

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

**Minutes of a meeting of Part A of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 18 January 2018.**

---

Attendance record since AGM September 2017

### **Present**

|                                   |     |
|-----------------------------------|-----|
| William Hogg, Chair               | 3/3 |
| Carol Gahan, Vice Chair           | 3/3 |
| Tony King, Board Director         | 2/3 |
| Ben Powell, Board Director        | 3/3 |
| Keith Board, Board Director       | 3/3 |
| Judith Stainthorp, Board Director | 2/3 |
| Yvonne Davies, Board Director     | 3/3 |

### **Apologies**

|                            |     |
|----------------------------|-----|
| Gus Cairns, Board Director | 2/3 |
|----------------------------|-----|

### **In attendance**

Christa Ripley, Sanctuary Group, Head of Housing  
Paul Knight, Head of Avenue Services  
Nick Garner, Sanctuary Group, Financial Controller  
Alistair Jeffs, Cheshire West and Chester Council, Director of Commissioning People

---

#### **01/01/18 APOLOGIES**

Apologies from Gus Cairns were noted.

#### **02/01/18 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.

#### **03/01/18 MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2017**

Part A of the minutes of the last meeting held on 16 November 2017 were agreed as a true record and subsequently signed by the Chair.

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

### **04/01/18 ACTION POINTS AND MATTERS ARISING**

The schedule of action points was considered and updates provided as follows:

**a) Chair's Report**

Board Member Appraisals (128/11/17)

The Chair confirmed that individual appraisal templates had been prepared and circulated.

**b) Avenue Services - Year Six, Second Quarter Performance Report**

Neighbourhood Plan Investment (129/11/17)

Paul Knight confirmed that the current performance dashboard indicators had been reviewed to ensure they remained relevant to the operations of Avenue Services.

### **05/01/18 CHAIRMAN'S REPORT**

The Chair informed the Board that Sophie Atkinson, Director of Governance and Legal Services and Company Secretary had left Sanctuary Housing Association (the Association) on 17 November 2017. The Chair confirmed he had approved the appointment of Craig Moule, Sanctuary Group Chief Financial Officer to the position of Company Secretary of Avenue Services.

### **06/01/18 AVENUE SERVICES - YEAR 6 - THIRD QUARTER PERFORMANCE**

Paul Knight provided an overview of Avenue Services' organisational performance for the third quarter of year six.

The Board noted that additional performance indicators had been included for income generated for Blacon Adventure Playground. Separate indicators were shown for the Associations' housing performance relating to Blacon stock.

Performance indicators for Ash Tree Nursery exceeded target with 100 per cent of staff being Blacon residents and the number of children registered reaching 129. *The Board requested that a press release is prepared with the nursery and the Council by March 2018, together with an article in the next My Blacon publication.*

The Board noted the contents of the report.

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

### **07/01/18 BUSINESS INITIATIVES UPDATE**

Paul Knight provided an update on key business initiatives and the Board noted the following progress:

#### **a) Play Area Investment**

Refurbishment work had been completed on Meynell Place and King George V playing fields. There had been a delay on opening King George V play area due to poor ground conditions however a further inspection of the site is due to take place at the end of January 2018.

#### **b) Blacon Adventure Playground Investment**

A major refurbishment of the main building had been completed and all compliance testing and inspections had been carried out. The building is due to be officially opened to the public in January 2018.

#### **c) Cairns Crescent Modular Building**

Avenue Services had been working closely with Blacon Football Club and Youth Workers with a view to purchasing the existing building. It is anticipated an agreement will be finalised during January 2018.

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

### **08/01/18 ANY OTHER BUSINESS**

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

The Chair confirmed that Judith Stainthorp had tendered her resignation as an Avenue Services Association Board Director and would step down at the end of this meeting. The Chair thanked Judith for all of her hard work and commitment since the inception of Avenue Services in 2012.

The Board requested that an annual/periodic statement be requested from the two pension schemes applicable to Avenue Services staff, namely the Cheshire West and Chester Council and Sanctuary Group schemes. This statement should confirm their funding positions and in particular any actuarial funding deficit that may exist, as information to the Directors of Avenue Services in respect of pension provision for Avenue Services staff.

**Date of next meeting: 15 March 2018 in the Conference Room, Parade Enterprise Centre, 14 The Parade, Blacon, Chester, CH1 5HN.**