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## Alexandra Palace and Park Board

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TUESDAY, 17TH JULY, 2007 at 19:30 HRS - ALEXANDRA PALACE, ALEXANDRA PALACE WAY, WOOD GREEN, LONDON N22.

**Councillors:**

Councillor Cooke (Chair), Egan (Vice-Chair), Beacham, Dogus, Hare, Peacock, and Oakes.

**Non-voting representatives:** appointed from Alexandra Palace and Park Consultative Committee

*(to be confirmed by the Alexandra Palace and Park Consultative Committee on 10 JULY 2007)*

**Observer:**

Mr D. Liebeck (Chair, Alexandra Park and Palace Advisory Committee).

**AGENDA**

1. **APOLOGIES FOR ABSENCE (IF ANY)**
2. **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 10 & 14.**
3. **DECLARATIONS OF INTERESTS**

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest.

**4. MINUTES: (PAGES 1 - 12)**

- (1) To approve the minutes of the meeting of the Board held on 24 April 2007; **(ATTACHED)**
- (2) To approve the minutes of the Consultative Committee held 19 April 2007 **(ATTACHED)** and 10 July 2007; **TO FOLLOW**
- (3) To receive the minutes of the Advisory Committee held 3 July 2007 and to consider any recommendations contained therein - **TO FOLLOW**

**5. QUESTIONS: TO CONSIDER ANY QUESTIONS RECEIVED IN ACCORDANCE WITH STANDING ORDER 30.**

**6. DEPUTATIONS/PETITIONS: TO CONSIDER RECEIVING DEPUTATIONS AND/OR PETITIONS IN ACCORDANCE WITH STANDING ORDER 31.**

A request for a deputation has been received from the Alexandra Park Club in relation to expansion of facilities.

**7. OPERATING BUDGET: TO ADVISE THE BOARD OF THE TWO MONTHS RESULTS TO END OF MAY 2007. (REPORT OF THE GENERAL MANAGER) (PAGES 13 - 16)**

**8. HERITAGE LOTTERY FUNDED LANDSCAPE DEVELOPMENT PROJECT UPDATE TO UPDATE ON PROGRESS MADE TOWARDS THE PROGRAMME OF WORKS FOR THIS YEAR'S PROJECT ITEMS. (REPORT OF THE PARK MANAGER) (PAGES 17 - 20)**

**9. CHANGES TO BANK SIGNATORIES - TO SEEK NOMINATIONS AND APPROVAL FOR CHANGES TO THE TRUSTEE BANK MANDATE. (REPORT OF THE GENERAL MANAGER) (PAGES 21 - 34)**

**10. NEW ITEMS OF UNRESTRICTED URGENT BUSINESS: TO CONSIDER ANY NEW ITEMS OF URGENT UNRESTRICTED BUSINESS ADMITTED UNDER ITEM 2 ABOVE.**

11. **EXCLUSION OF THE PRESS AND PUBLIC: THE FOLLOWING ITEMS 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; NAMELY INFORMATION RELATING TO THE BUSINESS OR FINANCIAL AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE AUTHORITY HOLDING THAT INFORMATION), AND INFORMATION WHICH IS LIKELY TO REVEAL THE IDENTITY OF AN INDIVIDUAL.**
12. **MINUTES: TO APPROVE THE EXEMPT MINUTES OF THE MEETING OF THE BOARD HELD ON 24 APRIL 2007. ATTACHED (PAGES 35 - 42)**
13. **FUTURE OF THE ASSET - VERBAL UPDATE BY THE CONSULTANT DEVELOPMENT MANAGER**
14. **NEW ITEMS OF EXEMPT URGENT BUSINESS: TO CONSIDER ANY NEW ITEMS OF EXEMPT URGENT BUSINESS ADMITTED UNDER ITEM 2 ABOVE.**
15. **TO NOTE THE DATES OF MEETINGS OF THE BOARD FOR THE REMAINDER OF THE MUNICIPAL YEAR 2007/2008 AS FOLLOWS:**

16 OCTOBER 2007  
26 FEBRUARY 2008

Yuniea Semambo  
Head of Local Democracy and Member Services  
River Park House  
225 High Road  
Wood Green  
London N22 8HQ

Clifford Hart  
Non Executive Committees Manager  
Tel: 020-8489 2920  
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E-mail:clifford.hart@haringey.gov.uk

9 July 2007

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**UNRESTRICTED MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD**  
**TUESDAY, 24 APRIL 2007**

Councillors                \*Adje (Chair), Beacham, \*Egan (Vice-Chair), \*Hare, \*Peacock,  
                                  Rainger, \*Thompson,

Non-Voting                \*Ms V. Paley, \*Mr N Wilmott, \*Mr M. Tarpey  
 Representatives:

Observer:                Mr D. Liebeck

\* Denotes those Members present

Also present: Keith Holder - General Manager  
                          David Loudfoot – Facilities Manager  
                          Iain Harris – Trust Solicitor  
                          Ken Harrington – Finance Manager  
                          Stuart Young – Asst Chief Executive – LB Haringey  
                          Clifford Hart – Clerk – Non Executive Committees Manager – LB Haringey

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**MINUTE  
NO.**

**SUBJECT/DECISION**

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| <b>APBO01.</b> | <b>APOLOGIES FOR ABSENCE</b><br><br>Apologies for absence were received on behalf Councillor Beacham and Mr Liebeck.<br><br><b>NOTED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>APBO02.</b> | <b>URGENT BUSINESS</b><br><br>The Clerk – Clifford Hart – advised that: <ul style="list-style-type: none"> <li>• there were TABLED unrestricted and exempt comments of LB Haringey's Acting Director of Finance in relation to each of the items before the Board this evening which the Board were asked to consider;</li> <li>• A TABLED response to a question asked on behalf of the Hornsey Historical Society which would be considered under Item 5;</li> <li>• A written update in relation to Item 8 from the General Manager – Alexandra Palace;</li> <li>• The report of the LB Haringey's Assistant Chief Executive – People and Organisational Development SD</li> </ul> |
| <b>APBO03.</b> | <b>DECLARATIONS OF INTEREST</b><br><br>There were no declarations of interests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APBO04.</b> | <b>MINUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 24 APRIL 2007**

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|                | <p>The Clerk advised that the minutes of the Consultative Committee meeting held on 19 April 2007 were not available for consideration.</p> <p>(i) <b>Alexandra Palace and Park Board – 6 February 2007, 20 February 2007 (18:30hrs) 20 February 2007 (19:30hrs)</b></p> <p>There being no points of clarification the Chair MOVED and it was:</p> <p><b>RESOLVED</b></p> <p>That the unrestricted minutes of the Alexandra Palace and Park Board held on 6 February 2007, 20 February 2007 (18:30hrs) and 20 February 2007 (19:30hrs) be agreed as an accurate record of the proceedings.</p> <p>(ii) <b>Alexandra Palace and Park Consultative Committee – 30 January 2007</b></p> <p><b>RESOLVED</b></p> <p>That the minutes of the Consultative Committee held on 30 January 2007 be agreed as an accurate record of the proceedings.</p> <p>(iii) <b>Alexandra Palace and Park Panel – 14 March 2007 &amp; 29 March 2007</b></p> <p>There being no points of clarification the Chair MOVED and it was:</p> <p><b>RESOLVED</b></p> <p>That the unrestricted minutes of the Alexandra Palace and Park Panel held on 14 March 2007 &amp; 29 March 2007 be agreed as an accurate record of the proceedings.</p> <p>(iv) <b>Alexandra Park and Palace Statutory Advisory Committee – 27 March 2007</b></p> <p>There being no points of clarification the Chair MOVED and it was:</p> <p><b>RESOLVED</b></p> <p>That the unrestricted minutes of the Alexandra Palace Park and Palace Statutory Advisory Committee held on 27 March 2007 be noted.</p> |
| <b>APBO05.</b> | <p><b>QUESTIONS</b></p> <p>The Chair advised of the TABLED response to a question raised by Jacob</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 24 APRIL 2007**

