**Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 19 July 2018**

Attendance record since AGM September 2017

**Present**

William Hogg, Chair 6/6

Carol Gahan, Vice Chair 6/6

Keith Board, Board Director 6/6

Colleen Eccles, Board Director 3/3

Gus Cairns, Board Director 5/6

Tony King, Board Director 4/6

**Apologies**

Yvonne Davies, Board Director 4/6

Ben Powell, Board Director 4/6

**In attendance**

Christa Ripley, Sanctuary Group, Head of Housing

Paul Knight, Head of Avenue Services

Nick Garner, Sanctuary Group, Financial Controller

Helen Kelly, Team Secretary, Avenue Services

1. **APOLOGIES**Apologies were noted from Yvonne Davies and Ben Powell.

The Chair reported that the meeting had been duly convened and that a quorum was present for the purposes of business to be considered by and, if thought fit, resolutions to be passed, at the meeting.

1. **DECLARATIONS OF INTEREST**The Chair reminded the 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. **APPOINTMENT OF COMMUNITY DIRECTOR**

Paul Knight provided an overview of the recruitment process for the appointment of Community Directors to the Board.

The Board agreed to continue with the ‘appointment by application’ process. An advertisement would be placed on 10 August 2018 on Avenue Services’ website and on social media and local community noticeboards. The Chair would announce the name of the successful candidate and request approval of their appointment at the next meeting on 20 September 2018.

The Board selected Carol Gahan and Colleen Eccles to be on the interview panel with the Head of Avenue Services.

1. **MINUTES OF THE MEETING HELD ON 17 MAY 2018**Part A of the minutes of the meeting held on 17 May 2018 were agreed as a true record and subsequently signed by the Chair.
2. **ACTION POINTS AND MATTERS ARISING   
     
   a) Blacon Adventure Playground**

The Board noted that with regard to the action at 50/05/18, several PR exercises had been carried out to promote the refurbishment of the Activity Centre at Blacon Adventure Playground (the Adventure Playground) and the events and activities taking place on the site.

**b) My Blacon**

As a matter arising, the Board noted that the summer edition of ‘My Blacon’ had not been delivered as normal whilst clarification was sought under the new General Data Protection Regulations (GDPR). It had since been confirmed that the delivery of the ‘My Blacon’ publication was compliant with the Group’s GDPR procedures and future editions would be delivered according to the original distribution plan. In light of the ‘My Blacon’ publication not being delivered, the Board requested that a thorough PR exercise be carried out to promote the calendar of summer activities taking place in the community.

1. **CHAIRMAN’S ACTION**

The Board endorsed the decision taken by the Chairman to appoint Nicole Seymour, Sanctuary Group Director - Corporate Services, as Company Secretary of Avenue Services with effect from 23 May 2018.

1. **CHAIRMAN’S REPORT**

The Chair confirmed that the updated Group Governance Manual for June 2018 had been circulated electronically to Board members and included a privacy statement, a section on the use of social media in the Code of Conduct, and a copy of the mandatory GDPR training.

1. **AVENUE SERVICES PERFORMANCE**

Paul Knight provided an overview of organisational performance for Avenue Services for the first quarter of the financial year 2018/2019 (1 April to 30 June 2018).

The Board noted that all performance targets had been met, with the exception of the redevelopment of two play areasand income generation for the Adventure Playground. There had been a delay in completing the Canterbury Road play area whilst external funding was secured. Following the successful bid of an additional £40,000 investment from WREN, contractors were due to start work in early September 2018. A contractor had also been selected for the refurbishment of the two sites at Graham Road and Cairns Crescent.

Following the refurbishment of the Activity Centre at the Adventure Playground income levels had been lower than anticipated, however new bookings had been secured and income levels were expected to be above target at the end of the third quarter.

The Board noted the contents of the report.

1. **BUSINESS INITIATIVES UPDATE**

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

The Board noted that the refurbishment of the Graham Road and Cairns Crescent play areas was due to be completed in September 2018. Paul Knight advised that to coincide with the 21st anniversary of the Activity Centre at the Adventure Playground, a major refurbishment had been completed including the resurfacing of the floor (including floor markings for a variety of sports), refurbishment of the toilet facilities and redecoration of the internal walls.

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

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: 20 September 2018**