



NOTICE OF MEETING

Alexandra Palace and Park Board

TUESDAY, 6TH OCTOBER, 2009 at 19:30 HRS - THE LONDESBOROUGH ROOM,
ALEXANDRA PALACE WAY, WOOD GREEN, LONDON N22.

Councillors:

Councillor Egan (Chair), Hare, C. Harris, Peacock, Scott, Thompson (Vice Chair) and Williams

Non-voting representatives:

Ms V. Paley, Mr M. Tarpey and Mr N Willmott
(Alexandra Palace and Park Consultative Committee).

Observer:

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

AGENDA

1. APOLOGIES FOR ABSENCE

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 11 & 15 below)

3. DECLARATIONS OF INTEREST

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 judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. QUESTIONS, DEPUTATIONS OR PETITIONS : TO CONSIDER ANY QUESTIONS, DEPUTATIONS OR PETITIONS RECEIVED IN ACCORDANCE WITH PART 4, SECTION B29 OF THE COUNCIL'S CONSTITUTION

5. FINANCE UPDATE (PAGES 1 - 8)

Report of the Head of Finance – Alexandra Palace

- (a) Budget monitoring 5 months to 31st August 2009
(Report of the Head of Finance – Alexandra Palace)
- (b) Forecast to year end
(Report of the Head of Finance – Alexandra Palace)
- (c) Additional bank signatory for Alexandra Palace Charitable Trust current account (Report of the Interim General Manager – Alexandra Palace)
- (d) Update on pension position (Report of the General Manager – Alexandra Palace)
- (e) Update on the external audit tender (Report of the General Manager – Alexandra Palace)

6. INTERNAL AUDIT REPORT ON THE TRUST - COVERING REPORT TO LB HARINGEY'S INTERNAL AUDIT (PAGES 9 - 24)

Report of the General Manager – Alexandra Palace

7. PARK ACTIVITIES UPDATE (PAGES 25 - 30)

Report of the Park Manager – Alexandra Palace

8. FIREWORKS 2009 - UPDATE (PAGES 31 - 34)

Report of the General Manager – Alexandra Palace

9. HARINGEY HEARTLANDS - PLANNING APPLICATION (PAGES 35 - 38)

Report of the Park Manager – Alexandra Palace

10. MINUTES (PAGES 39 - 72)

- (1) To approve the minutes of the meeting of the Alexandra Palace and Park Board held on 30 June 2009 (**attached**), and minutes of the Special Alexandra Palace and Park Board held on 2 September 2009 (**attached**);
- (2) To approve the minutes of the Consultative Committee held on 8 September 2009 (**ATTACHED**); and
- (3) To receive the minutes of the Advisory Committee of 1 September 2009 and to consider any recommendations for the Board to consider (**see ATTACHED MARKED**).

11. NEW ITEMS OF URGENT UNRESTRICTED BUSINESS

To consider any new items of urgent unrestricted business admitted under Item 2 above.

12. EXCLUSION OF THE PUBLIC AND PRESS

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 in respect of which a claim to legal professional privilege could be maintained in legal proceedings, and information relating to the business or financial affairs of any particular person (including the authority holding that information)

13. MINUTES (PAGES 73 - 84)

To approve the exempt minutes of the meeting of the Alexandra Palace and Park Board held on 30 June 2009, and the exempt minutes of the Alexandra Palace and Park Panel held on 3 June 2009.

14. MATTER ARISING FROM APB021 (PAGES 85 - 96)

Report of the Director of Corporate Resources – LB Haringey

15. NEW ITEMS OF EXEMPT URGENT BUSINESS

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28 September 2009

ALEXANDRA PALACE & PARK BOARD**On 6th October 2009****Report Title: FINANCE UPDATE****Report of: Helen Downie, Head of Finance, Alexandra Palace & Park****1. Purpose**

- 1.1 To advise the Board of the results for the five month period to 31st August 2009 and the forecast outturn for the 2009/10 financial year
- 1.2 To seek Board approval to add the Interim General Manager to the list of authorised bank signatories for the Trust
- 1.3 To update the Board on the position with regard to potential future pension liabilities relating to subcontracted security staff
- 1.4 To update the Board on progress with the tender of external audit services for the Trust and Trading company

2. Recommendations

- 2.1 The Board is asked to note the results for the five month period to 31st August 2009 and the forecast outturn for the 2009/10 financial year
- 2.2 The Board is asked to approve the addition of the Interim General Manager to the list of authorised signatories on the Trust bank mandate
- 2.3 The Board is asked to note the position with regard to potential future pension liabilities relating to subcontracted security staff
- 2.4 The Board is asked to note progress on the external audit tender.

