

NOTICE OF MEETING

ALEXANDRA PALACE AND PARK BOARD

Monday, 15th July, 2024, 7.30 pm - Creativity Pavilion, Alexandra Palace, N22 7AY (watch the live meeting [Here](#))

Councillors: Sean O'Donovan (Vice-Chair), Emine Ibrahim (Chair), Nick da Costa, Sarah Elliott, Ahmed Mahbub and Anne Stennett

Co-optees/Non Voting Members: Jason Beazley (Three Avenues Residents Association (TARA)) (Co-Optee), Duncan Neill (Muswell Hill and Fortis Green Association) (Co-Optee) and Nigel Willmott (Friends of the Alexandra Palace Theatre) (Co-Optee) and John Chilton (Friends of Alexandra Park)

Quorum: 3

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**

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear. New items will be dealt with at items 18 & 27 below)

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. NEW ITEMS OF URGENT BUSINESS.

7. MINUTES (PAGES 1 - 10)

- i. To confirm the unrestricted minutes of the Alexandra Palace and Park Board held on 26 February 2024 and 27 March 2024 as an accurate record of the proceedings.

8. VERBAL FEEDBACK FROM THE ADVISORY & CONSULTATIVE COMMITTEES

9. APPOINTMENTS TO COMMITTEES (PAGES 11 - 26)

To approve the recommendations.

10. GENERAL UPDATE (PAGES 27 - 40)

To note the CEO's general update report.

11. WETLANDS PROJECT (PAGES 41 - 48)

To note the report on the Rewild London Project to create a new reed bed in the park and consider any feedback from the stakeholder committees.

12. SPORTS CLUB SOLAR PANEL & SOUTH TERRACE LEDS PROJECTS (PAGES 49 - 52)

To note the update on the community carbon grant funded projects.

13. FRRAC CHAIR'S REPORT (PAGES 53 - 54)

To note.

14. FINANCE REPORT (PAGES 55 - 58)

To note.

15. HEALTH & SAFETY REPORT (PAGES 59 - 60)

To note.

16. HUMAN RESOURCES REPORT (PAGES 61 - 66)

To note.

17. DECISION TRACKER (PAGES 67 - 68)

For information.

18. NEW ITEMS OF URGENT BUSINESS

19. EXCLUSION OF THE PUBLIC AND PRESS

Items 20 - 26 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 1 – information relating to any individual, Para 2 – Information which is likely to reveal the identity of an individual, Para 3 - information relating to the business or financial affairs of any particular person (including the authority holding that information), and Para 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

20. EXEMPT MINUTES (PAGES 69 - 74)

To approve 26 February 2024 & 27 March 2024 exempt minutes as correct records.

21. EXEMPT INFORMATION (PAGES 75 - 90)

Relating to Finance, Health & Safety and Human Resources.

22. EXEMPT PROPERTY UPDATE (PAGES 91 - 98)

To note the content and approve the recommendations.

23. EXEMPT RISK REGISTER (PAGES 99 - 104)

To consider and approve the risk register.

24. EXEMPT RISK DEEP DIVE: FUNDRAISING APPROACH

To receive a presentation by Head of Fundraising, Katherine Harding.

25. EXEMPT WEST YARD TENANCY (PAGES 105 - 112)

To consider and approve the recommendations.

26. EXEMPT APTL CHAIR'S REPORT (PAGES 113 - 116)

To note the trading subsidiary update.

27. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT

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Friday, 05 July 2024

MINUTES OF MEETING Alexandra Palace and Park Board HELD ON Monday, 26th February, 2024, 7.30pm

PRESENT:

Councillors: Emine Ibrahim (Chair), Sean O'Donovan (Vice-Chair), Nick da Costa, Ahmed Mahbub and Anne Stennett

Co-optees/Non Voting Members: Duncan Neill (Muswell Hill and Fortis Green Association) (Co-Optee) and Nigel Willmott (Friends of the Alexandra Palace Theatre) (Co-Optee) and John Chilton (Friends of Alexandra Park)

39. FILMING AT MEETINGS

The Chair drew attention to the information included on the agenda front sheet and noted that the meeting was being recorded and webcast live.

40. APOLOGIES FOR ABSENCE

There were apologies for absence received from Jason Beazley & Cllr Elliott.

41. URGENT BUSINESS

The Chair informed members of the board that there were no late items and highlighted that the following documents were circulated by email on the morning of the Board meeting. These documents included:

- Item 9 - FRRAC Chair's feedback report
- Item 10 - Revised FRRAC Terms of Reference (to include FRRAC & APTL edits)
- Item 17 - Large copies of Exempt Strategic Risk Register
- Item 18 - Exempt APTL Chair's feedback report

42. DECLARATIONS OF INTERESTS

There were no declarations of interest.

43. QUESTIONS, DEPUTATIONS OR PETITIONS

There were no questions, deputations or petitions received for this meeting.

44. MINUTES

The minutes of the Alexandra Palace and Park Board held on 14 December 2023 & 25 January 2024 were agreed.

45. FEEDBACK FROM THE STAKEHOLDER COMMITTEES

It was noted that the minutes of the Alexandra Palace and Park Consultative Committee held on 25 January 2024 and the Advisory Committee held on 25 January 2024 were agreed as a correct record.

46. CHIEF EXECUTIVE'S GENERAL UPDATE REPORT

CEO Emma Dagnes presented the Chief Executive's General Update report, which included updates on Creative Learning, Park, Property, and Events activities. The Advisory (SAC) and Consultative (CC) committees reviewed this information during their meetings on January 25th.

Unit38, specialists leading the Shaping The Grove public engagement exercise, provided a brief presentation to the SAC & CC on January 25th outlining the approach. An online survey, "Shaping the Grove," containing 27 multiple-choice questions and text boxes for additional comments, is now open to gather feedback. There are currently 500 responses to the Grove Masterplan Consultation.

Work on repairing the North East Office Building (NEOB) has already commenced. The first phase, aimed at making the NEOB watertight, started and is expected to finish in May 2024.

Efforts are underway to address a funding gap for the reactivation of the Campsbourne Building to meet required standards for public access.

An online visitor survey was launched in October to gather feedback on the northern area of the Park, including the skatepark, playground, and Boating Lake. The data collected will support improvement projects and funding requests.

The People's Picture, a giant Mural project in the East Court, is currently in development.

The Café Restaurant project, situated in a listed building, is progressing through the RIBA stage, though there is still considerable work to be done.

Mark Evison, Head of Park and Environmental Sustainability, provided a brief introduction to the Park and Environmental Sustainability section of the report. He mentioned updates on rubbish collection, volunteer activity, traffic improvements, and memorial benches. Additionally, he noted that on New Year's Eve, there were an estimated 6,000 visitors to the park.

The following points were noted in the discussion:

- Cllr O'Donovan expressed concern about the state of the notice boards, noting vandalism and green mould, highlighting their significance as the first impression for new visitors. He inquired about the timeline for improving their appearance. The response outlined plans for refurbishment, emphasising the need for a holistic approach to address structural issues comprehensively. Despite previous challenges with short-term fixes, funding has now been secured for the refurbishment project.
- A concern was raised regarding the unsightly appearance of the concrete and plastic barriers on the Main Road, questioning their permanence. Emma Dagnes responded that they were installed temporarily during Covid to address safety concerns related to anti-social behaviour. The concrete barriers are not for pedestrian use but to deter such behaviour, which has been a long-standing issue.
- A concern was raised about New Year's Eve, which drew 6,000 visitors. It was noted that this attendance represented a slight decrease compared to previous years. Additionally, it was highlighted that New Year's Eve is not a public display and is not considered an appropriate place for young children. This aspect has been clarified in communications, and collaboration with the police is ongoing to address any related issues.
- Alexandra Park and Palace was promoted as a free fireworks viewing location by some sources, leading to criminal disorder issues as individuals set off their own fireworks.
- On Creative Learning it was noted that the current focus is on projects to commemorative Alexandra Palace's 150th Anniversary continue including outreach towards an exhibition and mural concluding in the Spring of 2024.
- Rhythm Stick, our night club for adults with disabilities, took place on the 14th December in Marcus Garvey Library as part of the Young Creative Network (YCN) programme.
- The Transmitter Hall and Creativity Pavilion continues to be used regularly for community group activities and rehearsals including: boxing and skating clubs, Haringey Music Service and other local music groups and the theatre school.
- Alexandra Palace's Young Actors Company are currently working with the former Associate Director of The Hampstead Theatre, Jonny Siddle, on a version of Macbeth based on the young people's experiences of living in Haringey. The performance will take audiences on a tour of the Palace's basements, opening this rarely seen space for visitors as part of the 150th programme.
- A Biblio-buzz tour of literary based activities is currently being finalised with Haringey and Enfield Libraries which will include author readings, performances, crafts workshops, and creative writing activities.
- On Volunteering at the Palace, 60 Active volunteers are embedded in numerous departments across Alexandra Park & Palace and delivering: stewarding in the theatre/events, archive and interpretation, image moderation, curation, supporting creative learning activities, assistants teaching, designing/running tours, and gardening. A new recruitment drive is planned for early 2024 to increase the number of Theatre volunteers.

- Emma Dagnes encouraged the members of the Board as well as Consultative Committee and Statutory Advisory Committee to keep updated with what's on at Alexandra Park on the website.

AGREED:

The Board noted the content of the report and noted feedback from the stakeholder committees.

47. FEEDBACK FROM, RESOURCE, RISK AND AUDIT COMMITTEE (FRRAC)

The Board was informed about the HR report, which fell under other considerations, providing an overview of HR activities up until January 2024. The report highlighted an improvement in BAME representation, attributed to positive actions taken to foster inclusivity, including initiatives such as recruitment through Haringey Works and ensuring all staff receive training in equality, diversity, and inclusion. This information is updated every three months.

Councillor O'Donovan emphasised the importance of e-learning, suggesting that volunteers, trustees, and board members should also complete these online trainings.

AGREED:

The Board resolved to:

To consider the tabled report of the Chair of FRRAC and approve any recommendations from the 19 February FRRAC meeting.

The recommendations from FRRAC were:

- i. To note the feedback from FRRAC including that the Trustee Board:
- ii. approves and adopts the amended Terms of Reference for the Finance, Resource, Risk and Audit Committee (FRRAC) subject to the inclusion of the recommendations in 3.4 of this report.
- iii. approves the Risk Register and agree the two areas for deep dive in 2024/25 as: Fundraising Approach and Security.
- iv. notes the 2024/25 draft budget information and the proposal to review the APTL Licence Fee. However, following FRRAC it was subsequently decided not to review the licence fee.

48. FRRAC TERMS OF REFERENCE

The Board was asked to approve the tabled version of the reviewed terms of reference for adoption. It was noted that although an advisory committee with no decision-making powers, it is still good governance practice to review the Terms of Reference for FRRAC, which were last reviewed in November 2018. The Board was informed that all amendments aimed to tidy the language and clarify the role of the APTL, as well as address issues related to the quoracy of the committee.

The Board was informed about the tabled version of the terms of reference, which incorporated FRRAC and APTL Board additions, highlighted in yellow.

AGREED:

The Board resolved:

To approve the amended Terms of Reference for the Finance, Resource, Risk and Audit Committee (FRRAC) for adoption with immediate effect.

49. FINANCE REPORT

The Board received the report introduced by the Richard Paterson, the Director of Finance & Resources. The Board was informed that the Finance Report was being presented to update them on the Trust's financial position and to seek approval for the outline budget. It was noted that the recommendation to review the Trading Subsidiary license fee is no longer relevant

It was clarified that in terms of cashflow this is not until October 2023, it is from December where the deficit is being projected. In terms of the timings in the report it was noted that this was an iterative process.

On leases it was noted that we are looking to renegotiate or take back in house – this is us making an assumption, and be relatively pragmatic, and in terms of car parking

ACTIONS:

1. To change the wording of section 1.2 to use "Note" instead of "approve".
2. To remove the content mentioned in section 1.3 altogether.

AGREED:

The Board resolved to:

To note the full year forecast for the Trust.

1.2 To approve the outline Budget position for 2024/25.

1.3 To note the Trust's intention to undertake an internal review the Trading Subsidiary Licence Fee and Cost Sharing agreements, as set out in section 5.

50. NEW ITEMS OF URGENT BUSINESS

There were no new items of urgent business.

51. DECISIONS TRACKER

The Board was informed that there were no decisions taken since last reported for information.

52. EXCLUSION OF THE PRESS AND PUBLIC

53. EXEMPT MINUTES

The exempt minutes of the meeting held on 14 December 2023 & 25 January were approved as an accurate record of the meeting.

54. EXEMPT PROPERTY REPORT

The exempt information was considered and the recommendations were approved.

55. EXEMPT STRATEGIC RISK REGISTER

The exempt information was considered and the recommendations were noted.

56. EXEMPT TRADING SUBSIDIARY CHAIR'S REPORT

The exempt update report from the Chair of the APTL was noted.

57. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT.

None.

CHAIR: Councillor Emine Ibrahim

Signed by Chair

Date

MINUTES OF MEETING Alexandra Palace and Park Board HELD ON Wednesday, 27th March, 2024, 7.30pm

PRESENT:

Councillors: Sean O'Donovan (Vice-Chair), Emine Ibrahim (Chair), Nick da Costa and Anne Stennett

Co-optees/Non Voting Members: Jason Beazley (Three Avenues Residents Association (TARA)) (Co-Optee) and Nigel Willmott (Friends of the Alexandra Palace Theatre) (Co-Optee) and John Chilton (Friends of Alexandra Park)

58. FILMING AT MEETINGS

The Chair drew attention to the information included on the agenda front sheet and noted that the meeting was being recorded and webcast live.

