

## NOTICE OF MEETING

# ALEXANDRA PALACE AND PARK BOARD

**Thursday, 30th September, 2021, 6.00 pm - Transmitter Hall,  
Alexandra Palace**

**Members:** Councillors Anne Stennett (Chair), Elin Weston (Vice-Chair), Nick da Costa, Dana Carlin, Bob Hare, and Kirsten Hearn.

**Co-optees/Non Voting Members:** Jason Beazley (Three Avenues Residents Association (TARA)), Duncan Neill (Muswell Hill and Fortis Green Association), Val Paley (Palace View Residents' Association), and Nigel Willmott (Friends of the Alexandra Palace Theatre).

**Quorum:** 3 voting members

### 1. **FILMING AT MEETINGS**

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

### 2. **APOLOGIES FOR ABSENCE**

### 3. **URGENT BUSINESS**

It being a special meeting, under Part 4, Section B, Paragraph 17, of the Council's Constitution, no other business shall be considered at the meeting.

#### **4. DECLARATIONS OF INTERESTS**

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct.

#### **5. QUESTIONS, DEPUTATIONS OR PETITIONS**

To consider any questions, deputations or petitions received in accordance with Part 4, Section B29 of the Council's Constitution.

#### **6. WEST HALL REWIRE AND LIGHTING CONTRACT SUM (PAGES 1 - 4)**

To note that the final contract sum was £5,000 above the approved figure.

#### **7. FRRAC CHAIR'S REPORT (PAGES 5 - 8)**

To note the feedback from the Finance, Resource, Risk and Audit Committee (FRRAC) and approve any recommendations.

#### **8. EXCLUSION OF THE PUBLIC AND PRESS**

Items 9-12 are likely to be subject of a motion to exclude the press and public from the meeting as they contain exempt information as defined in Section 100a of the Local Government Act 1972; Para 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).

#### **9. EXEMPT TRUSTEES ANNUAL REPORT AND CONSOLIDATED ACCOUNTS (PAGES 9 - 102)**

To consider the Audit Findings Report, the Trustees' Annual Report and Consolidated accounts for signing and approve the recommendations.

**10. EXEMPT INFORMATION RELATING TO THE WEST HALL REWIRE AND LIGHTING CONTRACT SUM (PAGES 103 - 104)**

**11. SAFEGUARDING / WHISTLEBLOWING**

Opportunity for the Board to consider its collective responsibilities and enable the CEO or Board Lead to report (by exception) any safeguarding or whistleblowing matters.

**12. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

Felicity Foley, Committees Manager  
Tel – 0208 489 2919  
Email: felicity.foley@haringey.gov.uk

Fiona Alderman  
Head of Legal & Governance (Monitoring Officer)  
River Park House, 225 High Road, Wood Green, N22 8HQ

Wednesday, 22 September 2021

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## ALEXANDRA PARK AND PALACE CHARITABLE TRUST

### SPECIAL MEETING 30 September 2021

**Report Title:** West Hall Rewire Project – Final Contract Sum

**Report of:** Emma Dagnes, Deputy CEO, APPCT

**Purpose:** This report updates Board Members on the West Hall Rewire Project and final contract sum.

**Local Government (Access to Information) Act 1985** N/A

#### 1. Recommendations

- 1.1. To note the update, and;
- 1.2. To approve the addition of £5,400 on the original contract sum of **£redacted**.

#### 2. Executive Summary

- 2.1 On 7 June 2021 the Trustee Board approved the award of contract for the West Hall Rewire Project up to a sum of **£redacted**. The project, to upgrade failing infrastructure, was funded through an emergency capital grant from the Corporate Trustee (rewire element) and SALIX loan funding (lighting) under the same contract.
- 2.2 Under delegated authority, the Chief Executive agreed the final terms of the contract, which was subsequently sealed by Haringey Council (on behalf of the Trust) for a final sum of **£redacted**.

#### 3. Reason for the additional spend

- 3.1 The report to the Board on 7 June gave the contract sum that had been stated on an original letter of intent. The final contract included provisional sums, which pushed the contract up by £5,400, therefore Trustee Board approval is required for the additional contracted spend.
- 3.2 However, in line with the commitment to the Board on 7 June, following value engineering, the project is expected to land at the **£redacted** mark.