Report Authorised by: **Helen Downie, Head of Finance**... *H. Downie*.....

Contact Officer: Helen Downie, Head of Finance, Alexandra Palace & Park, Alexandra Palace Way, Wood Green, London N22 7AY. Telephone number 0208 365 4310.

3. Executive Summary

- 3.1 The results for the five month period ended 31st August 2009 are tabulated against budget at Appendix 1.
- 3.2 Income is £9k above budget and expenditure is £25k above budget, giving a net adverse variance against budget of £17k. The key variances are explained below.
- 3.3 The reforecast for the year is given at Appendix 2. The Trust net deficit for the year is

currently projected to be £168k higher than the budget approved by the Trustees at their meeting of 30th June 2009. The reasons for the increase are explained below. LB Haringey has already been informed of the likely additional deficit funding requirement.

3.4 The Board is asked to approve the addition of the Interim General Manager to the bank mandate of the Trust.

3.5 At their meeting of 30th June 2009, the Board asked the General Manager to confirm the current arrangements with regard to potential pension liabilities in relation to security staff transferred to Europa under TUPE. The Head of Finance has consulted Haringey Council Legal Services and Pensions Teams and the advice received is set out below. The Trust is taking the following action to minimise the deficit:

- Reducing the use of external consultants where possible
- Restricting repairs and maintenance expenditure to items which are necessary either to support the trading company or ensure compliance

3.6 The tender for external audit services is currently underway and will form part of the agenda of a future Board meeting.

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. Results for the period ended 31st August 2009

6.1 The results for the period ended 31st August 2009 are shown in Appendix 1. Overall, income is £9k above budget and expenditure is £26k above budget, giving a net adverse variance against budget of £17k. Explanations for the key variances are given below.

6.2 Income is £9k above budget due to the receipt of £16k of restricted income which was not budgeted for, offset by a £9k shortfall in concessions/lease income. £13k of the restricted income relates to a grant from the Environment Agency for the improvement of habitats around the boating lake and £3k is for restoration of the organ. Lease income is £4k below budget due to the delay in signing the Workshop lease and Concession income is £5k below budget due to the timing of invoices to concession holders.

6.3 Prime costs are £23k or 3% over budget for the year to date. Salaries are £33k above budget due to higher management costs and increased staff costs during the secondment period. Contracted services are £10k below budget, mainly in

the area of park security, although this is a timing issue and we do not expect this category to be underspent by year end.

Fixed overheads are £4k above budget overall. Within this category, there is a £17k overspend in legal fees. Central admin charges are underspent by £10k.

Variable overheads are £11k above budget overall. There are a number of over and under spends in this category as follows;

Category	Year to Date (Over)/Underspend	Explanation
Repairs building	£13k	Timing issue – the timing of expenditure has been reprofiled in the forecast
Repairs equipment	(£42k)	Exceptional cost of £13k to repair ice rink equipment, the overspend otherwise reflects the increasingly dilapidated state of equipment
Professional fees	£7k	Savings made by reducing use of external consultants
Depreciation	£4k	Underspent as the budget was calculated on a prudent basis, assuming capital expenditure would be made earlier in the year
Printing	£9k	Credit note received for previous years' printing costs
Other	(£2k)	Small over/under spends
Total overspend	(£11k)	

6.7 The Development cost budget is underspent by £12.5k but this is also due to timing. This budget is expected to be fully spent on the governance project by year end.

7. Forecast outturn for the financial year

7.1 Income and expenditure have been reforecast on a line by line basis, in consultation with individual budget holders. The savings identified in the budget review are being delivered.

7.2 The overall forecast is for a net overspend of £168k on budget. Income is forecast to be £9k higher than budget, which reflects the current YTD position. No other significant variances from the income budget are anticipated.

7.3 Salaries are forecast to be £114k above budget by year end. However, £34k relates to the Trust's contribution to admin salaries, which was previously included in the professional fees budget line (see 7.6). The actual forecast overspend is therefore £80k. The key reasons for this are as follows:

- Higher than budgeted management costs;

- The fact that two of the six permanent posts are being covered by agency staff;
- One permanent member of staff is currently on long term sickness absence and additional staffing costs have been incurred to cover his role;
- There has been a requirement for additional expertise on the Facilities Management side to oversee the preparation of capital bids, introduce key controls and monitoring arrangements and head up the procurement team for the new Facilities Management contract.