The Chair notified the committee that this special meeting was convened before the Easter break due to an anticipated significant deficit in February prior to the Board's approval of the 2024 Budget. Efforts had been made to reduce the deficit to an acceptable level, pending factors such as energy prices, efficiency, and funding applications.

59. APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Mahbub and Cllr Elliott.

60. URGENT BUSINESS

The Chair informed members of the board that there was a supplementary pack sent out which included reports for items 7, 8 and 11.

61. DECLARATIONS OF INTEREST

There were no declarations of interest.

62. QUESTIONS, DEPUTATIONS OR PETITIONS

There were no deputations/petitions/presentations or questions received.

63. 2024/25 BUDGET

The Board received the 2024/25 Budget report introduced by the Richard Paterson, the Director of Finance & Resources.

Members of the Board were reminded that in the Board meeting on 26 February 2024, the Trustees were presented with a draft, outline Budget position of an in-year deficit of £1,012,000, £579,000 worse than is expected in 2023/24. It was noted that efforts had been made to reduce the £1 million deficit since the last presentation, as detailed in the report. Additional efforts were required to reduce the deficit, and we have successfully undertaken those efforts. The resulting changes were outlined in the report. Key changes outlined included adjustments to utility costs, aiming to rectify discrepancies in cost allocation caused by pandemic-related lockdowns, and proposals to enhance car parking income for the benefit of the charity. While these measures aimed to improve the financial situation, it was acknowledged that further work was needed to bring the deficit to a more manageable level.

The following points were noted in the discussion:

- Richard reassured the Board that thorough consideration had been given to the Revenue side. Additionally, he highlighted a review of online donation generation methods, identifying potential to elevate the targets.
- The Board was assured that APTL was in a favourable position, and in fact, slightly improved.

AGREED:

The Board resolved to:

To approve the budget position for 2024/25.

64. CAR PARKING CHARGES REVIEW

The Board received the Car Parking Charges Review report introduced by the Richard Paterson, the Director of Finance & Resources.

In April 2019, Integrated Transport Planning Ltd (ITP), an independent expert consultancy firm, were asked to provide support to APPCT to inform a review of existing car parking arrangements at APP. Following this review, ITP helped APP develop proposals for the introduction of parking charges across the site. There was a stakeholder survey on the charges conducted from 11th November 2019 to 10th January 2020, which gained the views from stakeholders, beneficiaries, visitors and residents. The implementation of car parking charges in July 2023 achieved its intended objectives, but income levels have not met initial expectations. Pricing was reviewed to enhance transparency and fairness. The recommendation for approval at this meeting is to raise the hourly rate from £1.50 to £1.75, while retaining the first hour free for customers.

The following points were noted in the discussion:

- Members inquired about the frequency of car parking at Alexandra Park and Palace. The response indicated a lack of specific data but noted a significant number of repeat parkers. Only 17% of total parkers stay beyond 4 hours, while 22% stay less than two hours.
- Another query pertained to the calculation of reducing free parking from 30 to 15 minutes. However, this has not been calculated due to logistical considerations, particularly for events, which is why the half-hour cutoff was introduced.
- Cllr O'Donovan raised a concern about the potential increase in people leaving their cars overnight, particularly if they are inebriated and hesitant to pay the increased fee of £21 instead of the previous £8, which might lead to an inclination towards drink driving. The Board was informed that there had been no incidents to date.
- The presence of two stewards in the car park at all times was primarily to cover comfort or lunch breaks and occasionally to assist in other areas of the car park. Their role included providing assistance and guidance to visitors regarding parking regulations, contributing to a welcoming atmosphere at Alexandra Park. Recently, their working pattern had been adjusted to start later, allowing them to monitor parking behaviours more effectively.
- In comparison with other London boroughs, it was noted during the Car Parking Charges review that our proposal is cheaper than parking in Haringey car parks. Despite several suggestions for further increases, our focus was on simplifying the process while raising charges.
- The Chair noted that while many London venues rely on public transport, Alexandra Park and Palace's provision of car parking is both an asset and a necessity. It offers convenience for visitors and essential accessibility for those with disabilities.
- The Board was briefed on exemptions from car parking charges for registered disabled individuals, as well as for other groups such as ice rink users.

ACTION:

- To provide the Board with an update on the observed effects of implementing the car parking charges in six months' time.

AGREED:

The Board resolved to:

- With the exception of the first 30 minutes which will remain free, to approve the increase in car parking charges to a flat rate of £1.75 per hour.

65. NEW ITEMS OF URGENT BUSINESS

There were no new items of urgent business.

66. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded from the remainder of the meeting as item 11 contains exempt information as defined under paragraphs 3 and 5, Part 1, Schedule 12A of the Local Government Act 1972:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

67. EXEMPT 2024/25 BUDGET INFORMATION

The Board noted the exempt information and resolved to:

To note the APTL budget position for 2024/25.

68. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT

None.

CHAIR: Councillor Emine Ibrahim

Signed by Chair

Date



ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

15 JULY 2024

Report Title: Appointments to Committees

Report of: Emma Dagnes, Chief Executive, Alexandra Park and Palace Charitable Trust (APPCT)

Purpose: This report seeks formal ratification of the memberships of the Advisory and Consultative Committees for 2024/25, the Finance, Risk, Resource and Audit Committee (FRRAC), the Alexandra Palace Trading Limited (APTL) Board, the Programme Board and Lead Trustee Roles.

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

1. Recommendations

- 1.1 To note membership of the Alexandra Park and Palace Statutory Advisory Committee, as listed in Appendix 1.
- 1.2 To note the membership of the Alexandra Park and Palace Consultative Committee, as listed in Appendix 1.
- 1.3 To approve the proposed reduction in the number of Consultative Committee co-opted board members (from three to two) and make the subsequent amendment to the Consultative Committee Constitution.
- 1.4 To approve the proposed amendment to Part Three, Section B, section 4, paragraph 2 of the Council's Constitution to reduce the Consultative Committee members from 7 to 6 and; that the Council's Constitution Working Group and the Council's Standards Committee be requested to take the recommendation forward (for Full Council approval);
- 1.5 To **appoint** Trustee Board members for the Finance, Resource, Risk and Audit Committee (FRRAC);
- 1.6 To **agree** which of the FRRAC members appointed will act as Chair of FRRAC;
- 1.7 To **appoint** Trustee Board members to act as APTL Company Directors;
- 1.8 To **agree** which APTL Director will act as Chair of the APTL Board,
- 1.9 To **appoint** Trustee Board Members to the Programme Board;
- 1.10 To **appoint** Lead Trustee Board Members for the following areas: Safeguarding; Whistleblowing; Equality, Diversity and Inclusion (EDI) and Environmental Sustainability.

2. Introduction/ background

- 2.1 The voting members of the Alexandra Park and Palace Charitable Trust Board are appointed by Haringey Council, the Corporate Trustee of Alexandra Park and Palace (APP) Charitable Trust.
- 2.2 The Board may appoint up to four of its voting members (who are representatives of the Corporate Trustee) to the board of the Charity's trading subsidiary, APTL.
- 2.3 The APP Statutory Advisory Committee was established by the Alexandra Park and Palace Act, 1985, and membership consists of:
 - eight members appointed by Haringey Council, 6 of whom shall be elected councillors of the areas (wards) neighbouring Alexandra Park and Palace (APP);
 - 6 members nominated by local residents' associations who meet the criteria stated within the Act.
- 2.4 The Council Members of the Trustee Board are also appointed to the APP Consultative Committee, a Council constituted committee of up to 30 members of interested groups that meet specific criteria. The Consultative Committee appoint three of its members as non-voting co-optees on the Trustee Board.

It is proposed to reduce the number of Consultative Committee non-voting co-optees to two for the reasons set out in this report.

- 2.5 The memberships of the SAC, CC, APTL and FRRAC were last reviewed by the Trustee Board in July 2023.
- 2.6 There have been no changes to the Trustee Board Members in 2024.

3. Advisory Committee

- 3.1 The 1985 Act requires representatives on the Advisory Committee to represent residents' associations in one or more of the following wards: Alexandra, Bounds Green, Fortis Green, Hornsey, Muswell Hill, Noel Park.
- 3.2 The associations must be open to all residents in the areas and must have written constitutions, a minimum of 50 households in their memberships and meet regularly.
- 3.3 Administered by the Corporate Trustee, the Advisory Committee membership is, confirmed annually by Full Council. 2024/25 members are listed at **Appendix 1**. The Act sets the quorum for the Advisory Committee as 6: *'three appointed members and three nominated members from not less than three different residents' associations'*.

4. Consultative Committee

- 4.1 The Consultative Committee is established and administered as a Sub-Committee, of the Trustee Board under Part Three, Responsibility For Functions, Section B, Section 4, paragraph 2 on pages 35-36 of the [Council's Constitution](#).
- 4.2 Membership is stipulated in the Council's Constitution as "*7 members and up to 30 community representatives*". There are currently 10 community representatives on the Consultative Committee and 6 [Council] members. 2024/25 members are listed at **Appendix 1**.
- 4.3 The Trustee Board has consisted of 6 members for a number of years and it is proposed, therefore, to seek an amendment via the Council's Standards Committee, to the Council's Constitution (Part Three, Section B, Section 4.2) to reflect the actual number of members on the Trustee Board.
- 4.4 In accordance with the Council's Procedure rules (Constitution Part Four, Section A, Paragraph 7) the quorum is a quarter of its membership, or a minimum of 3 council members and three interested group representatives.
- 4.5 The Consultative Committee Constitution (**Appendix 3**) provides for three of its community representatives to act as co-optees on the Trustee Board. Considering the intention to recruit additional co-optees to the board (two youth trustees and an independent fundraising lead) it is proposed to reduce the number of Consultative Committee co-optees to two to avoid impacting the efficiency of the Trustee Board by having a higher number of co-optees than Council appointees (elected members).
- 4.6 It is recommended to move forward with the change to the number of co-opted members with immediate effect, whilst the amendment to the Council's Constitution is added to the agenda for the Constitution Working Group. Meanwhile, the number of councillor Consultative Committee members shall remain unchanged at 7 with one position shown as a vacancy.

5. FRRAC

- 5.1 The Finance, Risk, Resource and Audit Committee is appointed by the APPCT Board from amongst its members and shall consist of no less than three members.
- 5.2 In 2023/24 the FRRAC membership consisted of: Cllrs Sean O'Donovan (Chair), Anne Stennett, Ahmet Mahbub, Sarah Elliott and independent member Claire Pape.
- 5.3 The current FRRAC members are listed at Appendix 2. The Trustee Board are asked to appoint up to four of its Members to sit on FRRAC in 2024/25 and to appoint a Chair of FRRAC.

6. APTL

- 6.1 The APTL Articles of Association state the maximum number of directors shall be eight and the minimum two comprising:
- Up to four trustees of the Charity;
 - One employee of the Company
 - One officer of the Council
 - Two others who are not officers or members of the Council or employees or trustees of the Charity (Non-Executive Directors (NEDs)).

6.2 In 2023/24 the APTL Company Directors, were:

Trustee Directors:	Cllrs Nick da Costa (Chair), Emine Ibrahim, Anne Stennett, Sean O'Donovan
APTL Employee Director:	Emma Dagnes
Non-Executive Directors:	Jamie Copas & Andrew Morton

7. Programme Board

The Programme Board is a sub-committee of the Trust Board and is convened as and when required to oversee any major restoration and capital works projects and consists of two Trustees, a Council Planning officer and a Finance Officer. Last year the Programme Board Members were Cllr Ibrahim and Cllr da Costa.

8. Legal Implications

The Council's Assistant Director for Legal and Governance has been consulted in the preparation of this report and comments that in accordance with Part Three, Section B, Section 1, paragraph 1(k) it is Full Council who decide on the composition of committees and make appointments, hence the need for the Board to recommend the reduction in co-opted members set out in paragraph 4.5 of this report and changes to the Consultative Committee Constitution, to Full Council.

In accordance with Part Three Section B, Section 5(l) of the Council's Constitution, the Council's Standards Committee consider amendments to the Council's Constitution and recommend proposals to Full Council. Reducing the number of [Council] members on the Consultative Committee from 7 to 6 would require a change to the Council's Constitution (at Part Three, Responsibility For Functions, Section B, Section 4, paragraph 2 on page 35) and must first therefore be considered by the Standards Committee before a recommendation can be made to Full Council.

