**Minutes of a meeting of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 17 May 2018.**

Attendance record since AGM September 2017

**Present**

William Hogg, Chair 5/5

Carol Gahan, Vice Chair 5/5

Keith Board, Board Director 5/5

Colleen Eccles, Board Director 2/2

Gus Cairns, Board Director 4/5

**Apologies**

Tony King, Board Director 3/5

Ben Powell, Board Director 4/5

Yvonne Davies, Board Director 4/5

**In attendance**

Paul Knight, Head of Avenue Services

Nick Garner, Sanctuary Group, Financial Controller

Helen Kelly, Team Secretary, Avenue Services

1. **APOLOGIES**Apologies were noted from Tony King, Ben Powell and Yvonne Davies.
2. **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 (the Group) 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’.
3. **MINUTES OF THE MEETING HELD ON 15 MARCH 2018**

Part A of the minutes of the meeting held on 15 March 2018 were agreed as a true record and subsequently signed by the Chair.

1. **ACTION POINTS AND MATTERS ARISING**The schedule of action points was considered and updates provided as follows:
2. **Business Initiatives Update (27/03/18)**

Paul Knight confirmed that a press release had been completed in March 2018 to promote the investment in the youth service located at the Cairns Crescent site. The Board noted that a further press release was due to take place on 31 May 2018 with Chris Matheson, MP for Chester, Blacon Youth Football Club, youth workers and Portakabin to promote the progress and improvements made on the site.

1. **Any Other Business (28/03/18)**

Paul Knight confirmed that a community investment page had been added to the new website. A detailed information document has been produced and approved by the Group’s PR team and was in the final design stage for inclusion on the new page. The Board agreed that updates on completed neighbourhood plan projects should be included in the community investment page in the future.

The Board noted the contents of the report.

1. **CHAIRMAN’S REPORT**

The Chair confirmed that he did not have any matters to discuss under the Chairman’s Report outside of the agenda.

1. **AVENUE SERVICES PERFORMANCE**Paul Knight provided an overview of organisational performance for Avenue Services (NW) Limited (Avenue Services) for the fourth quarter of the financial year 2017/2018 (1 January to 31 March 2018).

The Board noted that following a public consultation and a successful external funding bid to WREN, an additional £40,000 of investment had been secured for the improvement of the Canterbury Road site. Paul Knight advised that the work for the Graham Road and Cairns Crescent sites was out to tender following a public consultation and work was due to commence in June/July 2018.

The Board noted the contents of the report.

1. **BUSINESS INITIATIVES UPDATE**

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

The Board noted that the second play area at King George V had been fully opened to the public following refurbishment and the next two play areas to be refurbished would be Graham Road and Cairns Crescent.

The refurbishment of the Activity Centre at Blacon Adventure Playground (Adventure Playground) had been completed. This included resurfacing of the floor, repainting of the internal walls and refurbishment of the toilet facilities.

The two new websites for Avenue Services and the Adventure Playground had been launched and these would continue to be improved and developed over the next few months. Colleen Eccles agreed to liaise with the Group’s PR team regarding future improvement of the websites.

*The Board requested that a PR exercise be carried out to illustrate the substantial improvements made to the Activity Centre at the Adventure Playground.*

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

1. **ANY OTHER BUSINESS**

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

**Date of next meeting: Thursday 19 July 2018**