- 7.4 Contracted services are forecast to be broadly on budget for the year. The budget approved by the Board on 30th June 2009 includes savings of £15k in park security when compared with the original version of the budget. These savings are being delivered.
- 7.5 Fixed overheads are forecast to be £4k overspent by year end, which reflects the year to date position. Fixed overheads include savings of £30k in central admin charges and £3k in insurance when compared with the original budget, which are being delivered.
- 7.6 Variable overheads are forecast to be £52k overspent by year end. This comprises an £86k overspend on repairs and maintenance, offset by a £34k reduction in the professional fees budget line (see 7.3). The forecast overspend relates to number of areas of critical maintenance which have been identified by the Interim Facilities Manager as essential to keep the building compliant and prevent further deterioration.
- The agreed budget savings of £25k on park maintenance and £5k on professional fees are being delivered.
- 7.7 Development costs are forecast to be £5k above budget; this represents the Trust's contribution to the governance and branding work.
- 7.8 The forecast gift aid payment from Alexandra Palace Trading Limited remains unchanged at £600k. However, the Trustees should be aware that this is a very challenging target in the current business environment and therefore represents a significant risk within the Trust budget. The Trading company's performance is monitored by the APTL Board and Senior Management Team on a monthly basis and the Managing Director liaises closely with the Interim General Manager of the Trust to highlight areas of concern.

8. Additional bank signatory for the period of the secondment agreement

- 8.1 All current bank signatories for the Trust are Trustees, which can lead to unavoidable delays in getting payments authorised as signatories are not on site. It is therefore proposed to add the Interim General Manager to the bank mandate with immediate effect.

- 8.2 The Trustees are reminded that under the current mandate, two signatures are required for all payments above £5,000. This is designed to minimise the risk associated with lack of segregation of duties.

9. Update on potential future pension liabilities

- 9.1 The budget for the 2009/10 financial year includes a £202,000 cessation payment to Mitie to cover the shortfall in their contributions to the LB Haringey defined benefit pension scheme at the point at which their contract with the Trust expired and they left the scheme. Following discussion on this point at the Board meeting of 30th June 2009, the trustees asked the General Manager to confirm the arrangements under the new contract with Europa.
- 9.2 LB Haringey Legal Services Team has confirmed that Europa is contractually required to make the monthly pension contributions in respect of the employee transferred to them under TUPE. Beyond that, Europa is not liable and is entitled under the contract to pass on any additional pension costs liability to APPCT.
- 9.3 Therefore, should Europa become liable for any shortfall in contributions at the point of exiting the scheme, the Trust would have to meet this liability. However, the Trustees should bear in mind that the liability relates to one employee only.

10. External audit tender

- 10.1 The tender process for the provision of external audit services to the Trust and Trading Company is currently underway and will form part of the agenda for a future Board meeting.

11. Consultation

- 11.1 N/A

12. Legal and Financial Comments

- 12.1 The Trust's Solicitor has been sent a copy of this report.

The LBH CFO has been sent a copy of this report and his comments are as follows:

'The net forecast overspend of £168k is noted. The delivery of budgeted savings is welcomed and any further cost reduction proposals to reduce the overspend would be welcomed.'

13. Equalities Implications

- 13.1 There are no perceived equalities implications in this report.

14. Use of Appendices / Tables / Photographs

- 14.1 Appendix 1 – Actual versus budget for the period ended 31st August 2009
14.2 Appendix 2 – Forecast outturn for the 2009/10 financial year

APPENDIX 1

ALEXANDRA PALACE AND PARK CHARITABLE TRUST

ACTUAL VERSUS BUDGET FOR THE PERIOD ENDED 31ST AUGUST 2009

	Budget To Date	Actuals To Date	Variance To Date	Variance % To Date	Annual Budget
Concessions/Leases	124,021	114,711	(9,310)	-8%	297,650
Community Events	25,792	29,595	3,803	15%	50,000
Sundry Sales	2,083	263	(1,820)	-87%	5,000
Service Charges	0	0	0	0%	12,000
Restricted income	0	16,260	16,260	100%	0
TOTAL INCOME	151,896	160,829	8,933	6%	364,650
EXPENDITURE					
Salaries	137,867	171,288	(33,421)	-24%	294,145
Contracted Services	664,751	654,532	10,219	2%	1,252,000
TOTAL PRIME COSTS	802,618	825,820	(23,202)	-3%	1,546,145
Fixed overheads	153,334	157,349	(4,015)	-3%	368,000
Variable overheads	306,748	317,599	(10,851)	-4%	987,515
TRUST BEFORE DEVELOPMENT COSTS	(1,110,804)	(1,139,939)	(29,135)	1%	(2,537,010)
Development costs	12,500	0	12,500	100%	30,000
TOTAL TRUST OPERATION	(1,123,304)	(1,139,939)	(16,635)	1%	(2,567,010)
Gift aid payment from APTL	0	0	0	0%	600,000
TRUST NET DEFICIT	(1,123,304)	(1,139,939)	(16,635)	1%	(1,967,010)