9. Financial Implications

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

10. Appendices

- Appendix 1 – 2024/25 SAC & CC Members
- Appendix 2 – Current FRRAC, APTL Membership lists & Lead Roles
- Appendix 3 – Consultative Committee Constitution (*amended*)
- Appendix 4 – Recommendations to Full Council

STATUTORY ADVISORY COMMITTEE (SAC) MEMBERSHIP 2024/25**Residents' Associations Nominated Members:**

Muswell Hill and Fortis Green Association	Mr John Crompton	M.Hill & Fortis Green Wards
Palace View Residents Association	Ms Elizabeth Richardson	Hornsey Ward
Three Avenues Residents Association	Mr Jason Beazley	Bounds Green Ward
Warner Estate Residents Association	Ms Joyce Rosser	Hornsey
Noel Park Residents Association	<i>Vacancy</i>	Noel Park Ward
Palace Gates Residents Association	<i>Vacancy</i>	Alexandra Park Ward
The Rookfield Association	<i>Vacancy</i>	Muswell Hill Ward

Appointed Members

Bounds Green Ward	Cllr Emily Arkell
Muswell Hill Ward	Cllr Cathy Brennan
Noel Park Ward	Cllr Emine Ibrahim
Alexandra Park Ward	Cllr Alessandra Rossetti
Fortis Green Ward	Cllr Mark Blake
Hornsey Ward	Cllr Elin Weston
Council-Wide Member	Cllr Eldridge Culverwell
Council Wide Member	Cllr Sarah Elliott

CONSULTATIVE COMMITTEE MEMBERSHIP 2024/25**Community Group Nominated Members:**

Three Avenues Residents' Association	Mr Jason Beazley
Friends of Alexandra Park	Mr John Chilton
Warner Estate Residents' Association WERA	Mr Etain Casey
Alexandra Palace Organ Appeal	Mr Donald McKenzie
Muswell Hill and Fortis Green Residents' Association	Mr Duncan Neill
Palace View Residents' Association	Mr Hugh Williams
Alexandra Palace Television Group	Mr John Thompson
Alexandra Palace Allotments Association	Mr John Wilkinson
Friends of the Alexandra Palace Theatre	Mr Nigel Willmott
Campsbourne Community Collective	Ms Natalie Rusby

Trustee Board Members

Councillor Emine Ibrahim (Chair of APPCT Board)
 Councillor Sean O'Donovan (Vice Chair of APPCT Board)
 Councillor Anne Stennett
 Councillor Ahmed Mahbub
 Councillor Sarah Elliott
 Councillor Nick da Costa

FINANCE, RESOUCE, RISK AND AUDIT COMMITTEE (FRRAC) MEMBERSHIP

Sean O'Donovan	APPCT Board Member (FRRAC Chair) (subject to resolution)
Ahmed Mahbub	APPCT Board Member
Sarah Elliott	APPCT Board Member
Anne Stennett	APPCT Board Member
Claire Pape	Independent Member

ALEXANDRA PALACE TRADING LTD (APTL) BOARD OF DIRECTORS

Nick da Costa	Director (APPCT Board Member) & Chair (subject to resolution)
Emine Ibrahim	Director (APPCT Board Member)
Sean O'Donovan	Director (APPCT Board Member)
Anne Stennett	Director (APPCT Board Member)
<i>Vacancy</i>	Director (Council Employee)
Emma Dagnes	Director (APTL Employee)
Andrew Morton	Independent Director
Jamie Copas	Independent Director

PROGRAMME BOARD (subject to resolution)

Emine Ibrahim	APPCT Board Member
Nick da Costa	APPCT Board Member
Council Finance & Planning Officers	

LEAD TRUSTEE FOR SAFEGUARDING: Anne Stennett (To be agreed)

LEAD TRUSTEE FOR WHISTLEBLOWING: (To be agreed)

LEAD TRUSTEE FOR EQUALITY DIVERSITY & INCLUSION

:Ahmed Mahbub (To be agreed)

LEAD TRUSTEE FOR SUSTAINABILITY: Cllr Nick da Costa (To be agreed)

**London Borough of Haringey
Alexandra Park and Palace Charitable Trust**

ALEXANDRA PARK & PALACE ~~AND PARK~~ CONSULTATIVE COMMITTEE

CONSTITUTION

1. OBJECT

1. To give representatives of appropriate local and national organisations the opportunity of full discussion on general matters affecting Alexandra Palace and Park.
2. To give the Board of Charity Trustees the opportunity of discussion and explaining to the organisations matters affecting the overall policy and efficient management of Alexandra Palace and Park.
3. To promote better understanding between the Board of Trustees, the Palace management and local organisations.
4. To enable appropriate local (and national) organisations to participate in decisions of direct concern to them.
5. To further the Alexandra Palace and Park as a conservation area.

2. CONSTITUTION

1. TITLE

The Committee shall be called “The Alexandra Palace and Park Consultative Committee”.

2. ORGANISATION

(a) Membership

- (i) The Board of Charity Trustees shall be the representatives of the Charitable Trust.
- (ii) Organisations which fulfil the criteria set out in sub-paragraphs (a) to (e) below shall be eligible to apply for membership of the Consultative Committee. Such application shall be made to the Alexandra Palace and Park Board for approval.
 - (a) Local residents associations, properly constituted, whose membership includes at least 50 households resident within Alexandra, Bounds Green, Fortis Green, Hornsey, Muswell Hill and Noel Park Wards of the London Borough of Haringey.

- (b) Local organisations which are not residents associations but which demonstrate a sufficient interest in the Palace as an historic building or an interest in the use of the Palace and Park for leisure and recreation purposes or an interest in the dissemination of information about the Palace and Park.
 - (c) National organisations which demonstrate a sufficient interest as defined in (b) above.
 - (d) Lessees for the time being of the London Borough of Haringey within the Alexandra Palace and Park; and
 - (e) Trade Unions representing staff employed by the London Borough of Haringey at Alexandra Palace and Park.
- (iii) Where an organisation has been accepted for membership of the Consultative Committee it shall be entitled to nominate a representative as follows:
- (a) Local and national organisations – One named representative with full voting powers.
 - (b) Lessees – One named non-voting representative
 - (c) Trade Unions – One named representative with full voting powers.
- (iv) There shall not be more than 30 associations appointed to membership of the Consultative Committee at any one time.
- (v) For the avoidance of doubt it is hereby declared that:
- (a) Where a Charity Trustee ceases to hold that position he/she shall cease to be a Member of the Consultative Committee and their successor shall automatically become a Member.
 - (b) Where a lease has come to an end by effluxion of time or otherwise the lessee shall no longer be entitled to membership of the Consultative Committee; and
 - (c) Where any person ceases to be the duly appointed representative of a local or national organisation, lessee or Trade Union, she/he shall not be entitled to membership of the Committee and the organisation shall be entitled to nominate a successor.
- (vi) Membership of the Consultative Committee from residents and local organisations shall be elected following nomination by voting at their A.G.M or at a general meeting to which all paid up membership is invited.

- (vii) Organisations accepted for membership of the Consultative Committee shall notify the Secretary of the name of their representative and deputy before the first Consultative Committee meeting of each Municipal Year. If for any reason neither the representative nor the deputy can attend a meeting of the Consultative Committee the organisation shall, wherever possible, inform the Secretary to the Consultative Committee before the meeting of the name of the person representing them.
- (viii) In the event of a vacancy arising, whether by resignation, removal or otherwise, applications for membership to fill the vacancy shall be considered within six weeks or as soon as reasonably possible thereafter.
- (ix) Organisations accepted for membership of the Consultative Committee shall, if requested by the Secretary, supply information concerning their membership, constitution and activities. Such information will usually be requested to be submitted not later than one month before the first meeting of the Consultative Committee in each Municipal Year. When requested, organisations should provide summaries of their objectives in relation to the running and any future developments at the Palace and Park.

(b) Chair

- (i) The Chair of the Consultative Committee shall be elected from the Full Membership of the Consultative Committee, at its first meeting after the commencement of each Municipal Year for 1 year and hold office until the first meeting of the following year.
- (ii) In the event of the Chair not being present at the meeting, the Consultative Committee shall elect a Chair for the meeting.

(c) Deputies

Any Member of the Consultative Committee unable to attend a meeting may be represented at that meeting by a duly qualified deputy, provided that such Member or the deputy gives notice to the Secretary before the meeting.

(d) Secretary

The Head of Local Democracy and Member Services or their representative shall be the Secretary to the Consultative Committee.

(e) Officers

Officers of the Charity shall attend meetings of and give advice to the Consultative Committee at the invitation of the Chair.

3. REPRESENTATION ON THE ALEXANDRA PALACE AND PARK BOARD

The Consultative Committee shall nominate ~~three~~ **a maximum of two** of its Members by majority vote of all Members present at the Consultative Committee, to act as representatives on the Board, without voting powers, but with an obligation to report the views of the Consultative Committee to the Board and decisions of the Board to the Consultative Committee.

4. TERMS OF REFERENCE

The Consultative Committee shall be primarily consultative in nature. Every aspect of Alexandra Palace and Park shall be open to discussion and consideration by the Consultative Committee.

5. RULES

- (i) The Consultative Committee shall meet at least three times a year, but a special meeting shall be called by the Secretary within seven days of receipt by him/her of a requisition signed by the Chair or on behalf of a majority of Member organisations, that meeting to be held within three weeks of receipt of the requisition.
- (ii) All meetings of the Consultative Committee shall be open to the press and public unless otherwise agreed by the Consultative Committee.
- (iii) Any Member of the Consultative Committee may request an item to be placed on the agenda for the next meeting. The matters to be discussed at a meeting of the Consultative Committee shall be determined by the Chair and stated upon the notice summoning the meeting. At the conclusion of each meeting the Chair may permit questions or comments upon matters of which notice has not been given provided they do not require a substantial decision from the Consultative Committee at that meeting and provided this could not more conveniently be referred to the next meeting. Individual management matters shall not be brought to the Consultative Committee unless the organisation concerned has first raised the matter with the General Manager, Alexandra Palace without satisfactory results.
- (iv) Meetings shall normally be held at Alexandra Palace and shall commence at 7.30 pm and terminate by 9.30 pm.
- (v) There shall be minutes taken of all meetings of the Consultative Committee for circulation to all Members of the Consultative Committee. The Minutes shall be submitted to the next or subsequent meeting of the Consultative Committee. Any recommendations shall be submitted to the Alexandra Palace and Park Board.
- (vi) Recommendations shall be arrived at only by agreement of a majority of Members entitled to vote. Voting shall normally be by show of hands.

- (vii) Any matter not provided in the rules and any question of interpretation shall be determined by the Alexandra Palace and Park Board.
- (viii) This Constitution as amended came into force on 24 November 1980 when it was approved by the Council. Any further amendment shall require the approval of the Alexandra Palace and Park Board and be reported to Council.

(Previously amended by the Alexandra Palace and Park Board on 18th October 2011 and confirmed by Full Council on 21 November 2011. Last amended by the Alexandra Palace and Park Board 15th Of July 2024)

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Draft Report for Full Council 22 July 2024

Chair Alexandra Palace and Park Board – Cllr Emine Ibrahim

Approval in reduction of non-voting co-opted members of the Alexandra Park and Palace Board and subsequent changes to the Constitution of the Consultative Committee

1. Describe the issue under consideration

- 1.1 Often consultative committee meetings have been inquorate and it is proposed to reduce the quorum of the Consultative Committee from 4 to 3 Cllrs in line with Council Committee Procedure Rules (a quarter of the whole membership).
- 1.2 In light of recent approval to the recruitment of two youth trustees and an independent lead trustee for fundraising who will attend Alexandra Palace Board, there is also a need to consider the number of non-voting participants now likely to be attending the Alexandra Palace and Park and Board meetings. There will now be 3 consultative members, 1 Observer (Chair of the SAC) two youth trustees and an independent lead trustee for fundraising, making a total of 7 non councillor participants. This number is higher than the number of Council Appointees (elected members) and will have an impact on the efficiency of the Board.
- 1.3 It is proposed to reduce the number of Consultative Committee representative members from 3 to a maximum of 2, reducing the overall number of non-voting participants to 6. This keeps in mind that the Youth representatives are unlikely to attend all meetings and the independent lead for fundraising will attend those meetings where fund raising is part of an agenda item. Therefore, on average non -voting participants will likely be a maximum of 4 per meeting.
- 1.4 In accordance with the Council's Constitution, Part Four Section B, the Board will need to approve this change to the Consultative Committee's Constitution.

2. Cabinet Member Introduction

N/A

3. Recommendations

- 3.1.1 For Full Council to approve the changes to the Constitution of the Consultative Committee, reducing the number of members to be co-opted to the Board from 3 to a maximum of 2.
- 3.1.2 For Full Council to note that the Appointments to Committee report at agenda item 7 has been updated to reflect this change as required by Part Three Section B sub section 3 (Sub Committees and Panels).

4. BACKGROUND

- 4.1 The Consultative Committee was established in the 1980's and in the Council Constitution is listed as a Sub Committee of the Alexandra Park and Palace Board. Further to consideration of Council reports held on file, since 2001, there has been an annual appointment of 3 Consultative members to the Board on a non-voting capacity and to provide views of the committees and to report back to the committees from each board meeting.
- 4.2 In 2001, there was a higher number of Council appointees to the Alexandra Park and Palace Board with 9, reducing to 7 in 2008 and then 6 in 2014. The current number of Council Appointees is 6 and the number of non-voting co-optees has not been reviewed to consider if there is an appropriate ratio. Recommendations will be made to the Council's Constitution Working Group and, subsequently the Council's Standards Committee to amend Part Three, Section B, Section 4 paragraph 4.2 of the Council's Constitution to reduce the Consultative Committee councillor members from 7 to 6.
- 4.3 The Trust is not required by the Act of Parliament to include any members of the SAC or Consultative Committee on the board. Members of the Board appointed by the Consultative Committee and Statutory Advisory Committee have no voting rights and have no delegation of authority conferred upon them, other than their own appointing committees' terms of reference.
- 4.4 As the Consultative Committee is a Sub Committee of the Board, the decision to reduce the number of Co-optees is for consideration of the Board and recommendation to Full Council.
- 4.5 Consideration has been given to the following to support the recommendations:
 - Council appointees are regular attendees at the Consultative meetings, and they already hear firsthand the views of the community group representatives.

