2019 were agreed as a true record and subsequently signed by the Chairman.

1. **ACTION POINTS AND MATTERS ARISING**

The Board noted that there were no action points or matters arising from the previous meeting held on the 16 May 2019.

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1. **CHAIRMAN’S REPORT**The Chairman confirmed that all Board Directors had received an updated governance manual including training on cyber security.

1. **AVENUE SERVICES PERFORMANCE**Paul Knight provided an update on the performance of Avenue Services for the first quarter of the financial year 2019/2020.

The Board noted that income generation for Blacon Adventure Playground (the Adventure Playground) was still below target however it had increased in quarter two by £1,545 from the previous quarter.

A shipping container at the Adventure Playground had been converted into a tuck shop and other opportunities were being explored to generate further income including alternative education services.

Paul Knight informed the Board that Avenue Services had been working closely with Rage Leisure to develop their business and promote a new service aimed to engage the younger and older members of the community.

Sheila Little informed the Board that a new pilot scheme was being undertaken in parts of Blacon to address fly tipping.

*The Board requested that the costs of fly tipping were included in the performance dashboard and Paul Knight agreed to include tonnage figures for fly tipping in future performance reporting.*

1. **BUSINESS INITIATIVES UPDATE**

Paul Knight presented an update on key business initiatives.

The Board noted that the Canterbury Road play area refurbishment had now been completed. Cheshire West and Chester Council’s (the Council's) Environmental team were currently developing plans for the Western Avenue play area and a further consultation would be held later this year.

Avenue Services Neighbourhoods team had successfully secured a grant from the Department of Education Holiday Grant Funding. This had been used to provide free food and activities during the school summer holidays and to purchase new kitchen and sports equipment.

*Paul Knight agreed to provide information of the number of children that attended the summer programme and meals provided at the next Board meeting in December 2019.*

1. **ANY OTHER BUSINESS**

The Board noted that one additional item had been added under this agenda item.

*Colleen Eccles agreed to provide an update on the progress made on the land adjacent to the Parade Enterprise Centre at the next meeting in December 2019.*

**Date of next meeting: 5 December 2019**