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|                | <p>O'Callaghan on behalf of the Hornsey Historical Society as follows:</p> <p>“Could the Chair of the Board kindly arrange for the charity’s finance officer or General Manager to inform the questioner and the Board how many grants have been received from English Heritage since the Palace was listed Grade II, after an application from Hornsey Historical Society and other despite the then Board’s opposition to listing, and how much in total has been so far received.”</p> <p><b>ANSWER</b></p> <p>English Heritage does not provide grants or other funding for unspecified works or general revenue support.</p> <p>A total of five grants have been received from English Heritage since 1<sup>st</sup> October 1996.</p> <p>The grants were made for the designated purposes within the theatre of providing a new roof covering for the theatre; stabilising the ceiling; development of a masterplan; improved fire protection between the stage and auditorium; undertaking foyer repairs; balcony works; provision of a measured survey; an archaeological study of the undercroft and repairs to the stage foundations, machinery and mezzanine floors.</p> <p>The total received thus far from English Heritage is £ 94,503.20.</p> <p>In addition a grant claim is currently being processed for the sum of £ 32,198.26 which will bring the total received to £126,701.46</p> <p>With the exception of the measured survey and archaeological study which was fully grant aided, funding has always been subject to the condition of matched funding being made available by the trustees.</p> <p>The amount of matched funding provided to date stands at £ 133,880, approx 51% of the total expenditure, which has been allocated from the maintenance budgets agreed by the Board over the years.</p> |
| <b>APBO06.</b> | <p><b>DEPUTATIONS AND PETITIONS</b></p> <p>There were no deputations requests or any petitions received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>APBO07.</b> | <p><b>OPERATING BUDGET</b></p> <p>The charity’s Head of Finance introduced this item and reported the improved position and savings compared to the position the previous year (as set out in Appendix 3).</p> <p><b>RESOLVED</b></p> <p>That the Board note the income and expenditure for 9 months to the end of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 24 APRIL 2007**

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|                | February 2007 contained in the report and summarised at Appendix 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>APBO08.</b> | <p><b>FUTURE OF THE ASSET - PROGRESS/UPDATE</b></p> <p>The General Manager, in a brief introduction of the TABLED update, advised that the Order from the Charity Commission had been agreed in principle and the reasons would be formulated by the Commissioners at a further meeting on Friday 27<sup>th</sup> April 2007. Once the reasons had been finalised they would be communicated and then or shortly thereafter the Order would be sealed. The Trust Solicitor advised that the sealing of the order and its issue would be matters for officers of the Commission to progress. However there may be a delay, hopefully only short, in the formal legal completion.</p> <p>Mr Holder advised that it was now some 12 months beyond the originally proposed completion date that Firoka had anticipated in their October 2005 concept submission. The delay had and would continue to have detrimental effect on the continuing business of the charity's trading company with consequential effects on profit generation. The business plan on which the Firoka concept was developed was now 18 months old and the construction costs were rising on a monthly basis faster than the rate of general inflation. Mr Holder also commented on the morale of staff which in general terms had also suffered, caused by the uncertainty in the intervening period. In these circumstances it would appear that a measured and phased approach would be necessary to the successful transfer of the business and the staff whilst maintaining the terms of the lease, project agreement, employment and pensions agreement and the umbrella master agreement.</p> <p>With respect to the issue surrounding the CUFOS building the Trust Solicitor stated that the Firoka Group had agreed to grant the security of Tenure the CUFOS trustees were seeking. It was now a matter for CUFOS to formally consider and accept or reject the offer to abrogate the 'contracted out' term.</p> <p>The Board was being asked for its agreement to begin the phased transfer process once the Order was confirmed on Friday 27<sup>th</sup> April 2007.</p> <p>(Councillor Thompson arrived at 19:10hrs)</p> <p>Mr Holder further advised that a number of measures would be implemented in advance of legal completion which would smooth the path for other sequential actions to take place. The contracts for events under signature but not yet delivered for the next month could be novated in Firoka's favour. Further Firoka could assume the terms of the APTL licence. In addition a management arrangement for the operation of the ice rink could be concluded. It would be appropriate for staff to be seconded for the interim period during which effect can be given to the formal arrangements to ensure continuity of employment and length of service. None of these actions would be irrevocable but will assist in a smoother transfer. The Directors of the charity's wholly-owned subsidiary, Alexandra Palace Trading Ltd., did require to be similarly advised to enable appropriate action to be taken on their behalf.</p> |

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 24 APRIL 2007**

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|                | <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>i. That the General Manager, after taking appropriate legal advice, be authorised to begin the process of a phased transfer of the charity business, staff and contracts to the Firoka Group following the approval of the lease; and</li> <li>ii. That the General Manager be authorised to advise the directors of the wholly owned trading company that the premises will shortly not be available for their use and similar action on the phasing of action prior to formal transfer will be necessary on their behalf.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>APBO09.</b> | <p><b>HERITAGE LOTTERY FUNDED LANDSCAPE DEVELOPMENT PROJECT UPDATE – TO RECEIVE A FURTHER PROGRESS REPORT.</b></p> <p>In a succinct introduction to the circulated report the Facilities Manager, Mr Loudfoot, gave a brief update of each of the areas of HLF work and answered points of clarification. Mr Loudfoot also advised that the newly appointed Parks Development Manager – Mark Evison would commence his duties on 8 May 2007.</p> <p>Councillor Egan commented on the current by-laws regulating the Park and suggested that these be examined and reviewed as there were a number of issues requiring attention – particularly dog walking and fouling etc. Councillor Egan felt it was appropriate for the matter to be reported to the Statutory Advisory Committee, and Consultative Committee as part of the review.</p> <p>The Chair then summarised and it was:-</p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>i. that the progress of the park project be noted; and</li> <li>ii. that current by-laws regulating the Park be examined and reviewed, particularly dog walking and fouling etc, and that the review be reported to the Statutory Advisory Committee, and Consultative Committee for comment prior to consideration by the Board.</li> </ul> |
| <b>APBO10.</b> | <p><b>LONDON CYCLE NETWORK: PROPOSED ROUTING OF LINK 81 VIA ALEXANDRA PALACE</b></p> <p>Following a brief introduction of the report by the Facilities Manager – Mr Loudfoot, the Chair summarised and it was:</p> <p><b>RESOLVED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 24 APRIL 2007**

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|                | That the report be noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APBO11.</b> | <p><b>NEW ITEMS OF UNRESTRICTED URGENT BUSINESS</b></p> <p>The Chair advised the Board that whilst there were no additional urgent items of business he did have some comments to share with the Board from the Board's non voting representative – Mr Liebeck – in respect of the General Manager's impending departure. The Chair had advised that Mr Liebeck had asked that in his absence those comments be read out.</p> <p>The Chair quoted Mr Liebeck's comments as follows:</p> <p>“ if this marks Keith's last attendance as general manager could you please express my personal thanks, and those of the SAC for his patience, civility and assistance over the years. Though we have had disagreements on certain issues from time to time, he has always conducted himself in a professional, courteous and diligent manner, and his experience and expertise will be missed. I am pleased to note that it is intended that he should be offered a new "support" role in connection with the development.</p> <p>We do look forward to working with David Loudfoot in the future.”</p> <p>The Board noted and echoed the comments expressed by Mr Liebeck.</p> <p><b>NOTED</b></p> |
| <b>APBO12.</b> | <p><b>EXCLUSION OF THE PUBLIC AND PRESS</b></p> <p><b>RESOLVED</b></p> <p>that the Public and press be excluded from the proceedings as the following items contain exempt information as defined in section 100A of the Local Government Act 1972 namely; Para 1 – Information relating to an individual, and Para 3 – Information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p><b><i>At this point in the proceedings(19.30hrs) the Chair MOVED and it was RESOLVED nemine contradicente that the meeting be adjourned for a period of 5 minutes.</i></b></p> <p><b><i>The Board adjourned at 19.30hrs and reconvened at 19.35hrs.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>APBO13.</b> | <p><b>MINUTES</b></p> <p><b>AGREED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>APBO14.</b> | <b>AWARD OF LEASES OF PARK BUILDINGS - REPORT OF THE FACILITIES MANAGER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 24 APRIL 2007**

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|                | <b>AGREED RECOMMENDATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>APBO15.</b> | <p><b>RESIDUAL MANAGEMENT ARRANGEMENTS - ALEXANDRA PALACE<br/>(REPORT OF THE ASSISTANT CHIEF EXECUTIVE - PEOPLE AND<br/>ORGANISATIONAL DEVELOPMENT - LB HARINGEY)</b></p> <p><b>AGREED RECOMMENDATIONS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>APBO16.</b> | <p><b>NEW ITEMS OF EXEMPT URGENT BUSINESS</b></p> <p>The Clerk advised that there were no Items of urgent exempt business.</p> <p>At this point in the proceedings the Chair, on behalf of the Board, congratulated David Loudfoot on his appointment as General Manager.</p> <p>The Chair also asked that the Board's thanks and appreciation be passed on to Keith Holder who would cease in his position as General Manager on 30 April 2007. The knowledge, expertise and understanding that Mr Holder carried in terms of the Palace was much valued by both Board members and officers. The Board were also extremely grateful that Mr Holder's services would be retained in a consultancy capacity and that the Board looked forward to working with him in the future.</p> <p>As it was the last meeting The Chair also took the opportunity to thank the Trust's Solicitor – Mr Harris, and also all support staff for their efforts and contribution to the smooth running of Alexandra Palace. He concluded by also thanking the Clerk to the Board for his efforts in ensuring the good running of meetings, and advice to the Chair and Board members.</p> <p>Mr Willmott also referred to the recent death of the former Councillor and Mayor of Haringey – Mary Neuner. Mr Willmott paid tribute to the work and positive contribution of Mary during her years as a Board member and her tireless efforts in ensuring the best possible solution for the future of the asset. Mr Willmott further added that Mary had continued to show interest after standing down as a Councillor when she agreed to sit on the 'Friends of Alexandra Palace Theatre' and almost right up to her death had participated in meetings and made considerable contribution.</p> <p>Members of the Board echoed the sentiments of Mr Willmott.</p> <p>The Chair concluded that Mary Neuner would be sadly missed and her memory would not fade.</p> <p><b>NOTED</b></p> |

The meeting ended at 20:15hrs.