**4. Project Progress**

- 4.1 The West Hall Rewire and Lighting elements of the contract were successfully completed on time, by 3 September, and within the funds allocated.
- 4.2 The Contractors will be completing the replacement lighting and controls in the Ice Rink over the coming weeks.

**5. Legal Implications**

- 5.1 The Council's Head of Legal & Governance has been consulted in the preparation of this report, and has no comments.

**6. Financial Implications**

- 6.1 The Council's Chief Financial Officer has been consulted in the preparation of this report, and has no comments.

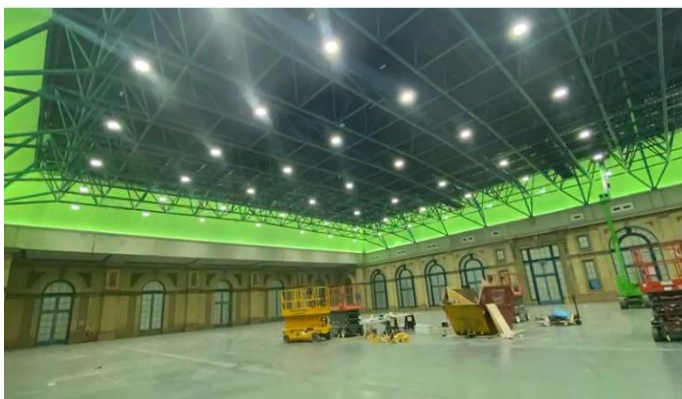
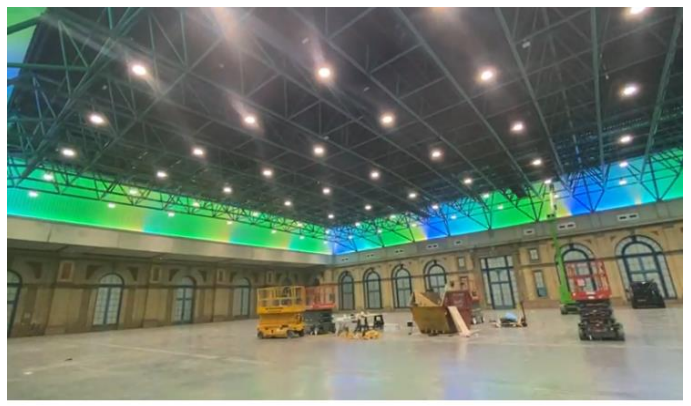
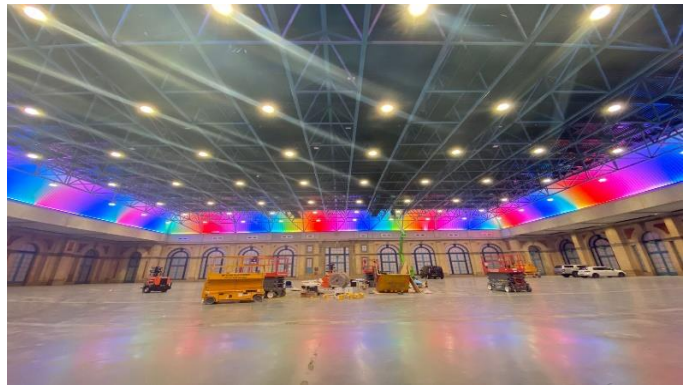
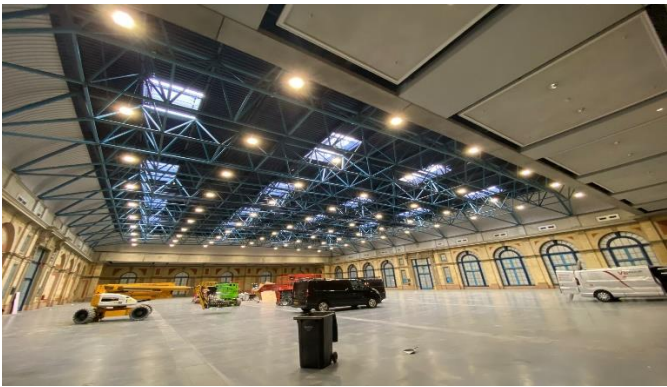
**7. Use of Appendices**