APPENDIX 2

ALEXANDRA PARK AND PALACE CHARITABLE TRUST

FORECAST OUTTURN FOR THE 2009/10 FINANCIAL YEAR

	Actuals	Forecast Sept-Mar	Forecast Total	Annual Budget	Variance	Variance %
Concessions/Leases	114,711	173,629	288,340	297,650	(9,310)	-3%
Community Events	29,595	24,208	53,803	50,000	3,803	8%
Sundry Sales	263	2,917	3,180	5,000	(1,820)	-36%
Service Charges	0	12,000	12,000	12,000	0	0%
Restricted income	16,260	0	16,260	0	16,260	100%
TOTAL INCOME	160,829	212,754	373,583	364,650	8,933	2%
EXPENDITURE						
Salaries	171,288	237,356	408,644	294,145	(114,499)	-39%
Contracted Services	654,532	598,178	1,252,710	1,252,000	(710)	0%
TOTAL PRIME COSTS	825,820	835,534	1,661,354	1,546,145	(115,209)	-7%
Fixed overheads	157,349	214,667	372,016	368,000	(4,016)	-1%
Variable overheads	317,599	722,402	1,040,001	987,515	(52,486)	-5%
TRUST BEFORE DEVELOPMENT COSTS	(1,139,939)	(1,559,849)	(2,699,788)	(2,537,010)	(162,778)	6%
Development costs	0	35,000	35,000	30,000	(5,000)	-17%
TOTAL TRUST OPERATION	(1,139,939)	(1,594,849)	(2,734,788)	(2,567,010)	(167,778)	7%
Gift aid payment from APTL	0	600,000	600,000	600,000	0	0%
TRUST NET DEFICIT	(1,139,939)	(994,849)	(2,134,788)	(1,967,010)	(167,778)	9%

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Agenda item:

ALEXANDRA PALACE & PARK BOARD**On 6th October 2009**

Report Title: **INTERNAL AUDIT REPORT ON THE TRUST – COVERING REPORT TO LB HARINGEY'S INTERNAL AUDIT**

Report of: **Andrew Gill, Interim General Manager, Alexandra Palace & Park Charitable Trust**

1. Purpose

- 1.1 To advise the Board of progress since the report of the Head of Finance in June 2009 on the outcome of the internal audit follow up visit.
- 1.2 To advise the Board of the strategy for prioritising and completing the outstanding audit recommendations

2. Recommendations

- 2.1 The Board is asked to note the content of the updated follow up report from London Borough of Haringey's internal audit service
- 2.2 The Board is asked to endorse the strategy for prioritising and completing the remaining audit recommendations.

Report Authorised by: **Andrew Gill, Interim General Manager**

Contact Officer: **Andrew Gill, Interim General Manager, Alexandra Palace & Park, Alexandra Palace Way, Wood Green N22 7AY Tel No. 020 8365 4340**

3. Executive Summary

- 3.1 The results of LB Haringey's follow up audit are given in the report at Appendix 1. These results have been updated with their status at time of follow-up audit (June 2009) and with Management comments (September 2009).
- 3.2 Since June 2009, the Interim General Manager's team has focussed on a range of priorities, some of which have impacted positively on the audit recommendations.
- 3.3 The Interim General Manager has agreed with the LBH Head of Internal Audit to update the report with management comments and return it to LBH Internal Audit. Any further evidence of progress against the recommendations will be provided on request.

3.4 The Interim General Manager's Assessment is that eight of the original twelve recommendations have now been fully achieved, one has not been achieved and the remaining three have been partially achieved.

3.5 The Interim General Manager is in the process of drafting an Executive Briefing which aims to provide the Trustees with a holistic view of management priorities. This Executive Briefing will accompany a further report to the Board in late 2009.

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.