- Board meetings will consider commercially exempt information and as non-voting coopted members are not legally deemed voting members of the Board, and so they are not required to adhere to the same code of conduct and confidentiality rules as a voting member. This is at significant odds with Council practice and guidance for exempt information.
 - That the voice of the consultative committee is still maintained with the 2 representatives.
 - The need to follow the corporate plan objectives of ensuring young people have a voice.
 - The value and expertise that the fund-raising lead to support the community fundraising aspirations of the Board.
- 4.6 There is a need to consider the responsibilities of the elected trustees of the board, who will be focused at matters of legal, financial, and managerial detail relevant to the operation of the Trust and the management of the meeting will be crucial to maintaining this focus. The good committee practice guide advocates an optimum size could be four or five members including the chair.

5. Statutory Officers comments

Financial Implications

- 5.1 The non voting members do not get an allowance and there are no financial implications

Comments of the Assistant Director of Legal and Governance and Legal Implications

- 5.2 Local authorities have long been able to include within the membership of their committees persons who are not elected members of the appointing authority.
- 5.3 The position now is that the general effect of the power to co-opt in the LGA 1972,s. 102(3), has been modified by the LG&HA 1989, s. 13, by defining, in somewhat complex terms, the two categories of voting and non-voting members of a committee, sub-committee or joint committee.
- 5.4 Local authorities have a general power to co-opt persons from outside their membership to any committee, other than a committee for regulating or controlling finance, appointed under the enabling power of the 1972 Act to set up committees.
- 5.5 The provisions as to co-option do not apply to statutory committees where the constitution of the particular committee and the duty or power to co-opt are regulated by the enactment concerned. The power to co-opt rests with the full Council and not with committees, although the selection of persons to serve as

co-opted members is usually left to the committees. This is also reflected in the Council Constitution in the Committee Standing Orders Part 4 Section B, paragraph 2.

- 5.6 The former restriction on the number of co-opted members to not more than one-third of the membership of a committee no longer applies. Although, persons holding politically restricted posts are prohibited from membership of a local authority, this prohibition does not appear to affect co-option on to committees.

6. Use of Appendices

Appendix 1 - Changes to the Consultative Committee Constitution

7. Local Government (Access to Information) Act 1985

7.1 Background documents:

Council Constitution

4th April 2011 Full Council Report – Alexandra Palace Proposals

15th March 2021 Trustee Board Report – Youth Trustees

The background papers are located at River Park House, 225 High Road, Wood Green, London N22 8HQ.

To inspect them or to discuss this report further, please contact Ayshe Simsek on 0208 489 2929.



ALEXANDRA PARK AND PALACE CHARITABLE TRUST

BOARD MEETING

15 JULY 2024

Report Title: General Update

Report of: Emma Dagnes OBE, Chief Executive, Alexandra Park & Palace

Purpose: To inform the Trustee Board of Alexandra Park and Palace Charitable Trust activities and the events programme.

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

1. Recommendations

1.1 To note the content of this report.

2. Executive Summary

2.1 This report provides Trustees with a general update on activities and the events programme. including Creative Learning, Park, Property and Events activity.

2.2 The information was provided to the Advisory and Consultative Committees at their respective meetings on 1st July and were invited to provide advice or feedback to the Trustee Board accordingly.

3. Planning and Strategic Project Updates

3.1 Enhancing The Grove

- i. The public engagement exercise, led by architectural cooperative Unit38 and designers Studio Hyte, to explore potential ideas for improvements to The Grove ended with a family fun day held on 8th June. The event was co-created by Alexandra Palace's Young Creatives Network who presented some of the findings from earlier phases of the fact-finding exercise.

ii. A summary of the findings is as follows:

Uses and Activities	
	<p>More space for play, whether it be natural play, dedicated equipment or indoor. It should be accessible, in multiple locations and suitable for all ages. Equipment should be designed to encourage social interaction.</p>
Music and Events	<p>Desire for live music to return, alongside events for children and young adults. Improvements to the bandstand.</p>
Cafe	<p>Longer opening hours, public toilets and indoor seating.</p>
Children's activities	<p>Excellent facilities (345 and Little Dinosaurs) but lack of spaces for older children. Lots of support for more events and activities for children.</p>
Access, Safety and Inclusion	
Toilets	<p>Lack of toilets cited by many. Makes park inaccessible for disabled, pregnant, elderly or those with young children. Changing Places toilet needed.</p>
Access	<p>Wide range of seating needed to make socialising easier – natural seating, accessible seating, sheltered seating. Lack of signposting to the Grove itself, online and in the Park. Water leaks and damaged surfaces make it difficult for those less mobile. Lack of dropped curbs makes access to grassed areas difficult for many.</p>
Safety	<p>51% of women don't feel safe after dark. No lights at entrance of 345 or Little Dinosaurs. No increase of lighting necessarily wanted, but lower level lighting that is consistent to avoid glare and dark spots. MH bridge cited as dangerous and intimidating.</p>
Sustainable Infrastructure	<p>All buildings require upgrading. All options for retrofit should be explored before considering new builds. Additional energy sources should be explored.</p>
Nature, Health and Well-being	
Planting and Growing	<p>14% want to see more planting, improved environments for wildlife. Some interest in a growing space – accessible for all.</p>
Visitor Centre	<p>Regular opening hours.</p>
Keeping Active	<p>Dedicated facilities for sports/ exercise.</p>

Management and Community Involvement	
Park staff and Volunteers	Desire for increased staff visibility and communication with public. Only 2% aware of volunteering opportunities. Dedicated volunteering opportunities for different community groups.
Co-production	Many groups supportive of being involved in future projects and decision making. Markfield Project offer of play-out day with their users to get better understanding of accessibility for disabled children. Disability Action Haringey can help plan and review future plans. Lordship Rec User Group Forum example cited.

2 North East Office Building (NEOB) Repairs

- i. The project has recently moved on from a particularly challenging period. The roof was removed in March, revealing the condition of the internal walls and floors of the mezzanine level. In summary, the interior was in much worse condition than expected. Works were halted whilst detailed conversations with Haringey Council and Historic England were carried out.
- ii. An amended Listed Building Consent application was submitted in May to reflect the necessary changes to the scheme as a result of the interior condition of the NEOB.
- iii. The programme now extends to beyond the summer months (likely October completion date).
- iv. Fundraising activity towards the next phase of the North East Office Building transformation has begun following the completion of external consultancy on our fundraising appeal. An Expression of Interest to the National Heritage Lottery Fund towards the project is in progress. A verbal update, if any, will be provided at the meeting.

3.3 Campsbourne Building Reactivation: The aspiration to reactive the building for community use remains, however it is not a priority project for this financial year as there is no budget available to allocate towards the essential landlords works, and there are a number of other projects that are considered more pressing at this stage.

3.4 Northern Area of the Park: Online visitor survey was launched in October to gather feedback and opinions on the northern part of the Park (skatepark, playground and Boating Lake). The purpose of the survey is to gather data that can be used to build the case for moving forward with improvement projects and to help with funding asks.

Analysis of the survey will take place in the summer with a view to build a business case for funding for the next financial year.

3.5 Changing Places Facility

Work on the new Changing Places facility in the Ice Rink lightwell is close to completion and will provide the Palace's first fully accessible bathroom, suitable for visitors with profound disabilities. The works have been possible through grant funding:

- Haringey Council (as part of central government initiative)
- The Chapman Charitable Trust, a grant-giving charity for organisations to promote physical and mental wellbeing, conserve our natural environment, and increase the accessibility of the arts.

Whilst installation is complete, minor finishing touches are being made and new signage has been ordered prior to formally opening of the facility.

3.6 Café Restaurant

The project has reached the end of RIBA (Royal Institute of Architects) Plan of Work stage 2 (concept design). An initial cost estimate has been sought, and options for next steps are being discussed, as at present the landlord's costs are prohibitive.

3.7 The Trust is preparing its annual report for 2023/24 which will be presented to the Trustee board and shared with the Committees in due course.

3.8 Park Byelaws Review

Feedback from committee members has been incorporated into a final draft set of Byelaws (based on the government model) and shared with the Council's Legal Teams for initial feedback. Further assessments and consultation stages in the process have been identified and will increase the project timeline, which very much depends on capacity and budget. The updated Byelaws and timeline have been shared with the trustee board and committee members by email.

5. **Maintenance, Repairs & Improvements Since Last Reported**

5.1 South East Office Building

The spaces in the South East Building, used at temporary offices by Willmott Dixon during the East Court and Theatre construction works, have been undergoing refurbishment works since March, including full redecoration and electrical upgrades. The first floor consists of office space, a meeting room, a kitchen-break-out room and an archive storage room, which have been furnished with used items donated through a local business contact and will provide much needed staff working spaces.

5.2 Johnson Servery refurbishment: rewiring, new floor and new ceilings and lighting. Design of the new counter to be decided and the two side rooms will be redecorated.

5.3 Sustainability

- LED replacements to all light-posts on the South Terrace – reducing energy consumption by 50%
- LED lighting (and motion sensors in the smaller rooms) installed in Transmitter Hall

5.4 Other work (March – May)

- Fire door upgrades across the site and a new fire isolation shutter fitted in the Great Hall.
- New heating circulation pump installed in the BBC basement (serving the BBC tower) and associated works.

Smoke Vent compressor repair and replacement works to increase reliability and resilience (West Hall and North West Hall). Repairs to vents will continue throughout the building.

- Ice Rink
 - plant room resilience work - two new pump inverters installed that will not affect other plant machinery in case of a fault.
 - Ammonia Alarm upgrade – in the unlikely event of a leak or a spill, a dedicated beacon will alert the control room as well as a message through the Fire Alarm system, with separate alarms for a leak (small amount of Ammonia released) or a spill (major release).
 - North East seating area steps repairs
- North West Yard building roof repairs.
- Theatre – electrical inspections and PAT testing in all spaces and roof vent cover replaced following leaks during heavy rain.
- West Yard Slip Road: New windows and door installed in the security sentry box and repairs to the floor and walls. The Slip Road Barrier pole has also been replaced after it was hit and broken by a truck.
- Great Hall Toilets general maintenance.
- CCTV cabling extensions.
- Transmitter Hall and associated rooms – full rewire and additional lighting and power sockets installed, ceiling works to two rooms and additional fire detection sensors installed.

6. Park & Environmental Sustainability

6.1 Our waste management company, Islington Commercial Waste, delivered an awareness session at the staff meeting in April providing statistics including:

- 46% of waste was recycled between January and March 2024,
- 54 tonnes of general waste generated in the same period.
- Nearly all the recyclable materials are transported to UK sites with a full audit trail. Nothing goes to landfill.
- Waste that cannot be recycled is transferred to the North London Waste Authority centre in Edmonton to be incinerated into energy, which supplies North London with 26% of its energy.

- 6.2 The grounds maintenance team have worked every day of the year and also some extra overnight shifts to keep the park tidy and clean; they collected a total of 144 tons of rubbish this year.
- 6.3 The park received approximately 3.6 million visitors in 2023/24 financial year.
- 6.4 Following previous funding for the Alexandra Park Wetland Creation project, which paid for the feasibility studies, the Mayor of London awarded us a further £50,000 to start the first stage of the project. Further information at agenda item 10.
- 6.5 A project to standardise the bollards around the park has started. This will slowly replace the odd bollards on site, creating a more concise look throughout the park.
- 6.6 We have installed four “don’t feed bread to the birds” signs around the lake to educate visitors and avoid feeding the birds bread, which can be harmful.
- 6.7 Following a successful application to Haringey Council’s Community Carbon Fund, two grants have been awarded by the Council for the installation of Solar Panels on the Sports Pavilion roof and LED lights on the South Terrace, more information is included in the report at Agenda Item 11.

7. Creative Learning

- 7.1 The Creative Learning Team have continued to deliver the regular programme for people of all ages as well as 150th bespoke celebratory events. Creative staples such as Wild in the Park outdoor learning, Singing for the Brain and Cafe Palais have been complemented by new events such as the launch of the North London Book Fest and 150th exhibition By the People: 150 Lifetimes, supported by a range of community partners including Haringey Music Services, Elite Transformations, Kaos, Haringey Create, Alzheimer's Society and many more.
- 7.2 Biblio-Buzz 2024 saw more young people aged nine to 12 years old reading for pleasure with 900 young readers attending the ceremony. Young readers were challenged to read six shortlisted texts – before taking on a range of literary challenges and voting for their favourite book. It culminated at an award ceremony on Friday 22 March in the Theatre at Alexandra Palace, plus a ceremony for the Haringey Library Service Award, where young people met authors, got their books signed, took part in workshops and Q&As, and found out who the winners were at a very special ceremony.
- 7.3 North London Book Fest
Taking inspiration from the success of our Children’s Book Award, this year we launched an ambitious new festival to connect readers with iconic authors and up-and-coming writers, creating a feast of readings, panel discussions, Q&As, workshops and book-signings for readers of all genres and ages.

Its stimulating and diverse programme, included Natalie Haynes, Lemony Snicket, Erin Kelly, Michael Rosen, Leo Vardiashvili and Stuart Turton, as well as much-anticipated new titles from bestselling novelists and showcased

some of the year's most exciting debuts, such as Leo Vardiashvili who was in conversation with Cecile Pin. The festival also included the very best children's writers giving workshops and featured fiction written and set in Haringey. Around 3000 people took part in the festival in its first year.

- 7.4 Wild in the Park - Forest School offers outdoor learning education sessions, with dedicated experienced educators, in a secure environment for children to engage with the natural world that's rich in biodiversity. This

year we've added an additional day to the delivery of the programme as the programme grows.