COUNCILLOR CHARLES ADJE

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 24 APRIL 2007**

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Chair

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.  
THURSDAY, 19 APRIL 2007**

Councillors: \*Adje (Chair), Beacham, \*Egan (Vice Chair), \*Hare, Peacock, \*Rainger, and \*Thompson

Nominated Members:

|                                                  |   |                   |
|--------------------------------------------------|---|-------------------|
| Alexandra Palace Action Group                    |   | (To be advised)   |
| Alexandra Palace Amateur Ice Skating Club        | * | Mr. M. Tarpey     |
| Alexandra Palace Angling Association             |   | Mr K. Pestell     |
| Alexandra Palace Allotments Association          | * | Mr Ballard        |
| Alexandra Palace Indoor Bowls Club               |   | (To be advised)   |
| Alexandra Palace Organ Appeal                    | * | MrJ. Apperley     |
| Alexandra Palace Television Society              |   | Mr S. Vaughan     |
| Alexandra Palace Television Group                |   | Mr J. Thompson    |
| Alexandra Residents' Association                 | * | Ms. C. Hayter     |
| Bounds Green and District Residents' Association |   | Mr K. Ranson      |
| Friends of the Alexandra Park                    | * | Mr. G. Hutchinson |
| Friends of the Alexandra Palace Theatre          | * | Mr. N. Wilmott    |
| Hornsey Historical Society                       | * | Mr.J.O'Callaghan  |
| Muswell Hill and Fortis Green Association        | * | Ms D. Feeney      |
| Muswell Hill Friends of the Earth                |   | (To be advised)   |
| Muswell Hill Metro Group                         | * | Mr J. Boshier     |
| New River Action Group                           | * | Mr F. Clark       |
| Palace View Residents' Association               | * | Ms V. Paley       |
| U.C.A.T.T.                                       |   | Mr J. McCue       |
| Warner Estate Residents' Association             | * | Prof. R. Hudson   |

\*Members present.

Also In Attendance:

Keith Holder - The General Manager, Alexandra Palace  
David Loudfoot - Facilities Manager – Alexandra Palace  
Clifford Hart - Clerk to the Committee – Non Executive Committees Manager – LB Haringey

Mr C. Richelle - Friends of Alexandra Palace Theatre  
Mr R. Tucker - Alexandra Palace Organ Appeal

| MINUTE<br>NO. | SUBJECT/DECISION                                                                                                                                                                                                                                                                                                                                                  | ACTION<br>BY |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| APCC01.       | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received on behalf of Councillor Beacham (due to a work commitment), Councillor Peacock (due to a family bereavement) Mr J. Thompson – Alexandra Palace Television Group, and for possible non-attendance from Mr S. Ballard – Alexandra Palace Allotments Association.</p> <p><b>NOTED</b></p> |              |

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.  
THURSDAY, 19 APRIL 2007**

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| <b>APCC02.</b> | <b>URGENT BUSINESS</b><br><br>Nil Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>APCC03.</b> | <b>DECLARATIONS OF INTERESTS</b><br><br>There were no declarations of interests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>APCC04.</b> | <b>MINUTES</b><br><br><div style="margin-left: 40px;"> <p>(i) <b>Alexandra Palace and Park Consultative Committee – 30 January 2007</b></p> <p><b>RESOLVED</b></p> <p>That the minutes of the Consultative Committee held on 30 January 2007 be agreed as an accurate record of the proceedings.</p> </div> <div style="margin-left: 40px;"> <p>(ii) <b>Alexandra Palace and Park Board – 6 February 2007, 20 February 2007 (18:30hrs) 20 February 2007 (19:30hrs)</b></p> <p>There being no points of clarification the Chair MOVED and it was:</p> <p><b>RESOLVED</b></p> <p>That the unrestricted minutes of the Alexandra Palace and Park Board held on 6 February 2007, 20 February 2007 (18:30hrs) 20 February 2007 (19:30hrs) be noted.</p> </div> <div style="margin-left: 40px;"> <p>(iii) <b>Alexandra Palace and Park Panel – 14 March 2007 &amp; 29 March 2007</b></p> <p>There being no points of clarification the Chair MOVED and it was:</p> <p><b>RESOLVED</b></p> <p>That the unrestricted minutes of the Alexandra Palace and Park Panel held on 14 March 2007 be noted.</p> <p>In response to clarification from Ms Feeney the Clerk – Mr Hart advised that the Panel minutes of the meeting held on 29 March 2007 would be submitted to the next meeting of the Committee.</p> <p><b>NOTED</b></p> </div> |
| <b>APCC05.</b> | <b>FUTURE OF THE ASSET - VERBAL UPDATE BY THE GENERAL MANAGER - ALEXANDRA PALACE</b><br>The Chair asked for a brief introduction of the item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.  
THURSDAY, 19 APRIL 2007**

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p>The General Manager, Mr Holder, advised that the Charity Commission had considered the matter of the Order on 3<sup>rd</sup> April 2007 and had made a “decision in principle” that it should be granted. The Commissioners would hold a further meeting during the week commencing 23 April 2007, likely to be 27 April, to formally set out their reasons. The Order and the reasons would then be published together. The content of the order was unlikely to be significantly different to the draft with the exception of replicating the relationship between the Alexandra Park and Palace Advisory Committee and the Board as recited in the Alexandra Park and Palace Act 1985.</p> <p>In response to questions from Ms Feeney, Mr Holder advised that whilst there had been assurances of a “decision in principle” the Charity Commission must legally issue the Order and its reasons concurrently. This was the purpose for the further meeting.</p> <p>There being no further points of clarification the Chair thanked Mr Holder for his brief update.</p> <p><b>RESOLVED</b></p> <p>That the verbal update be noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| APCC06. | <p><b>HERITAGE LOTTERY FUNDED LANDSCAPE DEVELOPMENT PROJECT UPDATE<br/>REPORT OF THE PARKS FACILITIES MANAGER</b></p> <p>In a succinct introduction to the circulated report the Facilities Manager, Mr Loudfoot, gave a brief update of each of the areas of HLF work and answered points of clarification.</p> <p>Mr Loudfoot also advised that the new Parks Manager, Mark Evison, would commence his duties on 8 May 2007. The Committee welcomed the appointment. Mr Loudfoot updated the Committee on</p> <p>The Committee sought clarification as to a number of issues including:</p> <ul style="list-style-type: none"> <li>• Link 81 Cycle Path at the Lower Road by Northview Road and clarification that the path leading down to Northview Road was not a part of the Link 81 Cycle Path</li> <li>• Clarification that the external works at entrances were currently being drawn up</li> <li>• Clarification in response to questions that tendering for the various Park outlets had been completed and that negotiations were proceeding for all outlets with the exception of the workshops. In terms of the type of beverage to be sold Mr Loudfoot confirmed it was the stated intent of the lakeside café operator to offer a high quality menu and not a ‘Hamburger-Hotdog and chips menu’. Hot beverages and food from a simple menu were likely for the grove kiosk due to its small kitchen space but no confirmation as yet could be given of what would actually be sold. There may also be some synergy as to the food to be sold at each of the outlets.</li> </ul> <p>The Chair then summarised and it was:</p> <p><b>RESOLVED</b></p> |

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.  
THURSDAY, 19 APRIL 2007**

