**DRAFT Part A Minutes of a meeting of the Board of Avenue Services (NW) Limited held at Parade Enterprise Centre, Blacon, Chester on Thursday 7 February 2019.**

Attendance record since AGM September 2018

**Present**

William Hogg, Chairman 3/3

Keith Board, Board Director 3/3

Gus Cairns, Board Director 3/3

Yvonne Davies, Board Director 3/3

Colleen Eccles, Board Director (attended via telephone) 2/3

Ben Powell, Board Director 2/3

Peter Williams, Board Director 2/2

**Apologies**

Carol Gahan, Vice Chair 2/3

**In attendance**

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

Nick Garner, Sanctuary Group, Financial Controller

Sandra Hewitt, Avenue Services, Neighbourhood Officer

Paul Knight, Head of Avenue Services

Christa Ripley, Sanctuary Group, Head of Housing

Janet Scanlan, Sanctuary Group, Team Secretary

1. **BOARD MEMBERSHIP**

Ben Powell informed the Board that with effect from May 2019 his term as a Blacon Councillor would come to an end and subsequently, this was to be his last meeting. The Board expressed its gratitude to Ben Powell for his invaluable contribution.

1. **APOLOGIES**Apologies were noted from Carol Gahan.

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’.
2. **MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2018**Part A of the minutes of the meeting held on 15 November 2018 were agreed as a true record and subsequently signed by the Chairman.

1. **ACTION POINTS AND MATTERS ARISING**
2. **Avenue Services Performance (117/11/18)**

Paul Knight informed the Board that the PR exercise to promote the use of the incubation office spaces to local businesses had been successful. Cheshire West Communities Together moved into the vacant unit on 23 January 2019. All units were currently tenanted however one unit had recently given notice due to personal reasons and another current occupier had requested to rent the vacant unit and pay a years rent in advance.

Board Directors noted that the remaining action point would remain until the May 2019 Board meeting.

1. **CHAIRMAN’S REPORT**
2. **Governance Manual**   
   The Chairman reminded the Board to review the updates within the recent Governance Manual they had received. The manual provided the Board with relevant information regarding Sanctuary Group and terms of reference for boards and committees.
3. **Board Director Appraisals**

The Chairman reminded the Board that individual appraisals need to be completed by the end of March 2019. *The Chairman requested all dates for appraisals be booked in relevant diaries. Paul Knight agreed to collate the completed appraisals by the end of March 2019.*

1. **Sale of Former Blacon Library**The Chairman thanked Board Directors for their contribution to discussions surrounding the sale of former Blacon Library.
2. **AVENUE SERVICES PERFORMANCE**

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

The Board noted that the income generation target for Blacon Adventure Playground (the Adventure Playground) was £1,335 behind the target for quarter three of the 2018/2019 financial year.

Paul Knight advised that although the Activity Centre was well used there had been a series of table top sales that had to be ended due to a lack of demand. Progress Sports had ceased using the Activity Centre in January 2019 and due to these set backs it was highly unlikely that the income generation target set by the Board, would be met. Paul Knight confirmed that work with the Group’s PR team to promote the venue and hire opportunities were ongoing.

Paul Knight confirmed that completion of the Canterbury Road playing fields had been delayed whilst additional funding was sought. The Board was pleased to note that an additional £40,000 had been received with the assistance of Cheshire West and Chester Council (the Council) from an external funding bid from WREN, who award grants for community projects.

The Board noted that Ash Tree Nursery was still performing well and now had a small indoor swimming pool which opened in January 2019.

1. **BUSINESS INITIATIVES UPDATE**

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

The Board noted that whilst the Canterbury Road playing fields were being refurbished, there had been no reported vandalism and that local schools had been involved with the planting on-site.

The Board noted that the proposed plans for an extension to the Activity Centre at the Adventure Playground had been reviewed by the Council and the required site surveys completed. Planning permission for the extension would be submitted in due course.

1. **NEIGHBOURHOOD PLAN**

Sandra Hewitt presented a report detailing the Blacon Neighbourhood Plan, which included 38 projects to support local issues and ideas that would be translated into action during 2019/2020.

Directors noted the priorities and themes contained within the Neighbourhood Plan were employment, education, skills and training; health and wellbeing; community safety and infrastructure; environment; and financial inclusion.

The Board noted that whilst some projects had only just been finalised there was no statement of how much match funding would be received and what the return on investment would be. The Board requested that an evaluation of each project be carried out. *Sandra Hewitt to evaluate each project to estimate the potential match funding and return on investment.*

The Neighbourhood plan was approved by the Board on condition that the funding costs for each project were added.

**10/02/19 ANY OTHER BUSINESS**

The Chairman thanked Sandra Hewitt for her work on the Adventure Playground and the Neighbourhood Plan.

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

**Date of next meeting: 16 May 2019**