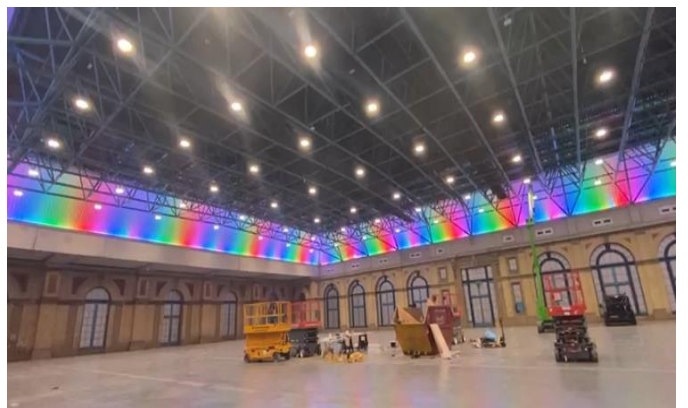
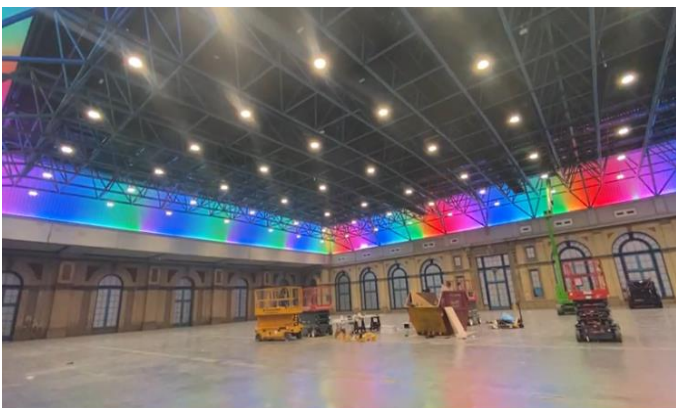
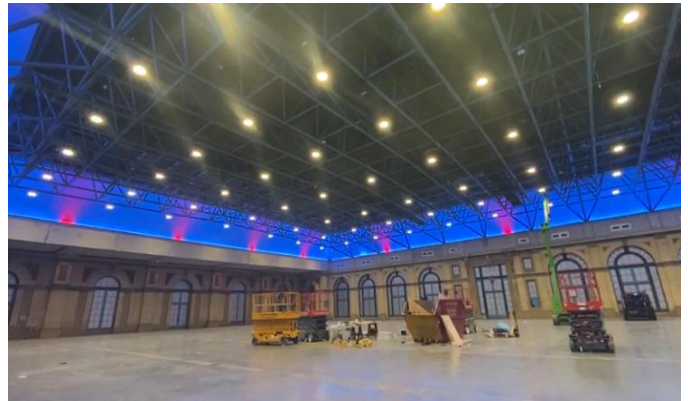
Appendix 1 – Images of West Hall Lighting

**8. Background Papers**

7 June 2021 APPCT Exempt Board Report – West Hall Rewire Contract Award

Item 5 - Appendix 1 – West Hall Lights Complete









**ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD**

**30 September 2021**

**Report Title:** FRRAC Chair's Report

**Report of:** Cllr Elin Weston, Chair of the Finance, Resource, Risk and Audit Committee (FRRAC)

**Local Government (Access to Information) Act 1985** N/A

**1. Introduction**

- 1.1 FRRAC is a non-decision making committee established by the Trust Board to support the Board in delivering its finance, resource, risk and audit responsibilities.
- 1.2 The minutes of FRRAC meetings are circulated to the Trustee Board Members in their information pack.
- 1.3 This report highlights relevant considerations of the FRRAC at its meeting held on 10 August 2021 and makes recommendations to the Trustee Board.
- 1.4 The meeting on 10 August 2021 was attended by: Cllr Elin Weston (Chair), Cllr Bob Hare, Cllr Dana Carlin, Cllr Anne Stennett, Claire Pape, Louise Stewart, Emma Dagnes, Dorota Dominiczak and Nat Layton (clerk).

