**Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 20 September 2018.**

Attendance record since AGM September 2018

**Present**

William Hogg, Chairman 1/1

Carol Gahan, Vice Chair 1/1

Keith Board, Board Director 1/1

Colleen Eccles, Board Director 1/1

Gus Cairns, Board Director 1/1

Tony King, Board Director 1/1

Yvonne Davies, Board Director 1/1

Ben Powell, 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

Gareth Holmes, Sanctuary Group, PR Manager

Alistair Jeffs, Cheshire West and Chester Council, Vivo Care Choices Lead Director/Director of Commissioning People

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 CHAIRMAN AND VICE CHAIR**

The Board appointed William Hogg to carry out the office of Chairman and Carol Gahan 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 Ben Powell as Council director and William Hogg as Association director.

It was further noted that Gus Cairns, being the longest serving Community Director, had retired from office at the Annual General Meeting.

1. **APPOINTMENT OF COMMUNITY DIRECTOR**

The Board approved the appointment of Gus Cairns as Community Director.

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 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 19 JULY 2018**Part A of the minutes of the meeting held on 19 July 2018 were agreed as a true record and subsequently signed by the Chairman.
3. **ACTION POINTS AND MATTERS ARISING**

**a) Action Points and Matters Arising - Business Initiative Update 70/07/18**

With regard to the action at 70/07/18 a thorough PR exercise had been carried out to promote the calendar of summer activities. Paul Knight informed the Board of the extensive planning and work that had been undertaken by Sandra Hewitt, Neighbourhood Officer/Adventure Playground Manager and Carol Gahan to ensure all activities and events were delivered with huge success for the children and families of Blacon.

1. **CHAIRMAN’S REPORT**

The Chairman expressed his thanks on behalf of the Board to Paul Knight and the staff of Avenue Services for their continued hard work and commitment in delivering local services and improving the Blacon community.

1. **BUSINESS INITIATIVES UPDATE**

Paul Knight presented an update of key business initiatives.

Paul Knight confirmed that refurbishment of the Graham Road play area had commenced on 20 August 2018. It was noted that refurbishment works would begin at Cairns Crescent play area when the refurbishment had been completed at Graham Road. Works at Canterbury Road play area were due to start early October 2018.

Paul Knight advised that Avenue Services was exploring the feasibility of extending the Activity Centre at Blacon Adventure Playground to provide a new community facility that would compliment the site. The Board noted that a community consultation event had taken place on 19 July 2018 to assess the usage and quality of existing facilities and identify any gaps in provision.

The Board noted the contents of the report.

1. **MEETING DATES SCHEDULE 2019**

The Chairman presented the meeting dates schedule for 2019.

After discussion the Board agreed to move to a quarterly meeting schedule. A revised quarterly meeting schedule would be presented at the next meeting in November 2018 for approval by the Board.

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 15 November 2018**