- 7.5 Wild in the Park - **Skate Jam**
Skate Jam is a daylong celebration of skating with a 2-hour skate jam for all ages. The day starts with workshops for beginners and intermediates with the after-lunch jam for competent skaters only. Despite a rival Skate Jam happening on the same 500 people attended the event.

- 7.6 By the People: 150 Lifetimes

- By The People: A 150 Lifetimes, was an ambitious project to preserve thousands of people's memories and connection to Palace, unveiled on 23 May, 2024).
- Commissions included a gigantic photomosaic of the palace created by British visual artist Helen Marshall, founder of the People's Picture, whose work also features at the Kennedy Space Center and Gatwick Airport.
- The mosaic would be created from images and stories sent us by the public including images of family days out, first steps, marriage proposals and life-affirming cultural experiences. These images were interwoven with pictures from our archive highlighting the individuals from the key moments of history, world firsts, innovation and London life that have been part of Ally Pally's unique century and a half.
- Alongside this, a community curatorial team met weekly with heritage sector experts to create a complimentary exhibition to the mosaic which would celebrate some of the lesser-known people who made a significant contribution to the ongoing success of the palace.



Unveiled on 23 May: By The People: 150 Lifetimes (by artist Helen Marshall, founder of [The People's Picture](#))
Funded by [The National Lottery Heritage Fund](#).

7.7 As part of the 150th Celebrations, Catherine West MP, hosted a celebratory reception in the Jubilee Room of the Houses of Parliament on 13 May where a range of funders, partners and creative learning participants got together to toast the next 150 years, shown in the image below:



Parliamentary Reception celebrating 150 Years of Alexandra Palace, held on 13 May 2024

7.8 Into the Grove – Community Engagement Event 8 June 2024

7.8.1 Supported by 5 volunteers (artist liaison, stage management, meet & greet of visitors and encouraging visitors to take part in Unit 38's survey) the event was attended by 600 people. The Theme was reimagining the Grove and taking part in public engagement to find out what people want to see happen in the space. Into the Grove was a pilot event. The event was a success, there were 3 noise complaints

but other than that extremely well received. Feedback from the public was that they would like more events/activities like that in the area.

7.8.2 Performances from the stage included:

- Chickenshed –performing Tales from the Shed for young children
- Write 2 Speak – spoken word performances
- A Young Creative Network member (events management course student)
- The Bakelites – U3A jazz group who rehearse weekly in the transmitter hall
- KLEM – singer/songwriter, has led creativity camps in the past
- High Windows – YCN members
- Charlie Vaughan – VS team member
- Russeni Fisher – hosted the stage (also hosted the people’s stage at last year’s 150th party)

7.8.3 Creative workshops/stalls included:

- Jackson’s Lane Circus Skills drop in workshop
- Friends of the Park stall
- Forest Schools Drop in workshop
- Arts and Crafts drop in workshop
- Aquaria COSM Terrarium Making drop in workshop
- Unit 38 stall – public engagement

7.9 Library Lates

7.9.1 76 people attended the event at Wood Green Library which ran from 7.30pm – 11pm.

7.9.2 To keep in with the theme of Reimagine attendees could engage with Talkaoke - Talkaoke is a pop up talk show where any can sit down and air their views around the table of chat. Talkoake is a fun and exciting way to have a debate, conversation or discussion about the things that matter to you. This was recorded and will be available on film soon. Topics discussed included Alexandra Palace and what people want to see happen there, reimaging Wood Green, green spaces and regeneration.

7.9.3 The music was hosted by DJ Yoga who had worked with a group of local young people during the Easter holiday on a music production project, the young people performed their original music. DJ Dymond kept the music flowing throughout the evening and there were live performances from local young emerging artists Dream, Chriss Ross and Dre.

7.10 AP Sounds

7.10.1 On the 6th and 7th June AP Sounds broadcasted from Alexandra Palace Station on Platform 1. Jessica Sammut hosted the live broadcasts with co-hosting from Kirsten Forrest (Curatorial and Interpretation Manager) and Katie Wooten (Young Actors Company). The shows had a focus on the community aspects of AP, particularly focusing on the Transmitter Hall and the groups who use it. The shows were a mixture of recorded, live and archive content. Guests included Kirsty Baird from the Ice Rink,

North London Skate Club, Friends of Alexandra Palace Station, Ally Pally volunteers (2 volunteers took part in 2 x different programme slots to discuss the BBC Studio tours & the gardening group), EFG Boxing Club, and live musical performances from members of the young creatives network and Haringey Music Services Young Musicians.

7.10.2 A podcast is available to listen on the AP Sounds events page on the website, this is a 15 minute soundscape and designed to be listened to on the walk up the hill from the station to the palace.

7.10.3 The two live broadcasts were recorded and will be available to listen back to via a blog post on the website soon.

7.11 BBC Studio Tours – London Festival of Architecture

Tickets for the six tours held over two days for the London Festival of Architecture sold out almost immediately proving how much interest there is from the public to visit the BBC Studios. The tours were led by team of 11 enthusiastic and knowledgeable volunteers over the two days and towards the end of the tours in Studio B visitors were encouraged to explore future uses of the historic space by engaging with a call-to-action artwork created especially for the Festival by artist-teacher Alix Smith. Feedback from the

visitors (78 in total) was very positive and many have enquired about future tours for interested groups. The visitors included inquisitive members of the public, students, ex-engineers who had worked at Ally Pally for the Open University and current employees of the BBC.

8. Interpretation

8.1 Since last reported, the main focus of interpretation work has been in supporting the *By The People* exhibition content and image collation with additional research, writing and editing the exhibition panels and coordinating the exhibition installation in the East Court.

8.2 Other work has included filming an archive piece for BBC London, creating heritage assets and content for the North East Office Building project, collecting oral histories from a Greater London Councils archivist from 1970s and architects involved in the 1980s Palace reconstruction, delivering heritage talks and tours for teachers, Friern Barnet Local History Society; the British Cinema and TV Veterans group; and Southgate District Civic Voice.

8.3 For the second year we hosted Television, Cinema & Media students from the University of North Texas for a talk and tour of the historic BBC wing. Two groups in June were arranged for AIFS (The American Institute for Foreign Study).

8.4 Community Radio co-hosting with Jessica Sammut as part of the London Festival of Architecture, contributing heritage and archive segments with historical context for current activities.

- 8.5 Hill Dene Court memories project – working with Tom Hobden of We are UNIT and residents of the local sheltered housing community.
- 8.6 A funding application has also been submitted to BAC (Business Archives Council) for an archive cataloguing grant in collaboration with a volunteer archivist.

9. Events

- 9.1 Alexandra Palace won the Event Venue/Space of the Year award at February's Event Production Awards 2024. We have also been nominated in the Association of Event Organisers (AEO) Awards for BEST Venue Team - a verbal update on the outcome of the AEO awards will be provided at the meeting.
- 9.2 June saw a month long celebration of architecture and city-making as part of the annual London Festival of Architecture (LFA). The Festival's mission was to open up discussions around architecture, test new ideas, as well as reveal and promote new talent. Wood Green and Alexandra Palace were chosen as a key destination for this significant event comprising a range of free and ticketed events, workshops, tours and installations including Wood Green Library Lates and a Youth Panel Discussion and Performance at Rising Green Youth Hub.
- 9.3 Committee Members are reminded of the following events in the Park, which require temporary closures of Alexandra Palace Way and areas of the Park as well as changes to car parking and public transport.

Red Bull - Saturday 22 June 2024

*The road and East Court car park will be closed on **Thursday 20 June** until Sunday 23 June 2024 and W3 bus diverted.*

Summer Series 2024

- Friday 12 July Bombay Bicycle Club
- Saturday 13th July Kaleidoscope Festival

The road will be closed from 6am on Thursday 11th July until 3pm on Sunday 14th July.

- Thursday 18 July Suede + Manic Street Preachers
- Friday 19 July Tom Odell
- Saturday 20 July Noel Gallagher's High Flying Birds

The road will be closed from 6am on Wednesday 17 July until 3pm on Sunday 21 July.

- 9.4 During the summer series Alexandra Palace will be partnering with an energy company to install an activation in the Park to promote clean energy ideas, we will provide more information as soon as possible.

9.5 Additional information about the outdoor events and temporary road/ park/ car park closures is available on our website

<https://www.alexandrapalace.com/summer-season-resident-visitor-information/>

9.6 Fireworks - November 2024 – Dates to be announced

- 9.7 25 noise complaints were received in the financial year April 2023 to March 2024) and were attributed to the following events:

Noise complaints recorded for the 2023/24 Year		
Date	Event	Number of complaints
23 May	150th Celebration Party	2
30 May	Four Tet	1
10 June	Fatboy Slim	1
14 June	Bastille	2
21 July	Hozier	3
05 September	Fred Again	1
09 September	Fred Again	3
24 September	Cavetown	1
03 November	Fireworks	5
04 November	Fireworks	1
11 Dec-5 Jan	Darts	1
7-14 January	Snooker	0
29 th March 24	Sonny Fodera	3
30 th March 24	Hybrid Minds	1
Total noise complaints 2023/24		25

- 9.8 In the current year, from 1st April 2024, there were 3 noise complaints attributed to The Grove event on 8 June.

- 9.9 At the last meeting, the Advisory and Consultative Committees were informed that, due to the lead-time in the report publication process, the events schedule is often out of date by the time the committees meet and would no longer be included in general update report.

Members are encouraged to regularly review on our What's On pages at <https://www.alexandrapalace.com/whats-on/> and may still ask questions during or in advance of meetings.

9. Legal Implications

The Council's Assistant Director for Legal & Governance has been consulted in the preparation of this report and has no comments.

10. Financial Implications

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

11. Use of Appendices – None

12. Background Papers – None

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ALEXANDRA PARK AND PALACE CHARITABLE TRUST
BOARD MEETING
15 JULY 2024

Report Title: Wetland Project planning report

Report of: Mark Evison, Head of Park and Environmental Sustainability

Purpose: To inform the Trustee Board of the Rewild London project to create a new reed bed in the Park.

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

1. Recommendations

To note the contents of this report and to consider any feedback from the stakeholder committees.

2. Executive Summary

- 2.1 This report provides an update on the recent Rewild London grant from the Greater London Authority (GLA). This grant will fund delivery of phase 1 of a project to manage surface water flows and increase aquatic habitats on site.
- 2.2 The SAC and the CC were invited to consider the information during their respective meetings on 1st July and provide advice or feedback to the Trustee Board, which will be verbally reported at the meeting.

3. Background

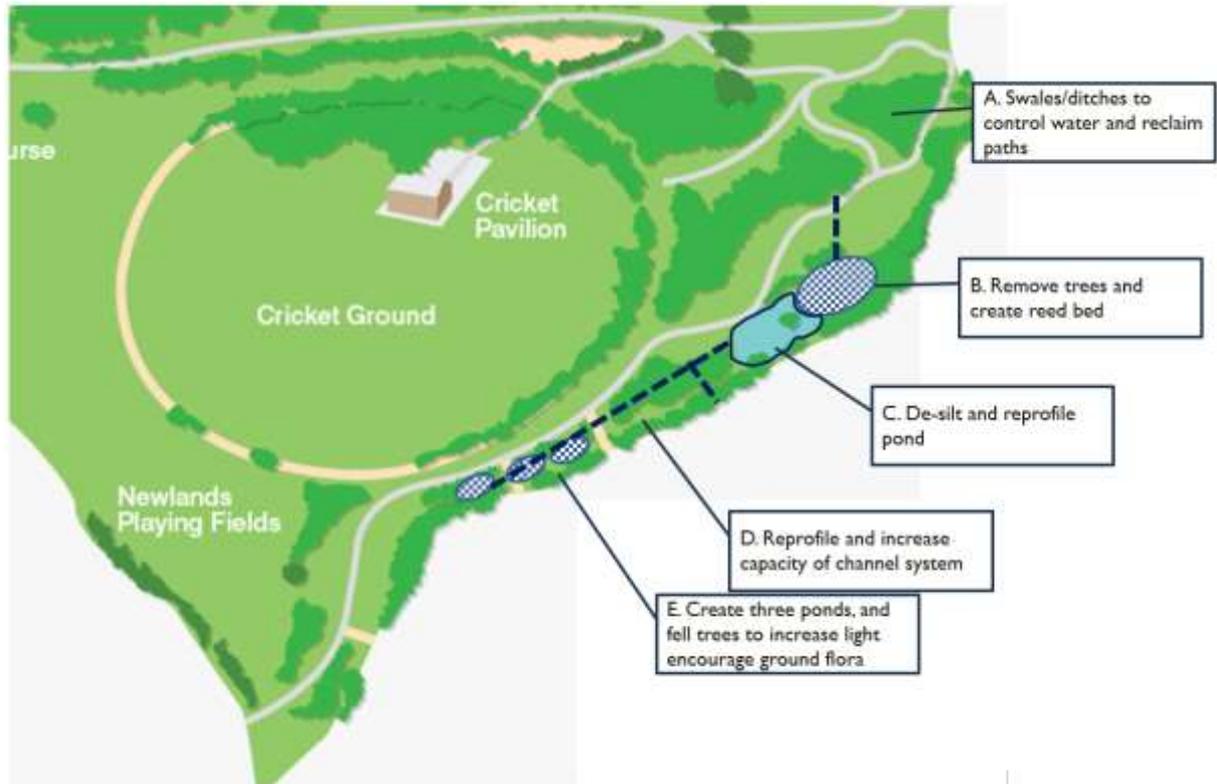
- 3.1 The Trust's new vision is to be a sustainable home for all that we do. This project will increase the diversity and quality of the habitats on site to benefit wildlife.
- 3.2 Earlier in 2024, the Great London Authority (GLA) awarded a £50,000 grant for a wetlands project in the southeast corner of the Park, figure 1. This grant follows a feasibility study (also funded by the GLA) to determine how to manage surface water and create a new reed bed habitat. The £50,000 is an initial amount to fund phase 1 of the project.