**2. Recommendations**

The Trustee Board is recommended:

- i. To note this report;
- ii. To approve the 2020/21 End of Year Report and Accounts.

**3. Audit Findings Report** *included in Trustees Information Pack*

- 3.1 We noted the Auditor's Report, which concluded with an unqualified opinion for both sets of accounts (Trading Subsidiary and Consolidated Group statutory accounts) subject to:
  - review of the 12-month cashflow by FRRAC and the APTL Board
  - sign-off of the accounts
  - letters of representation signed by the APTL and Trustee Board chairs.
- 3.2 We discussed the key risks and noted that:
  - the auditors had been satisfied that the 12 month cashflow was based on reasonable assumptions to demonstrate going concern;
  - the loan balances requested by the auditors would be included in the Corporate Trustee's confirmation of funding letter;

- the £51m historic liability to the Council was regularly reviewed and well documented between the Trust and the Corporate Trustee.

3.3 We discussed the key control points, which are noted in the FRRAC minutes in the Trustee Information Pack

#### **4. 2020/21 Trustees' Annual Report & Accounts**

4.1 Following FRRAC meeting in June 2021, we recommended to the Trustee Board (in July) that the 2020/21 End of Year Report and Accounts be approved when presented in September 2021, subject to there being no further queries or comments raised by FRRAC.

4.2 The Annual Report and Accounts were circulated to the Board on 15 July 2021 to provide trustees with an opportunity to feedback at an early stage.

4.3 At our meeting in August, we were presented with the final version of the consolidated financial statements in which the accompanying notes in sections 11, 24c, 26, 27 had been completed.

4.4 We sought clarity on a number of non material issues, as noted in the FRRAC minutes in the Trustee Information Pack.

4.5 We asked for the Gift Aid, note 14, (£615k, showed profit and loss) to be explained more clearly as distribution from accumulated taxable reserves (a contribution) which has been completed.

4.6 We also reviewed the Trading Subsidiary Statutory Accounts and subject to the APTL Board's approval of these, we therefore:

**Resolved to recommend to the Trustee Board that the 2020/21 Trustees' Annual Report and Accounts be approved and signed by the Chair of the Trustee Board.**

#### **5. Financial Position**

5.1 We considered a report on the current financial position and updated Medium Term Forecast (provided in the Trustees Information Pack) for the Trust which forecast a year end deficit of £1.4m year end deficit and had not changed since last reported to Trustees.

5.2 The Trust will run out of available cash in November 2022. We noted the new income streams such as car park charging and that, following the pandemic and loss of Gift Aid from the trading subsidiary, this income would not fill the increased gap in the Trust's operating budget and more work would be done to understand possible efficiencies or reduced activities.

5.3 We discussed our concerns about the impact that the deferred annual loan repayments would have on the growing deficit and emphasised the need to clarify the arrangements with the Corporate Trustee as soon as possible, to be satisfied that the projections were reliable.

5.4 FRRAC asked to receive regular progress updates on reducing the funding gap including the future of Creative Learning activity and how any decisions would be made.

6. **Other Items**

- 6.1 We received a Health and Safety Update, included in the Trustee Information Pack.
- 6.2 We noted the Human Resources update report on how the organisation was transitioning from post pandemic into recovery and were given assurances that a gentle approach was being taken with staff about returning to the work place.
- 6.3 We also noted progress on the implementation of the new HR/ Finance system other projects that had been planned pre-Covid to strengthen the organisation, which were moving forward but would not have been possible without the Culture Recovery Fund.
- 6.4 We reviewed the Strategic Risk Register (in the Trustee Information Pack) and:
- in observing Risk 2.3 (Fraud and misuse of charitable funds) were reminded that FRRAC would be considering Cyber Security in more detail in November. assess if the risk needs to be drawn out in more detail in the Risk Register.
  - Requested that:
    - The mitigations relating to emergency funding in Risk 1.6 (Governance) be replaced in Risk 1.3 (Inability to attract funding).
    - The Corporate Trustee loans (administration/ agreement) be acknowledged in the Governance risk actions.
    - Risk of cashless operations to be included in the risk register.
    - The previous practice of providing a cover report with the risk register be resumed, to flag significant changes since the last report so that FRRAC may discuss and ask questions around increased risks.

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