Description

- 6.1 LB Haringey's internal audit service conducted an audit of the internal controls operating within Alexandra Park and Palace Charitable Trust, the findings of which were reported to the Board in October 2008. The October report noted that there was a great deal of overlap between the internal audit recommendations and those arising from the first Walklate Report. The Board resolved that the actions arising from the internal audit report would be cross referenced to the work already being undertaken on governance and requested future updates on the status of the audit recommendations.
- 6.2 LB Haringey's internal audit service carried out a follow up audit in April 2009, which consisted of discussions with the former General Manager and a review of documentation. The report at Appendix 1 outlines the results of the follow up audit, including the status of management actions on each of the recommendations at June 2009; this has since been updated with comments by the Interim GM in September 2009.
- 6.3 Since June 2009, the Interim GM's team has focussed on a range of pressing and urgent priorities, some of which have impacted positively on the audit recommendations.
- 6.4 The Interim GM has agreed with the LBH Head of Internal Audit to update the report with management comments and return it to LBH Internal Audit. Any further evidence of progress against the recommendations will be provided on request.
- 6.5 The Interim GM's Assessment is that eight of the original twelve recommendations have now been fully achieved, one has not been achieved (Corporate Governance) and the remaining three have been partially achieved.

- 6.6 While the recommendations in the Audit report are relevant and noteworthy, they no doubt reflect the original Audit Brief and do not identify several important areas in which the documents and systems of the Trust were lacking.
- 6.7 Trustees are asked to note that the Interim GM has been strategically reviewing business operations and addressing short term urgent issues of skill deficiencies and legislative compliance, regularly updating a master compliance sheet.
- 6.8 In addition to the tasks and activities that trustees will be aware of, the Interim General Manager (advised by expert consultants in the fields of Facilities Management and Healthy and Safety) has identified the following key priority areas for his team;
- skills and resources
 - legislative, regulatory and health and safety compliance
 - finance – capital and revenue budgets
 - establishing and quantifying the extent of dilapidations
 - practical and proactive support of APTL in meeting their business objectives

Trustees will receive further details on progress on the above key areas in future board reports.

- 6.9 The Interim GM is in the process of drafting an Executive Briefing which aims to provide the Trustees with a holistic view of management priorities. This Executive Briefing will accompany a further report to the Board in late 2009, by which time it is anticipated that all of the management actions arising from the recommendations will be completed, with the possible exception of the final outcome of the review of corporate governance.
- 6.10 The aim of the Executive Briefing is to provide the Trustees with a holistic view of management priorities including;
- a. Progress on internal audit recommendations
 - b. Governance action plan
 - c. Review of business critical systems on site with condition surveys
 - d. Facilities Management action plan
 - e. Draft risk register
 - f. Other key issues

7. Consultation

7.1 N/A

8. Legal and Financial Comments

- 8.1 The Trust's Solicitor has been sent a copy of this report and has no comment to make.

The LBH CFO has been sent a copy of this report.

9. Equalities Implications

- 9.1 There are no perceived equalities implications in this report.

10. Use of Appendices / Tables / Photographs

Appendix I – Follow up report of LB Haringey's Internal Audit Service (updated September 2009)

Recommendation	Priority	Management Response	Original Deadline	Status at time of follow-up audit (June 2009)	Update by General Manager at September 2009	Revised Deadline	Management Action Required
<p>1. <u>Corporate Governance</u></p> <p>The Trust put in place a Code of Corporate Governance for their organisation; take appropriate measures to publicise it; ensure that responsibility for monitoring and reviewing its operation is defined; and ensure that it is complied with on an ongoing basis across the organisation, with regular reports to the Board demonstrating compliance.</p>	1	<p>APPCT agrees that it will review corporate governance arrangements but points out that the board did not accept the recommendations made in the report of 2005 which was submitted to the board of trustees without input from the charity officers or advisors.</p> <p>The matter was taken up by the then Chair of the board but not pursued</p> <p>The review when it is conducted will rely heavily on the separate legal advice which has been sought and this will be reported to the trustees in due course.</p>	April 2009	<p>Not Achieved</p> <p>A draft Code of Corporate Governance was presented to the Board in February 2009. APPCT advised internal audit that it has been resolved to hold "away days" to discuss the contents and the way forward. An away day has been set for the 19th June 2009.</p>	<p>Not Achieved</p> <p>At the APPCT Board meeting on June 30, Trustees supported a paper which highlighted the opportunity for a greater overhaul of the current governance. A Project Steering Group has been formed and is overseeing this work, which is progressing in line with a review of the branding of AP. This work will engage stakeholders across a broad spectrum of interest groups and ensure high levels of collaboration and will inform future strategic master-</p>	March 2010	Yes