Figure 1. Project location



- 3.3 The feasibility study was carried out following the Strategic Vision work undertaken to consider projects across the Park and Palace over 25 years and a report published by the Hornsey Wetlands Action Group (HWAG) about the wider location including the Hornsey Reservoirs and former filter beds owned by Thames Water.
- 3.4 The scheme has been developed with support from HWAG and the Friends of Alexandra Park and includes several elements, figure 2. Photographs of the areas can be found in Appendix 1. The project is intended to achieve the following outcomes:
- A. Control surface water and reclaim muddy paths
 - B. Establish a new reed bed to increase diversity of birds using the site
 - C. De-silt the pond to increase its capacity and quality
 - D. Increase the capacity of the channel system to reduce the peak flows of surface water entering the public drainage system
 - E. Create new ponds to increase the area of aquatic habitat

Figure 2. Elements of the scheme



3.5 Whilst the grant will only fund an initial phase of works, planning permission will be sought for the whole scheme. The elements that will form phase 1 are likely to be A, D and E. The final detail of the works selected for phase 1 depends on the costings.

3.6 Felling of mature trees will be required to deliver the scheme. The trees are all protected as the site is a conservation area. However, the Council's Tree team have advised they have no objection in principle given the overall aims to increase habitat structural diversity and species richness.

3.7 Planning permission will be sought over the summer and it's intended that works will start in the autumn.

9. Legal Implications

The Council's Assistant Director for Legal & Governance has been consulted in the preparation of this report and advises that an early consultation should be undertaken with the Local Planning Authority as to whether or not an environmental impact assessment and the Habitats Regulations assessment will be required.

10. Financial Implications

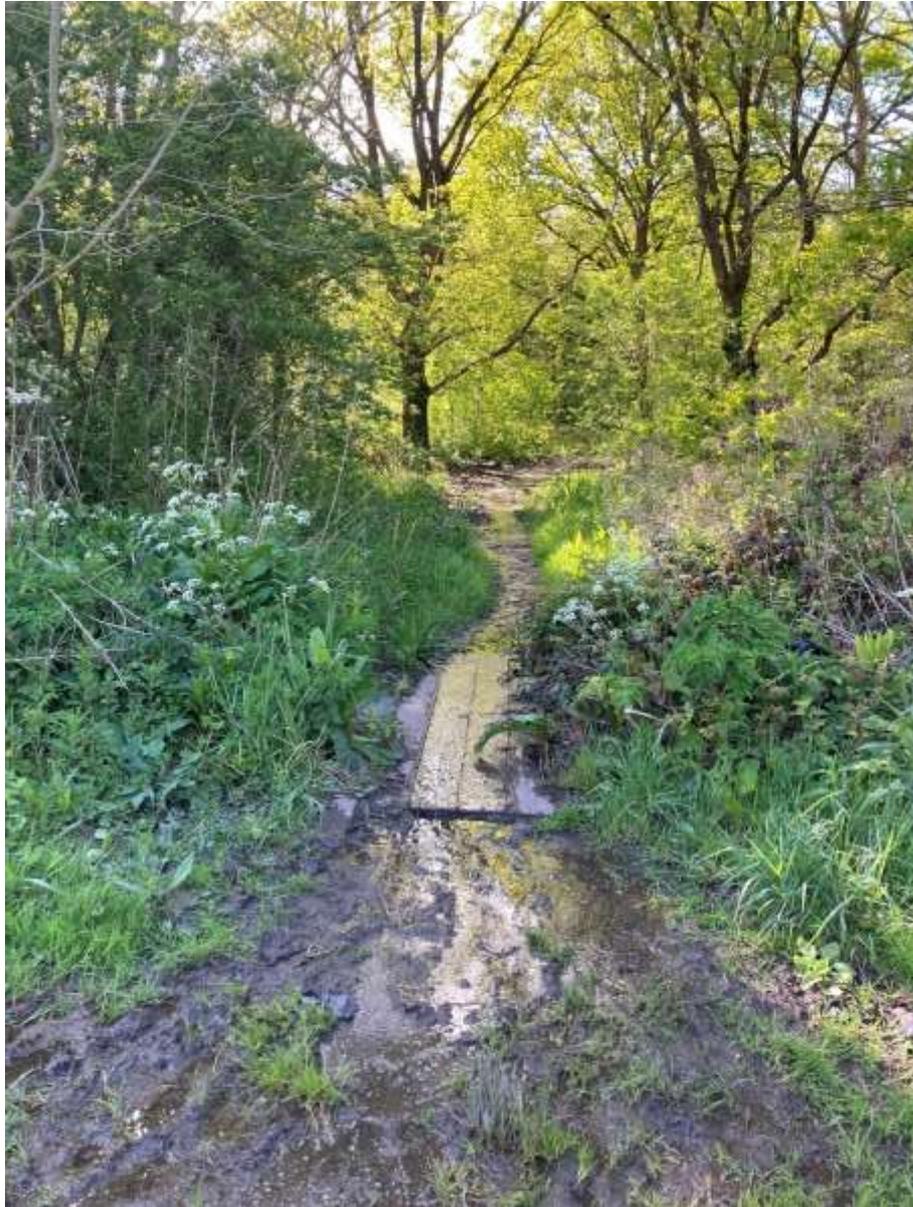
The Council's Chief Financial Officer has been consulted in the preparation of this report and has no comments.

11. **Use of Appendices:** Appendix 1 - Rewild Project photographs

12. **Background Papers** – None

Appendix 1

- A. Woodland area – proposal to control surface water and reclaim muddy paths with ditches and swales.



- B. Adjacent to conservation pond – fell trees and establish a new reed bed to increase diversity of birds using the site



C. The conservation pond - de-silt the pond to increase its capacity and quality



D. Wet woodland - increase the capacity of the channel system to reduce the peak flows of surface water entering the public drainage system



E. Wet woodland - create new ponds to increase the area of aquatic habitat





**ALEXANDRA PARK AND PALACE CHARITABLE TRUST
BOARD MEETING
15 JULY 2024**

Report Title: Sports Club Solar Panel & South Terrace LEDs projects
Report of: Mark Evison, Head of Park and Environmental Sustainability
Purpose: To inform the Trustee Board of projects to install solar panels on the sports club pavilion, and LEDs on the South Terrace.

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

1. Recommendations

To note the contents of this report and to consider any feedback from the stakeholder committees.

2. Executive Summary

- 2.1 This report provides an update on the Community Carbon Fund grants recently awarded to the Trust by Haringey Council.
- 2.3 The Advisory and Consultative Committees were invited to consider the information during their respective meetings on 1st July and provide advice or feedback for consideration by the Trustee Board at its meeting on 15th July.

3. Background

- 3.1 The Trust's new vision is to be a sustainable home for all that we do and several projects are being undertaken to reduce our environmental impact. This report describes two projects that have recently been awarded funding by Haringey Council.
- 3.2 In March 2024, Haringey Council awarded Community Carbon Fund grants for two carbon reduction projects at Alexandra Park and Palace:
- Installation of Solar Panels on the sports pavilion
 - Installation of LED lights on the South Terrace

3.3 Installation of Solar Panels on the sports pavilion

In partnership with the Alexandra Park Club, the Trust will install 24 solar panels onto the roof of the pavilion together with associated equipment inside the building. It is estimated that the panels will generate an output of 10,000 kWh of electricity per annum. This will avoid emissions of 2.25 tonnes CO_{2e} each year (based on 2023 carbon factors).

3.4 Activity at the club tends to take place on weekday evenings and at the weekends. Due to the pattern of usage, it is estimated that around 4,400 kWh of electricity will be used directly by the club and the remaining 5,600 kWh will be exported to the grid each year.

3.5 The panels will be installed on the southern aspect of the pavilion roof, overlooking the main cricket square, figure 1. The image shows an indicative layout of the panels. The layout may be amended according to factors including the location of the main consumer unit, and the limitations of the roof space.

Figure 1. The Sports Pavilion, indicative layout of solar panels



3.6 The Council have confirmed that the project will require planning permission. A planning application is being prepared alongside this report. The committees are asked to consider the project and provide any comments of advice to the Board. Individual members will also be able to comment on the application through the planning process.

3.7 More details can be found in the Design and Access Statement at Appendix 1.

3.8 LED lights on the South Terrace

There are 52 decorative lamps along the South Terrace, figure 2. The Community carbon Fund has supported a project to replace the old inefficient lamps with new low energy LED lamps. These LEDs have been colour matched to replicate the soft glow of the original.

Figure 2, example South Terrace lighting column



3.9 The new lamps require half as much power as the originals and it's been estimated that they will save 7,370 kWh of electricity a year. This saves emissions of 1.65 tonnes of CO₂e a year.

3.10 These projects are a part of our exciting work to reduce energy consumption across the estate this year:

- Further replacement of old lights with low-energy LED alternatives and new controls.
- Replacement of six belt-driven heating pumps with modern variable pumps that are 42% more efficient
- Installation of Air Source Heat Pumps on the West Yard Building

4. Legal Implications

The Council's Assistant Director for Legal & Governance has been consulted in the preparation of this report and has no comments.

5. Financial Implications

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

6. Use of Appendices

Appendix 1 Design and Access Statement

7. Background Papers – None

Appendix 1

DESIGN AND ACCESS STATEMENT
INSTALLATION OF SOLAR PANELS ON THE ROOF OF THE CRICKET CLUB SPORTS
PAVILION
ALEXANDRA PARK, ALEXANDRA PALACE WAY, LONDON N22 7AY

Introduction

This Design and Access Statement has been prepared and submitted in support of an application for planning for the installation of 24no solar panels on the roof of the Cricket Club sports pavilion building, located in Alexandra Park.

The sports pavilion building is c.365m² and is of brickwork construction. Built around 1997, the building is used as a sports pavilion with changing and showering facilities and social space. The roof is made of corrugated metal with a grey finish and is South-East facing.

This statement should be read in conjunction with other supporting information provided as part of this application.

Proposed Development

Works will include the installation of 430W Jinko Tiger solar panels to the existing roof. There will be 24 panels and each panel measures 1762x1134 mm. They will be attached using Fastensol mounting rails

The full scheme is supported by Haringey Council's Community Carbon Fund and will assist the charity in moving towards a more environmentally sustainable future.

Design Process

There is limited opportunity to influence the design process, however the brief to the contractor was to take into consideration the Park's setting and listed status.

The panels measure 30mm in height, so will have limited impact on the profile of the sports pavilion roof. The building is of limited significance – it was built in 1997 and is of modern construction.

Key stakeholders have been made aware of this application, including the Alexandra Park and Palace Advisory and Consultative Committees.

Amount

The project will consist of the installation of 24no solar panels, measuring 10.6 x 4.5m and will cover less than 50m² in total of the sports pavilion roof, which measures 365m².

Use

The solar panels will generate around 10,000kWh of green energy a year which will help reduce the club's electricity consumption and feed excess to the grid.

Layout

The 24no panels will be laid out as per the indicative drawing called indicative view of panels.png.

Scale

The sports pavilion roof measures 365m², and the 24no panels will cover less than 14% of the roof.



ALEXANDRA PARK AND PALACE CHARITABLE TRUST

BOARD MEETING

15 JULY 2024

Report Title: Finance, Resource, Risk and Audit Committee (FRRAC)
Chair's Feedback report

Report of: Cllr Sean O'Donovan, FRRAC Chair.

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

1. Introduction

- 1.1 FRRAC is a non-decision-making committee established by the Trustee Board to support the Board in delivering its finance, resource, risk and audit responsibilities.
- 1.2 This report highlights recent considerations of the FRRAC and makes relevant recommendations to the Trustee Board.
- 1.3 Present at the FRRAC meeting held on 10 June 2024 were Cllr Sean O'Donovan (Chair), Cllr Sarah Elliott, Cllr Anne Stennett, Emma Dagnes (CEO), Richard Paterson (Director of Finance & Resources), Catherine Solomon (Director of HR & OD) and Natalie Layton. An apology for absence was received from independent member, Claire Pape.

2. Recommendation

To note the feedback from FRRAC including that the Trustee Board:

- i. approves the Risk Register at Exempt Agenda Item 23.

3. Financial Considerations

- 3.1 We considered the 2023/24 year end results for the Group and were pleased to note the progress towards diversifying the Charity's income streams, in particular, funds raised through the Creative Learning activities.
- 3.2 In noting the extraordinary achievements and specific contributing factors that were unlikely to be repeated in future years we acknowledged the value of Alexandra Park and Palace to the Borough and local businesses and sought to receive more information about the organisation's economic impact at a future meeting.

4. Risk Register

We considered the Strategic Risk Register, included at Exempt Agenda Item 23, for approval by the Trustee Board.

5. Human Resources

We noted:

- 5.1 The Human Resources activity for the year to date including the leadership training, staff engagement in the recent survey and the People Strategy development.
- 5.2 Staff e-learning completion rates were lower among casual staff than permanent staff and measures were being taken to improve this.
- 5.3 The increase in Black, Asian and Minority Ethnic (BAME) employee data (from 9% to 12%) which related to permanent staff.
- 5.4 Volunteers had been included in the 150th Celebration Parliamentary Reception and we acknowledged the enthusiasm and efficiency demonstrated by the volunteers generally.