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | That the report be noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>APCC07.</b> | <p><b>LIST OF EVENTS AT THE PALACE</b></p> <p>In a brief introduction of the report in respect of the forthcoming list of events the General Manager confirmed that those events in <i>italics</i> were the first option.</p> <p>In response to points of clarification Mr Holder commented that the 'Live Nation Concert' was a series of concerts over a number of evenings between 3 and 12 November 2007, but it was not one continuous event. With regard to clarification of private events Mr Holder confirmed that these were not open to the public though the information of these events could be supplied subject to client commercial confidentiality. Mr. Holder further explained that the beer festival as listed in November 2007 was part of the annual fireworks display and could be attended by the public. They would of course be expected to pay for any beer consumed.</p> <p>In response to comments from Ms Feeney in respect of the W3 bus service having an all night service and possible security implications arising therefrom Mr Holder advised that he would look into the matter and respond at the next meeting.</p> <p><b>NOTED</b></p> |
| <b>APCC08.</b> | <p><b>ITEMS RAISED BY REPRESENTATIVES</b></p> <p>Nil Items</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>APCC09.</b> | <p><b>ANY OTHER BUSINESS</b></p> <p>The Chair advised that Mr Loudfoot had appointed to the position of General Manager. This had been as a result of a number of psychometric tests and exercises, externally assessed, followed by an interview by Members of the Board.</p> <p>The Committee welcomed Mr Loudfoot's appointment and congratulated Mr Loudfoot and gave a resounding round of applause.</p> <p><b>NOTED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

The meeting ended at 19:50hrs.

COUNCILLOR CHARLES ADJE

Chair



Agenda item:

**ALEXANDRA PALACE & PARK BOARD**On 17<sup>th</sup> July 2007Report Title: **2 MONTHS RESULTS TO THE END OF MAY 2007**Report of: **David Loudfoot, General Manager, Alexandra Palace & Park****1. Purpose**

1.1 To advise the Board of the 2 months result to the end of May 2007.

**2. Recommendations**

2.1 Members are asked to note the income and expenditure for 2 months to end of May 2007 contained in the report and summarised at Appendix I.

Report Authorised by: **David Loudfoot, General Manager**.....

Contact Officer: Ken Harrington, Head of Finance, Alexandra Palace &amp; Park, Alexandra Palace Way, Wood Green, London N22 7AY. Telephone number 0208 365 2121.

**3. Executive Summary**

3.1 The 2 months result is tabulated against budget at Appendix I.

**4. Reasons for any change in policy or for new policy development (if applicable)**

4.1 N/A

**5. Local Government (Access to Information) Act 1985**

5.1 No specific background papers were used in compiling this report.

**6. Description**

- 6.1 The Board at its meeting on 6<sup>th</sup> February 2007 agreed to set its net budget estimate for 2007/08 at £740,000. This estimate reflected the limited direct activity of the charity post the transfer of the asset and mainly comprised the maintenance of the parkland, maintenance of the through road, maintenance of the buildings within the park (excluding the Palace), security within the park and professional fees.
- 6.2 Arising from the uncertainty in respect of the actual date of receipt of the Order and subsequent transfer to the Firoka Group at that time the Board was advised that a further £65,000 per month was likely to be required for each month that the transfer of the asset was delayed beyond 31<sup>st</sup> March 2007. This sum was calculated on the basis of the local authority's agreed forward financial plan less the £740,000 shown in the previous paragraph and calculated on a pro-rata basis for the whole year.
- 6.3 These sums were discussed informally and agreed in the context of the local authority budget.
- 6.4 The Board resolved:
- i. That the 2007/08 estimates as detailed in the appendices to the report be noted and the levels of expenditure as proposed be agreed;
  - ii. That the London Borough of Haringey be formally requested to agree to provide the £740,000 required to balance the budget for 2007/08 out of its corporate resources; and
  - iii. That in addition to (ii) above, the London Borough of Haringey be formally advised that due to the effect of protracted negotiations with the Firoka Group, this may impact on and require additional revenue funding support into 2007/08 from the London Borough of Haringey of £65,000 for each month that completion were to be delayed.
- 6.5 The local authority subsequently and formally agreed to provide financial support in accordance with that resolution.
- 6.6 The actual cumulative results for the accounting period to May 2007 (2 months) show a positive variance on the budget estimate of £ 8K (6.5%) before the inclusion of transfer delay costs.
- 6.7 The transfer delay costs have been incurred directly as a result of the continuing delay in the transfer of the whole operation. These costs are specific in nature being attributable to repairs and maintenance arising from the terms of the lease which require all assets to be maintained at the level described in the measured survey on an on-going basis.

- 6.8 The inclusion of the additional costs incurred as a result of the delay in transferring the Palace building adds a further net £181,000 to the deficit which is offset by the £130,000 additional funding being provided over the two months as shown above. The net effect on the budget at month 2 therefore is a negative variance of £43,000.
- 6.9 The tabulation at Appendix 1 summarises this financial information.
- 6.10 However because of the uncertainty relating to the timing of the transfer there is the possibility that future expenditure arising from continuing delays may well exceed the profile of £65,000 per month. In addition the budget does not allow for legal fees arising from any continuing delays in the transfer process. Advice should be taken on the ability to recover any legal costs incurred through such delays.
- 6.11 Further there are a number of areas where additional workloads are now apparent which impact on the ability to provide the detailed information normally submitted to the Board. These are:
- i. the audit of the 2006/07 accounts;
  - ii. preparation of the trading company for MVL;
  - iii. staff resignations; and
  - iv. preparation work for the transfer.

The position in relation to these matters is being closely monitored and any further issues arising will be reported consequently.

## **7. Consultation**

7.1 N/A

## **8. Summary and Conclusions**

8.1 The 2 months result is tabulated against budget at Appendix I. The 2+10 forecast is tabulated against budget at Appendix II.

## **9. Recommendations**

9.1 Members are asked to note the income and expenditure for the 2 months to the end of May 2006 contained in the report and summarised at Appendix I

## **10. Legal and Financial Comments**

10.1 The Trust's Solicitor and Director of Finance have been sent a copy of this report.

## **11. Equalities Implications**

11.1 There are no perceived equalities implications in this report.

## **12. Use of Appendices / Tables / Photographs**

12.1 Appendix I – Summary of the budget versus actual for 2 months to May 2007.

**ALEXANDRA PALACE  
BUDGET VERSUS ACTUAL  
2007-08  
£000's**

|                                                        | Cumulative<br>BUDGET<br>MONTH 2 | Cumulative<br>ACTUAL<br>MONTH 2 | VARIANCE    |
|--------------------------------------------------------|---------------------------------|---------------------------------|-------------|
| Concessions/Leases                                     | 8                               | 13                              | 5           |
| Community events                                       | 0                               | 0                               | 0           |
| Sundry                                                 | 2                               | 2                               | 0           |
| <b>TOTAL INCOME</b>                                    | <b>10</b>                       | <b>15</b>                       | <b>5</b>    |
| Salaries                                               | (23)                            | (24)                            | (1)         |
| Contracted services                                    | (52)                            | (40)                            | 12          |
| <b>PAYROLL &amp; CONTRACTED SERVICES</b>               | <b>(75)</b>                     | <b>(64)</b>                     | <b>11</b>   |
| <b>COSTS BEFORE OVERHEADS</b>                          | <b>(65)</b>                     | <b>(49)</b>                     | <b>16</b>   |
| Fixed Overheads                                        | (11)                            | (16)                            | (5)         |
| Variable Overheads                                     | (48)                            | (51)                            | (3)         |
| <b>TRUST</b>                                           | <b>(124)</b>                    | <b>(116)</b>                    | <b>8</b>    |
| Additional net costs arising<br>from delay in transfer | (130)                           | (181)                           | (51)        |
| <b>TOTAL TRUST OPERATION</b>                           | <b>(254)</b>                    | <b>(297)</b>                    | <b>(43)</b> |



**Alexandra Palace & Park Board**

**On 17 July 2007**

**Report Title: HERITAGE LOTTERY LANDSCAPE DEVELOPMENT PROJECT UPDATE**

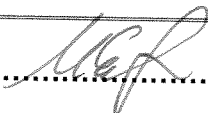
**Report of: Mark Evison, Park Manager**

**1. Purpose**

1.1 To inform the Board of the progress of the park project.

**2. Recommendations**

2.1 That the Board note the report.

**Report Authorised by: Mark Evison, Park Manager.....** 

**Contact Officer: Mark Evison, Park Manager, Alexandra Palace & Park, Alexandra Palace Way, Wood Green N22 7AY Tel No. 020 8365 2121.**

**3. Executive Summary**

3.1 With the exception of the Approach roads, the contractor led portion of the project is complete. Some direct expenditure items remain to be completed and this will be achieved before the end on the project in December 2007.