<p>2. <u>Risk Management Framework</u> The Trust implement a risk management framework for their organisation; ensure that responsibility for monitoring and reviewing its operation is defined; and ensure that it is complied with and embedded across the organisation.</p>	<p>1</p>	<p>APPCT will review its risk management strategy and report this back to the board of trustees. Formal adoption will of course be contingent on the review of strategy which is required now that the development is not going ahead</p>	<p>April 2009</p>	<p>Partly Achieved As part of the Code of Governance the trustees were presented with a risk management schedule and draft risk register at the February Board meeting. Internal Audit were advised that this issue will be included in the planned away day for further discussion</p>	<p>Partly Achieved The Interim General Manager has been strategically reviewing business operations and addressing short term urgent issues of skill deficiencies & legislative compliance, updating a master compliance sheet regularly. During the next quarter a strategic risk management frame work will be addressed. Trustees will be informed at Board meetings during</p>	<p>December 2009</p>	<p>Yes</p>
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<p>3. <u>Relationship with Haringey Council</u></p> <p>The Trust formally agrees an operating framework between the organisations and Haringey Council.</p> <p>The framework should specify the processes and timing for financial and legal input from Haringey Council into reports to the Trust's Board</p>	<p>1</p>	<p>The operating framework between APPCT and LBH is currently defined in the LBH constitution. A report by the local authority officers on corporate governance was submitted to the trustees some time ago but the contents were rejected by the trustees.</p> <p>APPCT will review the existing relationships and define a framework in consultation with the trust solicitor, charity commission and local authority officers</p> <p>It must be noted that there is a risk that too close an association with LBH may lead to the inadvertent creation of a shadow directorship of APTL which</p>	<p>April 2009</p>	<p>Partly Achieved</p> <p>A paper for consideration on the relationship with Haringey Council has been drafted for consideration.</p>	<p>Partly Achieved</p> <p>The existing relationships operate effectively, with regular liaison between senior officers of APPCT and LBH but the General Manager exercises judgement and takes decisions (in consultation with trustees where appropriate). The final framework will be drafted as part of the Review of Governance work</p>	<p>December 2009</p>	<p>Yes</p>
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<p>4. <u>Internal Audit Arrangements</u></p> <p>The Trust ensures that appropriate internal audit arrangements are in place for their organisations.</p> <p>Annual audit plans should be in place, which are agreed by the Board.</p> <p>Monitoring arrangements, including review of internal audit reports and implementation of recommendations should be in place.</p>	2	<p>would not be beneficial.</p> <p>There is also a risk of the local authority having undue influence over the decisions of the charity trustees and officers which could have serious repercussions if the Charity commission were to conclude that the necessary separation had been compromised.</p>	March 2009	<p>Not Achieved</p> <p>The Head of Finance is preparing a specification for new internal auditors for both the Charity and Trading Company</p>	<p>described at 1. above.</p> <p>A SLA is in place with Corporate Procurement. The Interim GM is currently using Corporate Procurement, Legal and Insurances services from LBH.</p> <p>Achieved</p> <p>Mazars have now been appointed as internal auditors to the APPCT and APTL.</p>	N/A	No
<p>5. <u>Contract Management</u></p>	1	<p>APPCT agrees that this is a</p>	March 2009	<p>Partly Achieved</p>	<p>Achieved</p>	N/A	No

<p><u>Framework</u></p> <p>The Trust implement a contract management framework for their organisation; ensure that responsibility for monitoring and reviewing its operation is defined; and ensure that it is complied with and embedded across the organisation.</p> <p>The framework should define approval and reporting requirements, including the involvement of the Board</p>	<p>weakness and will draft suitable frameworks.</p> <p>The current position on those contracts identified above is a direct result of the drive to achieve the overall council and trustee strategy of risk transfer via a long lease of the building which has prevented re-tendering.</p>	<p>To assist with the management of contracts and procurement the Charity has entered into a one year Service Level Agreement (SLA) with the Council's procurement team effective from April 2009. The signing of the SLA is to be reported to the Board. In addition regular site meetings are held with the main contractors undertaking regular work. All contracts are now in place and a contract register and lease register have been created to show key information. Additional controls have been recommended during the course of the follow up audit these have</p>	<p>Regular, formal Contact Review meetings are held with term contractors operating on site at operational management and strategic levels.</p> <p>The Interim General Manager has used and continues to use LBOH basic procedures. Corporate Procurement and Legal Services from LBOH are actively involved in key contract works. (E.g. security and Facilities Management contracts).</p> <p>The Contract Management framework will be documented as part of the</p>		
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6. <u>Business Planning Process</u> The Trust implements a formal business planning framework for their organisation; and ensures that responsibility for monitoring and reviewing its progress is defined. The framework should define approval, monitoring and reporting requirements, including the involvement of the Board.	1	The trust undertakes in business planning by way of annual budget preparation, APPCT is aware that the LBH planning cycle is triennial and that APPCT planning does not align with the LBH system. There is no requirement of the Charities act that it does so, but it will endeavour to provide three year information.	November 2008	Partly Achieved The Charity Trustees considered and adopted a one year business plan in March 2009. Internal Audit were advised that it is intended to produce a three year business plan once the trustees have resolved the future strategy and objectives of the charity. The General Manager, the company Managing Director and Head of Finance now meet on a regular basis with the Council's Head of Finance	been agreed	Partly Achieved The Interim General Manager has developed cost models for R&M expenditure which are proactively managed. Capital applications for 2010-11 are being submitted in line with the council timetable.. The Trust will attempt to align its budget setting process with that of LBH.	preparation for the new Facilities M & E contract. Partly Achieved	December 2009	Yes
7. <u>Performance Review and Staff Development</u>	2	All staff will have been appraised by the end of	September 2008	Although the deadline of September 2008	Achieved	Achieved The Interim	N/A	Yes	