6. Health and Safety

- 6.1 We considered the Q4 Health and Safety report including being involved in case studies for the Evolv Express scanner system and continued development of the counter terrorism risk management plan and preparation towards future Protection of Premises legislation.
- 6.2 Also noted the open culture in relation to reporting and talking about health and safety incidents and risks.

7. Legal Implications

The Council's Assistant Director for Legal & Governance has been provided with a copy of this information report.

8. Financial Implications

The Council's Chief Financial Officer has been provided with a copy of this information report.

- 9. **Appendices** – None (minutes of the FRRAC meetings are available in the Trustee Board shared-drive)



ALEXANDRA PARK AND PALACE CHARITABLE TRUST
BOARD MEETING
15 JULY 2024

Report Title: Finance Report

Report of: Richard Paterson, Director of Finance and Resources

Purpose: This report provides an update on the Trust's current financial position.

1. Recommendations

1.1 To note the draft full year position for the Trust.

2. Alexandra Park and Palace Charitable Trust

2023/24 Full Year

2.1 At the end of the financial year to March 2024, the Trust was reporting unrestricted revenue of **£5,164,000** (Budget: £5,150,000) with operating expenditure of £5,680,000 (Budget: £5,689,000) and an operating deficit of £516,000 (Budget: £539,000); £20,000 better than budget.

2.2 Against the forecast presented at the last Committee meeting, the overall deficit has increased by £84,000 from £433,000. The reasons for this movement is as follows:

- (a) A correction regarding the recognition of grant income that should have been treated as restricted funding.
- (b) Additional income from tenancies linked to their turnover rent provisions.
- (c) Increased income from Car Parking.
- (d) Additional costs in respect of an additional Creative Learning event.
- (e) Slightly higher payroll costs due to the recharge of some overtime costs.
- (f) Increased professional costs incurred successfully defending a claim through the Small Claims Court and for lease negotiations.
- (g) Energy costs marginally higher in Q4 than anticipated.

Table 1 – 2023/24 Trust End of Year Forecast

TRUST	Full Year Forecast	2023/24 Budget	Full Year Actual	Variance vs forecast
Grants	1,836,461	1,755,000	1,755,000	(81,461)
Gift Aid	2,331,490	2,200,000	2,331,490	0
Leases	297,955	315,325	318,431	20,476
AP Licence	300,000	300,000	300,000	0
Other Income	78,618	44,175	69,754	(8,864)
Turnover	4,844,524	4,614,500	4,774,675	(69,849)
Carparking and Donations	335,494	535,000	389,062	53,569
Cost of Events (Learning / Fundraising)	(7,034)	(6,000)	(15,611)	(8,577)
Interest Receivable	1	0	1	0
Salaries & Wages (admin)	(968,609)	(1,134,881)	(979,140)	(10,531)
Other Admin Expenses	(3,678,013)	(3,414,937)	(3,721,437)	(43,425)
Energy Costs	(958,885)	(1,132,850)	(963,617)	(4,732)
Total Overheads	(5,612,540)	(5,688,668)	(5,679,805)	(67,265)
Surplus / (Deficit)	(432,522)	(539,168)	(516,068)	(83,546)

2.3 This is not the first year the Trust has incurred a deficit, and it is not sustainable to do so as it ultimately will run out of money. This only emphasises the need for the Trust to diversify its income streams.

3. Capital Expenditure

3.1 During the financial year the Corporate Trustee provided the Trust with £470,000.

3.2 Notable expenditure in the year includes:

- (i) Works to the Bedford Road wall
- (ii) The North Wall parapet repairs
- (iii) Works to smoke vents
- (iv) Various CCTV upgrades
- (v) Numerous glazing repairs across the Palace roof
- (vi) South Terrace Drainage Channel Renewals
- (vii) Some general pothole/tarmac repairs

3.3 In addition to the above, the Trust has been awarded £2,187,000 in addition to the regular capital grant by the Corporate Trustee for Capital Expenditure for the financial year 2024/25. This covers expenditure on security measures together with critical expenditure where there is a risk to life, injury and compliance.

3.4 Projects include:

- (i) A hostile vehicle mitigation system
- (ii) Emergency lighting upgrades
- (iii) Additional smoke vent renewals
- (iv) Additional glazing repairs
- (v) Improved perimeter/security fencing
- (vi) Structural emergency works required Emergency Exit bridge Great Hall, Public Foot Bridge Park
- (vii) Renewal of fire staircases and roof access
- (viii) Renewal of steps into the park

4. **Cashflow**

4.1 The financial projections have an impact on cashflow. In particular, the cash position of the Trust improves greatly with the additional £600,000 in predicted Gift Aid.

4.2 The outline cashflow for the Trust is shown in Appendix 1 and, due to the forecasted improvements, cashflow isn't as challenging as presented previously but work is still required to ensure it is in a position to pay all its debts in the financial year.

5. **Risks**

5.1 Risks are largely unchanged since the last meeting and include:

- (i) Cost of living crisis and the impact this will have on consumer confidence, ticket sales and spend per head.
- (ii) Ongoing inflationary pressures and the impact this will have on suppliers and the cost base.
- (iii) Recruitment and retention of staff if the Group is unable to afford reasonable pay increases.
- (iv) Recruitment and retention of casual workers given the difficulties seen in the sector.
- (v) Capital funding not at the levels required to ensure investment into the building, park and core infrastructure is maintained. Nor will it enable the major infrastructure programmes planned to be started.

6. Audit Update

6.1 The current audit is progressing and is on track according to the planned schedule. The Finance team has been working closely with the auditors, providing them with all necessary documentation and information promptly. So far, there have been no significant issues or discrepancies reported, and the preliminary findings indicate that our financial records are accurate and well-maintained.

6.2 It is anticipated that the audit will be completed in a timely manner and within the established timeframe. The board will be informed of any developments.

7. Legal Implications

7.1 The Assistant Director for Legal and Governance has been consulted in the preparation of this report and has no comments”.

8 Financial Implications

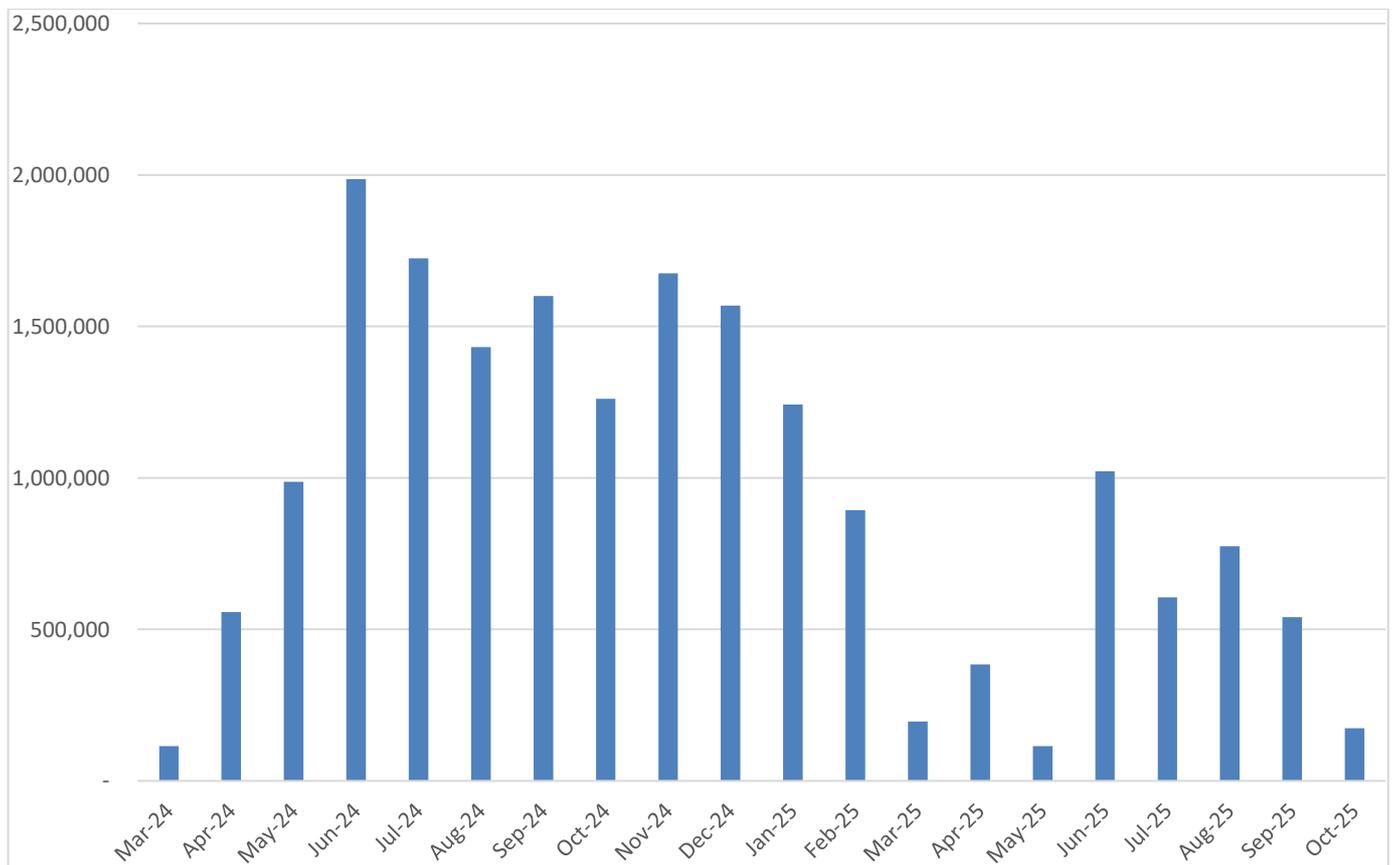
8.1 The Council’s Chief Financial Officer has been consulted in the preparation of this report and has no comments.

9. Appendices

Appendix 1 – Cashflow

Exempt Appendix 2 – Group Financial information (Contained within the Exempt Information Report at Agenda item 21)

APPENDIX 1 - Cashflow for Trust (including energy uplift and pay award)





ALEXANDRA PARK AND PALACE CHARITABLE TRUST
BOARD MEETING
15 JULY 2024

Report Title: Health and Safety Report Q4 FY2023-24

Report of: Graeme Timms, Head of Health and Safety

Purpose: This report provides of safety performance across Alexandra Park and Palace (AP) during Q4 FY2023-24.

1. Recommendations

1.1 To note this report.

2. Executive Summary

2.1 The team has continued to provide the business with appropriate levels of competent safety advice and has facilitated the safe delivery of industry leading activity.

2.2 Accidents across site continue to occur, with slightly increased but tolerable numbers of staff injury given the reporting of minor accidents is considered a positive indicator of safety culture.

2.3 Ice Rink accident rates have been reviewed given longer term changes in trends, which appear to be due to increased reporting levels of minor incidents.

2.4 There are currently six ongoing public liability claims, with one new claim having been received in the quarter. *More detail is contained within the Exempt Information Report*

3. Performance Headlines over Q3 FY2023-24.

3.1 Events have continued with robust safety performance across the quarter. The start of the year had a tight but achievable turnaround in 86 hours between the last dart of the PDC World Darts Championships to the first break in the Masters Snooker. Despite this time pressure, health and safety standards were maintained in the whole. Seven Great Hall music concerts in the quarter took place without significant incident.

- 3.2 All concerts in this period operated with Evolv Express high footfall threat detection screening technology in place, with a third unit in operation at the top of the Slip Road to be in operation from mid-April to help with crowd flows around site.
- 3.3 With detailed ongoing review of accident rates in the ice rink due to a profile that is inconsistent with previous year's performance, it is evident that as previously stated this is considered to be due to recently trained first aid team and the deployment of a dedicated medic for the busier December festive skate season. Additionally this quarter it is evident that there is an increase in the recording of more minor incidents such as relatively minor cuts to which the response is simply providing a plaster. This increase and variation from prior years does not give cause for concern, noting that an increase in reporting of minor incidents is indicative of an engaged workforce and positive safety culture.
- 3.5 That said, seven minor accidents involving staff or direct contractors were reported during the quarter. The nature of the accidents ranged from a fall on ice while stewarding, aggravation of a pre-existing condition due to manual handling, a hand injury as a result of an unexpected movement of stage decking and fall into a duct cover removed by the individual for work activity. While in isolation these are minor incidents, focus is being given on the specific circumstances behind each accident to prevent repeat incidents with more significant consequences.
- 3.6 A third dual lane Evolv Express scanning system is now in place for larger events.

4. Looking Forward:

- 4.1 A Counter Terrorism Risk Management Plan is being drafted and will support implementation of any recommendations arising from draft bill for Terrorism (Protection of Premises) Bill, published in May 2023.
- 4.2 That said as previously suggested, even with specific legislation, legal duties to risk assess against reasonably foreseeable hazards and take reasonably practicable measures to control and mitigate the risk associated to employees and customers has been a statutory duty since the Health and Safety at Work Act etc was introduced in 1974.

5. Use of Appendices

Exempt Appendix 1 – Q4 Health & Safety Dashboard

6. Legal Implications

The Council's Assistant Director for Legal & Governance has been consulted in the preparation of this report and has no comments.