3.2 The new Park Manager, Mark Evison started on 8<sup>th</sup> May 2007.

3.3 The lease negotiations for the park facilities are complete and they are now in the process of opening for the summer season.

**4. Reasons for any change in policy or for new policy development (if applicable)**

4.1 N/A

**5. Local Government (Access to Information) Act 1985**

5.1 No specific background papers were used in compiling this report.

**6. Description**

6.1 Park Manager, Mark Evison commenced employment in May 2007.

6.2 Under the contract conditions there is a period of warranty and the following works have been identified as remedial works which will be undertaken between now and the end of the project:

- anti-skid coating at the Bedford Road entrance; replacement is due to be carried out during July and, weather permitting, should be completed within 10 days;
- weeding and mulching of holly hedge facing the Avenue;
- planting up empty area of Lakeside shrub beds;
- replacing tar spray and chip coating at Dukes Avenue entrance;
- replacement of failed tree planting.

6.3 The tendering of the Pitch and Putt, Lakeside Café and Grove Kiosk has been completed and the negotiations on the lease terms of all three facilities are now complete.

The Grove Kiosk opened for drinks and snacks on 17<sup>th</sup> June. The operator is considering use of the band stand area for weekend music events to compliment his service.

The Lakeside Café opened on 23<sup>rd</sup> June with a snack and drink service accompanied by some light Jazz music. Once construction of the kitchen is complete the operator intends to offer an enhanced range of hot food, snacks and drinks. The jazz was very popular on the opening weekend and consideration is being given to the band performing every Saturday throughout the summer.

Both café operators are considering further development their facility in the future. The Grove Kiosk operator is considering expansion of the seating area and addition of a conservatory to the building to provide year round accommodation. The Lakeside Café operator is considering enclosing the covered section between the two buildings.

6.4 The Pitch and Putt course has been laid out and the new greens have been seeded with high quality grass seed formulated for golf greens. It is hoped that the operation can commence in late July once the new grass has become sturdy enough to support regular play.

6.5 The new flower beds on the South Front were planted up at the end of May, our first floral display consists of various seasonal summer bedding with some hardy planting being planned for a winter display later in the year. This project involved providing new soil in the beds and over 6000 plants.

In the future, parts of the beds may be planted permanently. The species will be chosen with an emphasis on drought tolerance to make the displays more sustainable.

6.6 Further works shortly being implemented are:

- coir roll planting for the lake – reeds, and lilies to aerate the water and improve the habitat for fish;
- footpath repairs in the Grove;
- interpretative signage – including directional finger posts and information boards;
- replacement bus shelter – at the Paddocks Car Park;
- additional closed top litter bins – these have a larger capacity and reduce the spilling of waste caused by wildlife;
- installation of new self closing gates to the children's play area.

- 6.7 LBH Highways are currently preparing detailed costing for the engineering works at the park approach roads. The latest draft scheme for the Muswell Hill entrance will be displayed at the meeting.
- 6.8 The project remains within budget and the amount claimed from the Heritage Lottery Fund is £2,476,800.00. This figure represents 90% of the total grant. A further claim in December 2007 will be the final claim to conclude the project.
- 6.9 The Information Centre in the Grove is now open, initially for a trial period on Tuesdays and Thursdays, 12.00pm to 2.00pm. There are on average five visitors per session, despite the recent wet weather. It is hoped that in the future the Friends of Alexandra Park will assist in increasing the opening hours.

Visitors are being asked to complete a questionnaire to provide feedback on the management of the park. This feedback will be incorporated into the revision of the Park Management Plan.

- 6.10 City & Country Farmers' Markets Limited have renewed their contract for regular markets up until the end of March 2008. These markets provide a source of additional income for the charity and are a popular local event. Some comments regarding the noise from generators have been received from local residents and the provision of electrical pillars is under investigation which would eliminate the need for generators.
- 6.11 The Section 106 payment from Thames Water has been received by London Borough Haringey. This payment of £2,000 is to fund the planting of 33 trees to screen the new water treatment works on the Hornsey Reservoir. The planting is scheduled for November 2007.

The trees to be included in the scheme are as follows:

- 12x *Populus nigra* 'Italica', black Italian poplar;
- 5x *Populus nigra*, black poplar;
- 15x *Salix Britzensis*, coral bark willow;
- 1x *Salix Babylonica*, Chinese weeping willow.

- 6.12 Transport for London are planning to update some of the older bus shelters on Alexandra Palace Way during the summer.
- 6.13 Tours of the park for residents associations and committee members have recently taken place. Land Use Consultants, the principal consultants on the project, led the tours and detailed the changes made to the park as part of the project.

## **7. Summary and Conclusions**

7.1 n/a

## **8. Recommendations**

8.1 That the committee note the report.

## **9. Legal and Financial Implications**

9.1 The Acting Director of Finance and the Trust's Solicitor have been sent copies of this report.

## **10. Equalities Implications**

10.1 n/a

## **11. Use of Appendices/Tables/Photographs**

11.1 Sketch showing proposal for the layout of the Muswell Hill entrance will be displayed at the meeting.

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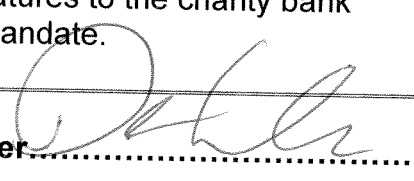
Agenda item:

**Alexandra Palace & Park Board****On 17<sup>th</sup> July 2007**Report Title: **Changes to Bank Signatories.**Report of: **David Loudfoot, General Manager****1. Purpose**

1.1 To seek approval for a change to the bank mandate.

**2. Recommendations**

2.1 The Board nominate two trustees as secondary signatures to the charity bank account and agree the formal changes to the bank mandate.

Report Authorised by: **David Loudfoot, General Manager**.....Contact Officer: **David Loudfoot, General Manager, Alexandra Palace & Park, Alexandra Palace Way, Wood Green N22 7AY Tel No. 020 8365 2121****3. Executive Summary**

3.1 The Board has previously nominated two trustees to act as secondary signatures on the charity bank account. These have been the Chair and Deputy chair in the past. In light of the changes arising from the elections at the local authority annual meeting a change in the signatories is now required.

**4. Reasons for any change in policy or for new policy development (if applicable)**

4.1 N/A

**5. Local Government (Access to Information) Act 1985**

5.1 No specific background papers were used in compiling this report. For further information contact David Loudfoot, General Manager, Alexandra Palace, Alexandra Palace Way, Wood Green N22 7AY Tel: 020 8365 2121.

**6. Description**

**Changes to the Bank Mandate**

- 6.1 The bank mandate contains details of the signatories for the charity bank account with cheques/instructions for less than £5,000 requiring a single signature and those over £5,000 requiring two signatures. The officer signatory is the General Manager and it is necessary to appoint two secondary signatures from amongst the board of trustees.
- 6.2 The previous authorised board signatories have been Councillors Adje and Egan as Chair and Deputy Chair. It is proposed that Councillor Cooke, subject to his personal agreement, becomes the replacement signatory for Councillor Adje with Councillor Egan remaining.
- 6.3 If Councillor Cooke agrees to such nomination then confirmation of address through original identifying documents will be required to satisfy the bank requirements for the Financial Services Authority, Proceeds of Crime Act, Anti-Money Laundering Regulations and the Data Protection Act.

**7. Consultation**

- 7.1 No specific consultation is required.

**8. Summary and Conclusions**

- 8.1 The current bank mandates require two signatures for cheques over £5,000 in value and for authorising changes to the charity bank account.

**9. Recommendations**

- 9.1 The board nominate and authorise, subject to their agreement, the Chair and Deputy Chair to sign cheques and bank authorities on behalf of the charity.

**10. Legal and Financial Implications**

- 10.1 The Trust Solicitor and Acting Director of Finance have been sent copies of this report.

**11. Equalities Implications**

- 12.1 There are no specific equalities implications which arise from the recommendations contained within this report

**12. Use of Appendices/Tables/Photographs**

- 12.1 Copy "Change of Business Account Signatories Mandate".