<p>The Trust will ensure that a formal performance review and staff training and development framework is introduced.</p> <p>The framework should specify the roles and responsibilities of all relevant parties, including the Board.</p>		September 08		<p>was not met all staff appraisals have now been completed. It is intended to hold performance appraisals twice yearly and the Charity has adopted the template that is currently used by the Council</p>	<p>General Manager has actively reviewed custom and practice. Short term issues of skill deficiencies are being addressed.</p> <p>A new Staff Handbook has been produced for officers of the Trust and performance appraisals are scheduled for all permanent officers.</p>		
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<p><u>8. Contract Management</u></p> <p>The Trust should ensure that its expenditure complies with local and statutory procurement regulations.</p> <p>In particular, the Trust should ensure that contracts are in place for:</p> <ul style="list-style-type: none"> • security arrangements; • engineering; and • legal services. 	<p>1</p>	<p>The APPCT have recently considered the future of contracts for Security and Engineering. A forward plan is being developed to ensure the security function is secured until it is tendered and a new contract begun in April 2009, the engineering contract has been extended until 2010 when it will be re-tendered.</p> <p>The General manager is seeking advice on the subject of the legal services to the trust and this will be reported to the board in due course.</p> <p>Further procurement advice will be sought as part of a review of financial controls and procedures being conducted by the new Head of Finance</p>	<p>February 2009</p>	<p>Partly Achieved</p> <p>Contracts are in place for engineering and security. Internal Audit were advised that the issue of a contract for legal services will be subject to further consideration by the Board.</p>	<p>Achieved</p> <p>Novation of Security contract has been completed with support of LBOH Legal Services.</p> <p>Improved Facilities M&E Contract being project managed for a new contract in place by 31/8/10.</p> <p>Regular, formal Contact Review meetings are held with term contractors operating on site at operational management and strategic levels.</p> <p>Legal services were addressed by Trustees at their meeting on 30 June and the arrangements have been regularised</p>	<p>N/A</p>	<p>Yes</p>
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<p><u>9. Contract Management</u></p> <p>A copy of the insurance bond held by Integral (UK) Ltd should be obtained and held on file.</p> <p>The Trust should ensure that this continues to be in force should this contract be extended or re-appointed.</p>	<p>2</p>	<p>This has been obtained</p>		<p>Achieved</p>		<p>N/A</p>	<p>No</p>
<p><u>10. Repair and Maintenance of Building</u></p> <p>The Trust should ensure that a robust programme of planned maintenance, developed by a suitably qualified and independent contractor/surveyor, is in place and is appropriately approved and monitored.</p> <p>The Trust should ensure that any additional works required or identified as part of the planned maintenance programme are subject to separate assessment and approval processes.</p>	<p>2</p>	<p>A defined programme of PPM is in place, the GM has subsequently re-appointed the professional advisor to assist in the contract management of the engineering contract. Advice is also sought on the building from several other professional advisors on an as needed basis.</p> <p>The PPM contractor does not have authority to undertake additional works unless approved by the Charity, however total separation of this role would lead to unnecessary cost increases.</p>		<p>The maintenance schedule is held on a database that was originally compiled by a company called FSI; using a software package they developed called Concept. There have been some additions since inception of the database that have been entered by the contractor. The contractor advises of work that is outside of what is termed maintenance. Work is not carried out</p>	<p>Achieved</p> <p>Detailed review of contract undertaken and areas of VFM and transparency of delivery key areas of deficiency. Improved FM contract is being project managed for 31/8/10 when existing contract expires.</p> <p>LBH Internal Audit are addressing short term issues with us to improve VFM and performance.</p>	<p>N/A</p>	<p>Yes</p>