7. Financial Implications

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

8. Background Papers – None



ALEXANDRA PARK AND PALACE CHARITABLE TRUST
BOARD MEETING
15 JULY 2024

Report Title: Human Resources Update Report.
Report of: Catherine Solomon, Director of HR and Organisational Development
Purpose: This report provides an update on the current HR activity for the group for the period 1 January 2024 to 31 March 2024

1. Recommendation

To note the contents of this report.

2. Employment Breakdown

2.1 Turnover

In the period 31 January 2024 to 31 March 2024:

Permanent leavers - Average 17%
Casual leavers - 30%

The employee turnover rate in the last quarter was 5%.

The turnover rate for casual staff was 7% and the turnover rate for permanent staff was 3%.

The annual employee turnover rate is 23.5%. The annual turnover rate split by contract type is 17% for permanent staff and 30% for casual staff. The average staff turnover rate for UK employees is currently 19.9%.

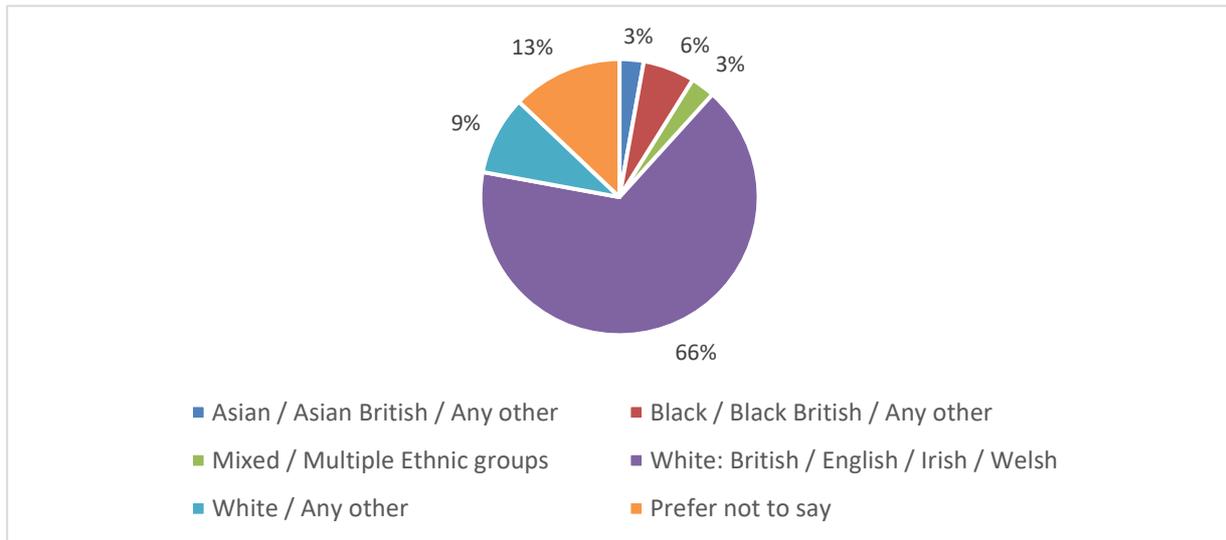
2.2 Ethnicity

We have EDI data for 90% of staff. Chart 1 illustrates the breakdown of all staff including casual workers. The picture is similar to that provided in January 2024 however there has been an increase to Black / Black British / Any other from 4% to 6%.

Overall, there has been a slight increase in staff from BAME background from 11% to 12% between 31 January and 31 March 2024 and an increase from 9% in March 2023.

We are continuing to take positive action to encourage underrepresented groups to apply for our jobs. This includes the use of straplines in all advertisements, targeted campaigns, management training and developing partnerships with local community groups.

Chart 1: Ethnic Origin of Staff



2.4 Disability

7% of permanent staff and 10% of casual workers have declared a disability. This is 9% of the workforce, up 3% from the last report. These are a mix of cognitive or learning disabilities, mental health conditions, invisible disability or long term, chronic condition.

2.5 Male / Female split

The last report noted a 45% / 55% split with a female majority. This majority has increased slightly to 57% in the last quarter.

2.6 Age distribution

The majority of staff are still aged between 21-30 and this figure includes casual workers where applicants tend to be a younger demographic. The smallest percentage of staff are over 60.

Table 1: Age distribution of staff

	Age Band: < 21	Age Band: 21 to 30	Age Band: 31 to 40	Age Band: 41 to 50	Age Band: 51 to 60	Age Band: > 60
Jan 2024	10%	46%	20%	11%	9%	4%
Mar 2024	10%	44%	22%	12%	9%	3%

3. Learning and Development

3.1 Table 2: e-learning completion rates

Module	Jan-24 completion rate	Mar-24 completion rate	% change
Action Counter Terrorism (ACT)	64%	69%	+5%
Equality & Diversity	65%	68%	+3%

There has been improvement in completion levels across all e-learning modules.

We have introduced role-specific e-learning modules for Food Safety Level 1 for casual Catering staff and Health and Safety COSH for operational event staff.

3.2 Compliance training

We now have a contract in place to act as host for MEWP training centre days. This arrangement provides us with a discount on staff telehandler, forklift, cherry picker and scissor lift training as well as providing some commercial income.

We have Fire Marshall training sessions scheduled for all staff in the coming months, and have a 24/25 plan in place for First Aid and Mental Health First Aid delivery.

3.3 Leadership Development Programme

The Leadership Development Programme has continued across the last quarter with a graduation for the Senior Leadership Team scheduled for 3 July.

3.4 Apprenticeships

We continue to work in collaboration with our Creative Learning Team, to further partnerships with colleges and creative institutes to support skills development and offer apprenticeship opportunities. In June 2024 we are looking to recruit a Fundraising Assistant Apprentice.

4. **Development of our People Strategy**

- 4.1 The development of our People Strategy is now completed, and we will move into a three-year implementation plan. It is aligned to our new vision and 10-year goals specifically to **CREATE A GREAT PLACE TO WORK: *An inclusive environment where staff are happy are proud to work and feel like they belong. A culture that listens, recognises, and empowers its staff to act and lives by its Values and Behaviours. Staff are supported to grow and develop to achieve their potential.***

- 4.2 In February we ran a series of focus groups to look at what staff think is great about working here, and what we could do to make it even better. This feedback has helped inform our People Strategy priorities for the next 3 years.
- 4.3 As part of the Business Plan and People Strategy we have reviewed how we will measure our progress. This will include a revised deck of HR KPI's /OKR's for future HR Reports.

5. Contracts Handbook and Policies

- 5.1 The final design for our new handbook has now been completed and launched to staff.
- 5.2 We have updated our Flexible Working, Maternity, Paternity and Carers policy in line with April 2024 Employment Law Changes.
- 5.3 We have redesigned our performance appraisal form to make the form more user friendly and establish clarity on the link between our vision and 10-year goals and individual performance objectives.

6. Employee Engagement and Wellbeing

- 6.1 In March this year Alexandra Palace took part in the Best Companies b-Heard engagement survey. The aim of the survey was to gather anonymous and honest feedback about working for us.
- 6.2 Engagement is about building relationships and energy, while creating a working environment where our colleagues feel invested in what we are trying to achieve, and one where our colleagues understand how they impact the bigger picture.
- 6.3 We had 73% response rate which is really positive. We will use this feedback to help us illustrate what is great about working for Alexandra Palace and equally understand where we can make improvements to help make Alexandra Palace an even better place to work – part of our future vision for all.
- 6.4 Employee survey responses were tallied up to give us an overall Best Companies Index (BCI) score. This is Best Companies' measure of workplace engagement. *More information is included in the Exempt Information Report.*

7. Other updates

- 7.1 An independent review of our GDPR practice and compliance was undertaken in February. The audit consisted of a review of our GDPR policies and procedures and meetings with various team representatives. A final report was

provided with 34 recommendations and 22 corrective actions. AP now has a phased action plan for updating its Data Protection practices:

- Phase 1 Documentation (mapping the ROPA, updating policies and procedures into the framework manual) June 2024
Organisation wide communication on the project and launch new Data Protection Handbook.
- Phase 2 Culture (creating a data protection awareness culture) – planning and delivering training.
- Phase 3 Ongoing regular activities (data cleansing, audits, refreshing agreements and training).

Progress on activity will be monitored through the Executive Team.

7.2 Data for the 2024 annual benchmarking has been submitted and we will now start modelling this data and will bring options for pay to a future meeting.

8 Risks/ other issues

There are no specific risks to highlight in this report.

9 Legal Implications

- 9.1 There are no specific legal implications relating to this report.
- 9.2 The Council's Assistant Director for Legal & Governance has been consulted in the preparation of this report has no comments.

10 Financial Implications

- 10.1 There are no specific financial implications arising from this report.
- 10.2 The Council's Chief Financial Officer has been consulted in the preparation of this report and has no comments.

11. Appendices - None

12. Background documents – None

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Alexandra Park and Palace Charitable Trustee Board – 2023-24 Decisions

DATE	DECISION	Completed	Category
20 March 2023	Reviewed and approved the Risk Management Policy & Risk Register	N/A	Governance
	Reviewed and approved the Health & Safety Policy Statement for signing.	Completed	Governance
	Resolved i. To approve the proposal by Alexandra Park leaseholder, Go Ape, for a new mini-Land Rover activity , subject to planning permission and consideration of any advice or feedback from the Advisory and Consultative Committees. ii. To delegate authority to the Chief Executive to negotiate a suitable lease agreement subject to satisfactory Charities Act Report and proposed ecological development plan, and; iii. To authorise the Council's legal officer to seal the lease, at the appropriate time.	In progress	Governance & Financial
19 July 2023	Approved the Vision & Goals presented in May.	N/A	Strategic
	Approved the 2023/24 Budget	Ongoing	
	Approved appointments to APTL Board, FRRAC and Lead Trustee Roles, noted committee memberships.	Complete	Governance
	Noted Trustees' Register of Trustees' Interests.	N/A	Governance
	Approved the Risk Register.	N/A	Governance
20 September 2023	Special meeting to approve the award of contract for delivery phase of North East Office Building emergency repair works. Subject to funding, which has since been confirmed.	Complete	Financial & Governance
29 September 2023	Delegated Decision: Waiver of Contract Standing Order (CSO) 8.02 (3 quotes for works over £5,000) in relation to the award architectural services (RIBA 0-2) to FCBS . Reason: FCBS conducted a considerable amount of architectural design work on the East Wing Restoration Project and initial work on the Café Restaurant scope and therefore it was deemed to be in the best interests of the Charity to instruct the same architect to undertake the services required to deliver the EC Café Restaurant project.	Complete	Governance
12 Oct.2023	Appointed Cllr da Costa as Lead for Environmental Sustainability	N/A	Governance
9 November 2023	2023 Pay Review: Approved the recommended pay approach including: 3% increase to all salaries (pro-rated for new starters and pro-rated to new salaries where individuals have had a mid-year uplift), London Living Wage from 1 st April to 31 st October 2023 and a 10% increase from 1 st November 2023 to 31 st March 2024 and, To maintain 5.6% differential between level 9 and 10, and to anchor level 11 hourly rates at the median salary to achieve differential between level 10 and 11 and apply a 3% increase on all other hourly rates.	Implemented	Financial & Governance

DATE	DECISION	Completed	Category
14 December 2023	Approved the drafting of a loan agreement between the Trust and Trading Company for short term capital loans.	Ongoing	Financial & Governance
	Approved the 2024/25 Priority Fabric, Maintenance & Services works.	Ongoing	Financial & Governance
	Approved the Appointments (to committees and APTL)	Complete	Governance
	Approved the Trustees' Annual Report & Financial Statements for 2022/23 for filing with the Charity Commission.	Complete	Financial & Governance
	Wire & Sky Lease, resolved to: 1.1 formally approve the Trust entering into a lease for a period of 10 years; 1.2 To delegate authority to the Chief Executive and Director of Finance and Resources to finalise the terms of the lease; 1.3 That the Trustee Board receive the final lease by email with any material changes highlighted, prior to completion and, subject to no further concerns raised by the Trustees; 1.4 To authorise the Head of Legal and Governance, Haringey Council, to seal the lease.	In progress	Financial & Governance
	Approved the Risk Register	N/A	Governance
24/01/24 Delegated Decision	CEO approved the issuing of a further letter of intent (LOI) to the North East Office Building contractor to the value of £100,000, to enable works to commence in the event that the contract is not completed by 26 th January 2024.	Complete	Governance
25/01/24	Approved the extension of the appointment of the current Acting CEO on existing terms for a further period of 12 months (to 31 st January 2025), while the below recommendations are executed; <ul style="list-style-type: none"> A review of APP governance arrangements to establish clarity on areas of responsibility and the status of the APP CEO's position in terms of accountability and employment with a view to amending the Council's Constitution accordingly, and that this work is finalised within 6 months; that, subject to the outcome of 1.2 above, a process for recruitment into the permanent APP CEO position (based on the proposed new CEO Job Description at Appendix 3) is prepared by the Trustee Board and Haringey Council with a view to appointment by 1st February 2025; that the Trust Chair conducts regular reviews of performance against the agreed objectives as documented and discussed by the Board. 	Deadline July 2025	Governance
26/02/2024	Approved the outline Budget for 2024/25	Complete	Financial
	Approved the updated terms of reference of the Finance, Resource, Risk & Audit Committee (FRRAC)	Complete	Governance
	Approved the recommendations in the Exempt Leasehold Properties report.	Ongoing	Governance & Financial
	Approved the Risk Register.	Complete	Governance
27/03/2024	Approved the final 2024/25 Budget	Complete	Financial
	Approved the reviewed car parking tariffs.	Complete	Financial

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