# change of business account signatories mandate

**To be completed by all Key Account Parties:**

- **Signatories**
- **Members**
- **Directors**
- **Beneficial Owners**
- **Third Parties**
- **Shareholders – with 20% or more shareholding**

# 1) Important Information – change of Signatories on Non Personal Accounts

All banks are regulated by the Financial Services Authority (FSA) and are subject to the Proceeds of Crime Act, Anti-Money Laundering Regulations and the Data Protection Act. In order that we can comply with these obligations, we make enquiries with credit reference agencies. As a minimum, we are obliged to confirm the identity and residential address of all Key Account Parties (Key Account Parties should be the people responsible for the business such as the Proprietor, Partners, Directors, Members or Third Parties). Therefore, we must obtain identification and verification documentation from each individual Key Account Party, as specified below, before providing business banking facilities:

All Key Account Parties and third parties to the account must provide two different documents – one from each list:

## List A – Proof of Identity

|                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current signed passport<br>Only black and white copies accepted                                                                                                                                                                                                               | It must be an original document that has not expired and bears a photograph of the applicant and the same name and signature as that on the application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Current EU / UK Full or Provisional photo-card driving licence                                                                                                                                                                                                                | It must be an original document that bears a photograph of the applicant and the same name, address and signature as that on the application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Current full UK driving licence (old version)                                                                                                                                                                                                                                 | It must be an original document that bears the same name, address and signature as that on the application. <b>Old style provisional licences will not be accepted.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Inland Revenue Tax Notification                                                                                                                                                                                                                                               | An original document for the current tax year that bears the same name, address and initials as that on the application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Benefit book within expiry date or original notification letter from the Benefits Agency confirming the right to benefits or state pension (Pink card BR464 issued by the benefits agency on request to prove state retirement pension is paid directly into a bank account). | An original document or certified copy that bears the same name and address details as those on the account opening documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Recent systems-generated or signed documentation from a regulated financial sector firm (e.g. Bank/Building Society statement, Insurance certificate or pensions/Investment Account statement) indicating that an account, investment or insurance relationship exists.       | An original document or certified copy, (dated within the last 6 months), that has the same name and home address as that quoted on the account opening documentation. The letter needs to quote the customers account number/policy number etc; general marketing letters without account numbers are not acceptable.<br><b>Note: Internet downloads are not acceptable unless verified and stamped by the service provider e.g. IF = Halifax, Cahoot = Abbey National.</b><br><b>This document can only be taken as secondary identification (i.e. to support any POI listed above) if accompanied by another primary identification document.</b> |

## List B – Proof of Address

|                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current EU / UK Full or Provisional photo-card driving licence                                                                                                                                                                                                          | Only acceptable if not used as evidence of name. It must be an original document that bears a photograph of the applicant and the same name, address and signature as that on the application.                                                                                                                                                                                                                                                                               |
| Current full UK driving licence (old version)                                                                                                                                                                                                                           | Only acceptable if not used as evidence of name. It must be an original document that bears the same name, address and signature as that on the application. <b>Old style provisional licences will not be accepted.</b>                                                                                                                                                                                                                                                     |
| Recent utility bill or utility statement                                                                                                                                                                                                                                | An original document that has the same name, address and initials as that quoted on the application and is not more than 6 months old (Note: mobile telephone bills are not acceptable).                                                                                                                                                                                                                                                                                     |
| Local Authority tax bill                                                                                                                                                                                                                                                | An original document that has the same name, address and initials as that quoted on the application and is valid for the current year.                                                                                                                                                                                                                                                                                                                                       |
| Recent systems-generated or signed documentation from a regulated financial sector firm (e.g. Bank/Building Society statement, Insurance certificate or pensions/Investment Account statement) indicating that an account, investment or insurance relationship exists. | An original document or certified copy, (dated within the last 6 months), that has the same name and home address as that quoted on the account opening documentation. The letter needs to quote the customers account number/policy number etc; general marketing letters without account numbers are not acceptable.<br><b>Note: Internet downloads are not acceptable unless verified and stamped by the service provider e.g. IF = Halifax, Cahoot = Abbey National.</b> |
| Mortgage statement or letter confirming interest rate changes.                                                                                                                                                                                                          | The most recent original statement or interest rate confirmation letter, or certified copy, (dated within the last 12 months) from a regulated financial lender bearing the same name and address as that on the account opening documentation.                                                                                                                                                                                                                              |
| Inland Revenue Tax Notification                                                                                                                                                                                                                                         | An original document for the current tax year that bears the same name, address and initials as that on the application. Only acceptable if not used as evidence of name.                                                                                                                                                                                                                                                                                                    |

The documents highlighted will only be accepted face to face – where we meet you in person prior to account being opened.

Where there is no face to face contact, and to guard against postal theft, then copies certified by a UK lawyer, banker, authorised financial intermediary, Mortgage Code Compliance Board regulated mortgage broker, accountant, teacher, doctor, minister of religion or post master/sub-post master will be accepted. The person undertaking the certification must be capable of being contacted if necessary (not by mobile telephone).

Certified copies of identification evidence should be dated, and signed "original seen" with full details of the person that has certified the copies given. In situations where a good reproduction of photographic evidence of identity cannot be achieved, the copy should be certified as providing a good likeness of the applicant.

**In addition to the requirements above, please provide the following information where relevant.**

**Limited Companies must also provide:**

- For new Directors we require a copy of 288a's and if a Director is to be removed as a signatory we require a copy of 288b.

**Schools, Unincorporated Associations, Clubs, Charities, Voluntary Organisations, Societies and any other Legal Entity or Organisation must also provide:**

- A certified copy of the Organisation's Rules or Constitution, or Memorandum and Articles of Association where any changes have been made.

**Trusts must also provide:**

- A certified copy of the relevant Trust Deed where any amendments have been made.

**IMPORTANT**

- All documents must be original.
- Only black and white copies of passports accepted.
- Address documents must be no more than 3 months old.
- Non face to face applicants – Certified copies of identity documents are acceptable.
- Failure to enclose the required documentation will result in a delay in processing your application.
- Additional information will be requested by the Bank if no/insufficient records are found by searches.

**Should you require any assistance when completing your forms please contact a Customer Service Adviser  
FREE on 08457 213 213\*.**

## 2) General Information Required

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If there is more than one account that requires the signatories to be amended, if the signatories and the signing authorities on all the accounts are the same, complete this form for all the accounts.

If there is more than one account that requires the signatories to be amended, if the signatories or the signing authorities on any of the accounts are different, a separate form should be completed for the account(s) with different signatories or signing authorities.

Company/Organisation name

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Please list all account numbers to which these amendments are to apply.

Sort code

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Account type

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Correspondence address

Title

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Forename

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Second initial(s)

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Surname

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Position

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Address

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Postcode

Telephone number

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Email address

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- ☐ If your request includes the deletion of a signatory, your pass number will also be deleted for security reasons. Therefore, please complete the enclosed Business Registration Form, so that we can load a new pass number on your account.
- ☐ Where you have encashment facilities in place, please confirm if you wish the existing arrangements to remain the same. However, if you would like to change the arrangement, please indicate the name and address of the location to be used on this Change of Signatories Mandate.

If encashment facilities are held, please state name of Bank/Branch below

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Frequency, e.g. weekly/monthly

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Limit

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| £ |  |
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### 3) Declaration – please complete Section (A), (B), (C) or (D) depending on your business type

**(A) Limited Companies, Limited Liability Partnerships, Schools, Unincorporated Associations, Clubs, Charities, Voluntary Organisations, Societies, Trusts (all Trustees must sign) and any other Legal Entity or Organisation (the "Business").**

#### Certified Copy of Resolutions

Made by the Organisation named in Section (2).

The following resolutions were passed at a meeting of the Directors/Committee held on

Date

It was resolved that:

- The Co-operative Bank p.l.c. ("the Bank") shall continue as our bankers.
- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the Account Signatories Section (6)
- The Bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the Account Signatories Section (6);
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions;
- The Bank shall be sent a copy of any changes in our Constitution/Rules/Memorandum and Articles of Association/Regulations or Bye Laws;†
- The Bank shall be notified in writing of any change of Directors/Partners/Governors/Members/Trustees;†
- The Bank shall be notified in writing of any change of official authorised to sign on our behalf;
- The Bank shall otherwise continue to operate our Account(s) in accordance with the Business Account Mandate.
- The Bank shall be notified in writing of any overall change of control in the business.
- All signatories to the Account are aged 18 or over.

**It is certified that these resolutions have been recorded in the minute book and signed by the Chairman and that the specimen signatures shown in the Account Signatories Section (6) are correct.**

Signature



Date

(Chairman's signature or signature of a person who is a member of the Board of Directors/Trustees or Committee and who is authorised by the Constitution/Rules/Memorandum and Articles of Association, Regulations or Bye Laws to sign on behalf of and bind the "Business".)

