**DRAFT Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 15 November 2018.**

Attendance record since AGM September 2018

**Present**

William Hogg, Chairman 2/2

Carol Gahan, Vice Chair 2/2

Keith Board, Board Director 2/2

Gus Cairns, Board Director 2/2

Yvonne Davies, Board Director 2/2

Peter Williams, Board Director 1/1

**Apologies**

Colleen Eccles, Board Director 1/2

Ben Powell, Board Director 1/2

**In attendance**

Alison Amesbury, Cheshire West and Chester Council, Senior Manager Strategic Housing and Commissioning

Nick Garner, Sanctuary Group, Financial Controller

Sophie Hutton, Sanctuary Group, Head of Legal Services

Paul Knight, Head of Avenue Services

Christa Ripley, Sanctuary Group, Head of Housing

Helen Kelly, Avenue Services, Team Secretary

1. **BOARD MEMBERSHIP**

The Board noted the resignation of Tony King as an Association Director and the appointment of Peter Williams as a replacement Association Director. The Board expressed their gratitude to Tony King for his invaluable contribution and welcomed Peter Williams as his successor.

1. **APOLOGIES**Apologies were noted from Colleen Eccles and Ben Powell.

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. **DECLARATIONS OF INTEREST**The Chairman reminded the Directors of the need, as a subsidiary of Sanctuary Housing Association in accordance with the provisions of Sanctuary Group’s Standing Orders and Group 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’.
2. **MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2018**Part A of the minutes of the meeting held on 20 September 2018 were agreed as a true record and subsequently signed by the Chairman.

1. **MATTERS ARISING**The Board noted there were no matters arising from Part A of the minutes of the meeting held on 20 September 2018.

1. **SANCTUARY GROUP UPDATE**

The Chairman informed the Board of David Bennett’s retirement as Group Chief Executive and the appointment of Craig Moule as his successor with effect from 1 January 2019.

1. **CHAIRMAN’S REPORT**
2. **Board Director Appraisals**

The Chairman reminded the Board that individual appraisals would take place during February and March 2019 and be carried out by the Chairman and Vice Chair. Appraisal templates would be sent to directors at the beginning of January 2019.

1. **Appointment of Alison Amesbury**

The Board noted that Alison Amesbury, Senior Manager Strategic Housing and Commissioning at Cheshire West and Chester Council (the Council) had taken over Alistair Jeff’s role. The Board expressed their thanks to Alistair Jeffs for his hard work and commitment since the inception of Avenue Services (NW) Limited (Avenue Services) in 2012.

1. **AVENUE SERVICES PERFORMANCE**

Paul Knight provided an update on the performance of Avenue Services for the second quarter of the financial year 2018/2019.

The Board noted that with the exception of one income generation target for Blacon Adventure Playground (the Adventure Playground), there were no operational indicators outside of the target tolerance set.

Paul Knight advised that the income for the Adventure Playground had almost doubled in the second quarter from that in the previous quarter. Events and activities would be taking place in November and December 2018 generating additional income of at least £500 per month. It was anticipated that income levels would be above target by the end of the fourth quarter.

The Board noted that the grounds maintenance team achieved 17 grass cuts during 2018. This exceeded the target set for the second consecutive year.

The Board noted that one incubation unit had become vacant at the end of September 2018 following the growth of Credit Union and its move to larger premises in Chester city centre. The office vacancy had been advertised with a local commercial letting agent. *The Board requested that a PR exercise be carried out to promote the success of providing the incubation unit office spaces to local businesses in order for them to grow and expand.*

1. **BUSINESS INITIATIVES UPDATE**

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

Paul Knight confirmed that refurbishment work at the Graham Road play area had been completed mid-September 2018. Refurbishment work at the Cairns Crescent play area had been completed mid-October 2018. Canterbury Road playing fields refurbishment would start on 26 November 2018 and was expected to take approximately twelve weeks depending on weather conditions.

The Board noted that a consultation event had been held on 23 October 2018 regarding the sale of the former library site located at Western Avenue and the proposed plans to fund an extension to the Activity Centre at the Adventure Playground. Paul Knight advised that the majority of community feedback from the event had been very positive.

1. **MEETING DATES SCHEDULE 2019**

The Board noted the dates for meetings of the Board of Avenue Services for 2019 as 7 February, 16 May, 5 September and 5 December 2019.

*The Board requested that proposed meeting dates for 2020 be presented on 16 May 2019.*

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 7 February 2019**