**DRAFT Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 16 May 2019.**

Attendance record since AGM September 2018

**Present**

William Hogg, Chairman 4/4

Keith Board, Board Director 4/4

Gus Cairns, Board Director 4/4

Colleen Eccles, Board Director 3/4

Peter Williams, Board Director 3/3

**Apologies**

Carol Gahan, Vice Chair 2/4

Yvonne Davies, Board Director 3/4

**In attendance**

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

Nick Garner, Sanctuary Group, Financial Controller

Paul Knight, Head of Avenue Services

Christa Ripley, Sanctuary Group, Head of Housing

Helen Kelly, Avenue Services, Team Secretary

1. **APOLOGIES**

Apologies were received from Carol Gahan and Yvonne Davies.

It was noted that Ben Powell had stepped down from the Avenue Services Board on 16 May 2019, as he was no longer a Councillor.

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 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’.

1. **APPOINTMENT OF COMMUNITY DIRECTOR PROCESS**

Paul Knight presented the background and an overview of the recruitment process for the appointment of Community Directors to the Avenue Services Board.

The Board approved the appointment process and selected Carol Gahan and Paul Knight to be on the interview panel.

1. **MINUTES OF PART A OF THE MEETING HELD ON 7 FEBRUARY 2019**

Part A of the minutes of the meeting held on 7 February 2019 were agreed as a true record and subsequently signed by the Chairman.

1. **ACTION POINTS AND MATTERS ARISING**

Board Directors noted that all actions on the schedule had been completed or would be updated under the relevant agenda item.

1. **CHAIRMANS REPORT**

The Chairman provided an update from Sanctuary Group’s (the Group) Governance team advising that Board Members would be allocated an individual login to access the Sharefile portal securely. This would enable Board papers and the Governance manual to be viewed electronically and the Chairman would also be able to review draft minutes and upload amended minutes.

1. **AVENUE SERVICES PERFORMANCE**

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

The Board noted that with the exception of the income generation indicator for the Adventure Playground and the contract standards compliance (post inspections) performance indicators there were no operational indicators outside of the target tolerance set.

During 2018/2019 the Adventure Playground did not meet the income generation target set, mainly due to building refurbishment works and some staff sickness. Staff continued to work with the Group’s Public Relations team, local schools and families that visit the site to promote the venue and the hire opportunities available. The Board agreed that the income generation target would remain the same for 2019/2020.

The percentage of post inspections completed by the Grounds Maintenance and Caretaking and Cleaning teams dropped below target during quarter four. The Grounds Maintenance team achieved 100 per cent post inspections however due to sickness the Caretaking and Cleaning team failed to meet the target. Performance was expected to be within target by quarter one 2019/2020.

The Board noted that 17 grass cuts had been completed by the Grounds Maintenance team, all incubation units were currently occupied in the Enterprise Centre and all projects within the Neighbourhood Plan were under contract and had been completed.

1. **BUSINESS INITIATIVES UPDATE**

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

The Board noted that the Canterbury Road play area refurbishment had been completed in March 2019 and was opened to the public on 29 March 2019. Western Avenue play area was the next site under review and a community consultation day would be held at the site on 22 May 2019.

Following the recent refurbishment of the Activity Centre at the Adventure Playground, Avenue Services had been looking into the feasibility of extending the building to provide a new community facility that would compliment the site. The Board noted that initial site and building surveys had all been completed and reviewed by Cheshire West and Chester Council. A planning application would be submitted to the Local Planning Authority in the summer to request planning permission for the extension.

1. **MEETING DATES SCHEDULE 2020**

The Board noted the dates for meetings of the Board of Avenue Services for 2020.

1. **ANY OTHER BUSINESS**

No further business was discussed and therefore the Chairman confirmed the meeting closed.

**Date of next meeting: 5 September 2019**