Signature



Date

Secretary's signature or signature of a person who is a member of the Board of Directors/Governors/Trustees or Committee and who is authorised by the Constitution/Rules/Memorandum and Articles of Association, Regulations or Bye Laws to sign on behalf of and bind the "Business".)

† Delete as appropriate

## (B) For Sole Traders converting to Partnerships

Details of how the Account(s) is/are conducted may be recorded with one or more credit reference agencies and may be shared with and used by other lenders for the purpose of assessing further applications from you (including all partners) and members of your household (including all partners) and for occasional debt tracing or fraud prevention. The Bank will hold and process the information you provide and may use it to assess the suitability of your application using the technique known as "Credit Scoring".

We the Partners of the firm:

(the "Business")

Authorise The Co-operative Bank p.l.c. (the "Bank") to:

- Act as our Bankers
- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the Account Signatories Section (6)
- The Bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our Account (including the opening of new accounts), affairs or property, as shown in the Account Signatories Section (6)
- The Bank shall be sent a copy of any changes to our Partnership Agreement (if applicable)
- The Bank shall be notified in writing of any change of Partner(s) (any new signatories will be subject to FSA requirements).

We agree:

- That the information provided in this mandate form is true & correct
- All signatories to the account are aged 18 or over

Name of Sole Trader

Signature

Date

Name of new Partner

Signature

Date

Name of new Partner

Signature

Date

Name of new Partner

Signature

Date

## (C) Additional Partner(s) to Partnership

The following resolutions were passed at a Partners meeting held on Date

We the Partners of the firm:

(the "Business")

It was resolved that:

- The Co-operative Bank p.l.c. ("the Bank") shall continue to act as our Bankers
- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the Account Signatories Section (6)
- The Bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our Account (including the opening of new accounts), affairs or property, as shown in the Account Signatories Section (6)
- The Bank shall be sent a copy of any changes to our Partnership Agreement (if applicable)
- The Bank shall be notified in writing of any change of Partner(s) (any new signatories will be subject to FSA requirements)
- The Bank shall otherwise continue to operate our Account(s) in accordance with the Business Account Mandate
- All signatories to the account are aged 18 or over

It is certified that these resolutions have been recorded in the minute book and signed by the Senior/Managing Partner<sup>†</sup> and that the specimen signatories shown in the Account Signatories Section (6) are correct.

Signature

Senior/Managing Partner<sup>†</sup> who is authorised to sign on behalf of the Partnership

Partner name

Signature

Date

Partner name

Signature

Date

Partner name

Signature

Date

Partner name

Signature

Date

<sup>†</sup>Delete as appropriate

**(D) Partnership Disclaimer for outgoing Partners**

Sections **(i)** and **(ii)** to be completed by outgoing Partner(s). Section **(iii)** to be completed by remaining Partner(s).

Account name

Account number

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**(i) Waiver**

I/We confirm that I am/we are no longer party to the above Account and have no call on any credit monies at the date of my/our removal as a signatory to the Account.

**(ii) Disclaimer**

I/We confirm that all plastics in my/our possession have been destroyed or are returned herewith.

(1) Name

Signature

Date

(2) Name

Signature

Date

(3) Name

Signature

Date

(4) Name

Signature

Date

**(iii)** I/We agree that all standing orders and direct debits currently held on the Account should remain and be paid.

(1) Name

Signature

Date

(2) Name

Signature

Date

(3) Name

Signature

Date

(4) Name

Signature

Date

†Delete as appropriate

(E) Authority for Third Party to Draw on Account

To be completed by Sole Traders or Partnerships who wish to add a Third Party to an Account.

Account

Branch

Sort Code

Account Number

To: The Co-operative Bank p.l.c.,

†I/We authorise and request you until you receive written notice from me/any one of us to the contrary to treat and consider

Full name of authorised third party in BLOCK CAPITALS

(whose signature appears below) as fully empowered by me/us and on my/our behalf:

- †1. To draw, sign and endorse cheques and other orders for payment on my/our Account(s) with you.
  - †2. To draw, sign, accept and endorse bills of exchange and promissory notices on my/our Account(s) with you.
  - †3. To receive cheques, statements and other vouchers relating to my/our Account(s) with you.
  - †4. To withdraw all or any of my/our securities, documents, or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on my/our Account(s).
  - †5. To arrange terms with you for the negotiation or discount of any documents.
  - †6. To negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security.
  - †7. To charge, pledge and deposit with you any of my/our property upon such terms as you may require to secure the payment or discharge to you on demand of all monies and liabilities which shall for the time being (and whether on or at time after such demand) be due owing or incurred to you by me/us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges.
  - †8. Generally to act on my/our behalf in all transactions and matters of business with you and to comply fully with any Account Terms and Conditions and security requirements you may operate in connection with my/our Account(s) with you now or in the future.
  - †9. To pay all interest arising on the above Account to the person whose name and signature appear below as the beneficiary of this Third Party Mandate.
- And I/we request you to act on the above instructions and in particular to pay and honour all such cheques orders bills, notes or requests as abovementioned notwithstanding that any such payment may cause my/our said Account(s) to be overdrawn or may increase any existing overdraft.
- And I/we hereby agree that all acts matters and things done under or in pursuance hereof after the death, of my/any one of us shall be binding upon the executors or administrators of and all other persons claiming through or under me/any one of us unless written notice of such death shall have been previously received by you.

†Delete to limit authority as required

Usual signature of authorised third party

Date

Signature(s) of Account holder(s). These must be signed in accordance with your current signing arrangement as detailed in Account Signatories Section (6).

(1) Name

Signature

Date

(2) Name

Signature

Date

(3) Name

Signature

Date

(4) Name

Signature

Date

# 4) Personal details – Key Account Parties

(1) Title  Forename (in full)  Middle Name(s)  Surname

Any other name(s) you have been known as during the last 6 years  Date of birth     Nationality

Position  DD MM YYYY  Who do you bank with?

Please quote your branch sort code and account number

Sort Code    -    -

Account Number

Home address  Postcode

Time at this address  Years  Months

Previous home address (if moved within the last three years)  Postcode

Time at this address  Years  Months

Home telephone number

Mobile telephone number

**I authorise the Bank to search the files of one or more credit reference agencies, who will keep a record of that search and make other enquiries the Bank believes necessary to confirm the details on this form and for credit assessment. Additional information will be requested by the Bank if no/insufficient records are found by searches.**

**I enclose original documentation to verify my proof of address and identity as stipulated in Section (1) of this mandate (new to Bank Signatories only).**

**Please also complete the Account Signatories Section (6) if you wish to be a signatory on the account. ←**

Signature  

Date

(2) Title  Forename (in full)  Middle Name(s)  Surname

Any other name(s) you have been known as during the last 6 years  Date of birth     Nationality

Position  DD MM YYYY  Who do you bank with?

Please quote your branch sort code and account number

Sort Code    -    -

Account Number

Home address  Postcode

Time at this address  Years  Months

Previous home address (if moved within the last three years)  Postcode

Time at this address  Years  Months

Home telephone number

Mobile telephone number

**I authorise the Bank to search the files of one or more credit reference agencies, who will keep a record of that search and make other enquiries the Bank believes necessary to confirm the details on this form and for credit assessment. Additional information will be requested by the Bank if no/insufficient records are found by searches.**

**I enclose original documentation to verify my proof of address and identity as stipulated in Section (1) of this mandate (new to Bank Signatories only).**

**Please also complete the Account Signatories Section (6) if you wish to be a signatory on the account. ←**

Signature  

Date

## 5) Additional Stakeholders

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Tell us about other beneficial owners and principal controllers who have not been detailed in the Key Account Parties Section (4). Under the UK Anti-Money Laundering Regulations we are required to verify the identity and permanent address of ALL beneficial owners and principal controllers of a business. These could be individuals or entities with 20% or more shareholding, individuals or entities supplying significant capital, financial support, influence or control. If there are no further individuals other than those detailed in the Key Account Parties Section (4) who hold significant influence or have 20% or more shareholding, please complete Section (A) below. If there are individuals other than those detailed in the Key Account Parties Section (4), please arrange for them to complete Section (B) below. If there are entities with significant influence or 20% or more shareholding, please arrange for them to complete Section (C) overleaf.

**NB.** If there is more than one person who has significant influence or 20% or more shareholding over the business please use a copy of this section of the form to supply their information.

### (A) IF THERE ARE NO INDIVIDUALS OR ENTITIES WITH SIGNIFICANT INFLUENCE OR 20% OR MORE SHAREHOLDING

To be signed by any signatory as detailed in Section (6)

I confirm that there are no other individuals or entities who hold significant influence over the Business or have 20% or more shareholding, other than the names supplied in Section (4).

Signature

Date

**NB.** If checks completed by the Bank reveal other individuals or entities with interest or influence, we will require identification & verification documentation from them to enable us to complete the processing of the application.

### (B) INDIVIDUALS WITH SIGNIFICANT INFLUENCE OR 20% OR MORE SHAREHOLDING

|                                                                  |                       |                                                              |                      |
|------------------------------------------------------------------|-----------------------|--------------------------------------------------------------|----------------------|
| Title                                                            | Forename (in full)    | Middle Name(s)                                               | Surname              |
| <input type="text"/>                                             | <input type="text"/>  | <input type="text"/>                                         | <input type="text"/> |
| Any other name(s) you have been known as during the last 6 years |                       | Date of birth                                                | Nationality          |
| <input type="text"/>                                             |                       | <input type="text"/>                                         | <input type="text"/> |
|                                                                  |                       | DD MM YYYY                                                   |                      |
| Position                                                         | Who do you bank with? |                                                              |                      |
| <input type="text"/>                                             | <input type="text"/>  |                                                              |                      |
| Please quote your branch sort code and account number            |                       | Account Number                                               |                      |
| Sort Code                                                        |                       |                                                              |                      |
| <input type="text"/>                                             |                       | <input type="text"/>                                         |                      |
| Home address                                                     |                       | Previous home address (if moved within the last three years) |                      |
| <input type="text"/>                                             |                       | <input type="text"/>                                         |                      |
|                                                                  |                       |                                                              |                      |
|                                                                  |                       |                                                              |                      |
| Postcode                                                         |                       | Postcode                                                     |                      |
| <input type="text"/>                                             |                       | <input type="text"/>                                         |                      |
| Time at this address                                             |                       | Time at this address                                         |                      |
| <input type="text"/>                                             |                       | <input type="text"/>                                         |                      |
| Years Months                                                     |                       | Years Months                                                 |                      |

I authorise the Bank to search the files of one or more credit reference agencies, who will keep a record of that search and make other enquiries the Bank believes necessary to confirm the details on this form and for credit assessment. Additional information may be requested by the Bank if no/insufficient records are found by searches.

I enclose original documentation to verify my proof of address and identity as stipulated in Section (1) of this Mandate.

Please also complete the Account Signatories Section (6) if you wish to be a signatory on the account.

Signature

Date

# Additional Stakeholders – Entities

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## (C) ENTITIES WITH SIGNIFICANT INFLUENCE OR 20% OR MORE SHAREHOLDING

**NB. If there is more than one entity with significant influence or 20% or more shareholding over the Business please use a copy of this section of the form to supply their information.**

Business/Organisation name

Registered address of organisation

Company number (if applicable)

Postcode

### (i) KEY ACCOUNT PARTIES TO ABOVE NAMED ENTITY

|                                                                  |                      |                                                              |                       |                      |
|------------------------------------------------------------------|----------------------|--------------------------------------------------------------|-----------------------|----------------------|
| Title                                                            | Forename (in full)   | Middle Name(s)                                               | Surname               | Date of birth        |
| <input type="text"/>                                             | <input type="text"/> | <input type="text"/>                                         | <input type="text"/>  | <input type="text"/> |
| Any other name(s) you have been known as during the last 6 years |                      |                                                              |                       | DD MM YYYY           |
| <input type="text"/>                                             |                      |                                                              |                       | <input type="text"/> |
| Nationality                                                      |                      | Position                                                     | Who do you bank with? |                      |
| <input type="text"/>                                             |                      | <input type="text"/>                                         | <input type="text"/>  |                      |
| Please quote your branch sort code and account number            |                      |                                                              |                       |                      |
| Sort Code                                                        |                      | Account Number                                               |                       |                      |
| <input type="text"/>                                             |                      | <input type="text"/>                                         |                       |                      |
| Home address                                                     |                      | Previous home address (if moved within the last three years) |                       |                      |
| <input type="text"/>                                             |                      | <input type="text"/>                                         |                       |                      |
| Postcode                                                         |                      | Postcode                                                     |                       |                      |
| Time at this address                                             |                      | Time at this address                                         |                       |                      |
| <input type="text"/>                                             |                      | <input type="text"/>                                         |                       |                      |
| Years                                                            |                      | Months                                                       |                       |                      |
| Years                                                            |                      | Months                                                       |                       |                      |

I authorise the Bank to search the files of one or more credit reference agencies, who will keep a record of that search and make other enquiries the Bank believes necessary to confirm the details on this form and for credit assessment. Additional information may be requested by the Bank if no/insufficient records are found by searches.

I enclose original documentation to verify my proof of address and identity as stipulated in Section (1) of this Mandate.

Signature 

Date

### (ii) KEY ACCOUNT PARTIES TO ABOVE NAMED ENTITY

|                                                                  |                      |                                                              |                       |                      |
|------------------------------------------------------------------|----------------------|--------------------------------------------------------------|-----------------------|----------------------|
| Title                                                            | Forename (in full)   | Middle Name(s)                                               | Surname               | Date of birth        |
| <input type="text"/>                                             | <input type="text"/> | <input type="text"/>                                         | <input type="text"/>  | <input type="text"/> |
| Any other name(s) you have been known as during the last 6 years |                      |                                                              |                       | DD MM YYYY           |
| <input type="text"/>                                             |                      |                                                              |                       | <input type="text"/> |
| Nationality                                                      |                      | Position                                                     | Who do you bank with? |                      |
| <input type="text"/>                                             |                      | <input type="text"/>                                         | <input type="text"/>  |                      |
| Please quote your branch sort code and account number            |                      |                                                              |                       |                      |
| Sort Code                                                        |                      | Account Number                                               |                       |                      |
| <input type="text"/>                                             |                      | <input type="text"/>                                         |                       |                      |
| Home address                                                     |                      | Previous home address (if moved within the last three years) |                       |                      |
| <input type="text"/>                                             |                      | <input type="text"/>                                         |                       |                      |
| Postcode                                                         |                      | Postcode                                                     |                       |                      |
| Time at this address                                             |                      | Time at this address                                         |                       |                      |
| <input type="text"/>                                             |                      | <input type="text"/>                                         |                       |                      |
| Years                                                            |                      | Months                                                       |                       |                      |
| Years                                                            |                      | Months                                                       |                       |                      |

I authorise the Bank to search the files of one or more credit reference agencies, who will keep a record of that search and make other enquiries the Bank believes necessary to confirm the details on this form and for credit assessment. Additional information may be requested by the Bank if no/insufficient records are found by searches.

I enclose original documentation to verify my proof of address and identity as stipulated in Section (1) of this Mandate.

Signature 

Date

## 6) Account Signatories

Please complete the section below in black ink and **BLOCK CAPITALS**, with all new and current/continuing signatories providing relevant details: Only those signing below will be loaded as signatories to the account:

Sort code

Account number

Account type

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Please tick the level of signing authority required when making a request or giving an instruction etc:

Any one of the signatories to sign:

1

Any two of the signatories to sign:

7

All signatories to sign:

7

Other combination please specify:

The information on this form may be used for administrative and marketing purposes such as identifying other products and services which may be of interest to you (in the case of a corporate body this includes all directors, committee members, trustees etc). These may be offered by letter, telephone or other means of communication by the Bank, its associates or other carefully selected organisations and companies.

**If you do not wish to receive such information please tick this box.**

☐

**Important – Please ensure all signatures remain in the boxes provided – for example:**

A.N. Other

| Name             |             | Signature                                                                             | Position |
|------------------|-------------|---------------------------------------------------------------------------------------|----------|
| Title<br>Surname | Forename(s) |    |          |
| Title<br>Surname | Forename(s) |    |          |
| Title<br>Surname | Forename(s) |  |          |
| Title<br>Surname | Forename(s) |  |          |
| Title<br>Surname | Forename(s) |  |          |
| Title<br>Surname | Forename(s) |  |          |

**To be completed by all Outgoing Signatories according to current Co-operative Bank records.**

We hereby certify that the specimen signatures given are correct and that the new signatories are duly authorised to sign on behalf of the Business in accordance with the signing authorities specified in this mandate.

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_



Signature

\_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

**The COOPERATIVE BANK**  
Customer led, ethically guided

**The Co-operative Bank p.l.c.**, Head Office,  
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The Co-operative Bank is authorised and regulated by the Financial Services Authority (No.121885) and the Office of Fair Trading (No.006110).  
The Co-operative Bank subscribes to the Business Banking Code and is a member of the Financial Ombudsman Service.



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