				<p>until verified as necessary by Peter Sharp Associates and approved by the General Manager.</p> <p>During the course of the audit the following was noted</p> <ul style="list-style-type: none"> a) level of monthly contract spend. b) The maintenance schedule was compiled some years ago. c) The planned maintenance database can be accessed and amended by the PPM contractor. d) Incurred expenditure on repairs outside of contracted maintenance appears high.. 	<p>This area is under close scrutiny and review to ensure that VFM can be identified.</p> <p>Strategic meeting being scheduled with incumbent suppliers top management to address areas of concern</p> <p>Concept System and database being updated for new contract for December 2009</p> <p>Reactive maintenance control system improved and capped at a monthly level, under FM formal</p>		
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<p>11. <u>Performance Review</u> The performance of the Development Manager must be subject to formal appraisal, in accordance with the requirements of the original appointment</p>	<p>2</p>	<p>Agreed, with the ending of the development project, some of the KPI points are not valid and as such the continuation of this contract for services may now not be needed.</p>	<p>September 2008</p>	<p>Achieved The contract of the Development Manager has been ended</p>	<p>approval. N/A</p>	<p>N/A</p>	<p>No</p>
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<p>12. <u>Asset Register</u></p> <p>The asset register should be reviewed and amended to reflect date of acquisition and value.</p> <p>Arrangements should be put in place for on-going periodic review of the register to ensure accuracy</p>	<p>2</p>	<p>Agreed. A more detailed fixed asset register will be introduced in the 2008/09 financial year and the date and value of all new acquisitions will be recorded.</p> <p>In respect of existing assets, this information should be relatively easy to obtain for the past three financial years. However, the backing documentation for earlier acquisitions is likely to be in archive and thus we will need to consider the cost/benefit of updating the register for these items, particularly as many older items will be fully depreciated.</p>	<p>March 2009</p>	<p>Achieved</p> <p>An asset register has been drawn up and a physical inspection and tagging of items purchased in the last three years carried out. This is additional to lists of assets held that are older than three years old. A copy of the two records is being stored both on and off site.</p>	<p>Achieved</p>	<p>N/A</p>	<p>No</p>
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Agenda item:

Alexandra Park & Palace Board

On 6th October 2009Report Title: **PARK ACTIVITIES UPDATE**Report of: **Mark Evison, Park Manager****1. Purpose**

1.1 To inform the Board of the recent activities carried out in Alexandra Park

2. Recommendations

2.1 That the Board notes the report.

2.2 That the Board note the progress made on the Workshop lease.

2.3 That the Board agree to the Park Manager submitting a planning application to LB Haringey for the proposed deer enclosure extension.

2.4 That the Board note that the cost for construction of a path across Redstone Field is additional to the Trust's planned expenditure for this financial year.

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

3.1 This report details the activities and projects that have recently taken place in the park.

3.2 Officers are progressing the Workshop lease negotiations.

3.3 The Trustees undertook a site visit on 23rd June 2009 to consider the proposals for the extension to the deer enclosure and new path across Redstone Field.**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

Reports and draft Minutes of APCT Panel meeting, 29 April 2009

6. Description

Park Events

6.1 The park has hosted many community events so far this year including:

- Bird watching Walks
- Friends of Alexandra Park Open Day
- Lakeside Art exhibition
- Hornsey YMCA 10k run
- Alzheimer's Society Memory Walk
- Chinese State Circus
- Haringey pre-school picnic
- Children's funfair
- Farmers' markets
- Bicycle treasure trail (Haringey Schools)
- Football in the Community summer programme

Park Concessions – Workshop Building

6.2 The agreed operator for the Workshop Building obtained planning permission for the project. The lease negotiations are being concluded and the refurbishment should start in September, subject to completion of the lease before any works start.

External Funding Bids

6.3 The Alexandra Park Ornithological Group were successful in their bid for a 'Making a difference' grant. They now have £2,000 for projects to improve the habitats available for birds and other wildlife in the area adjacent to the reservoirs. Once agreed, the work will be carried out over the winter period.

6.4 The work for the Environment Agency Urban Fisheries Grant has commenced. New fish-refuges have been installed together with new aquatic vegetation. Two new fishing platforms will also be constructed to supplement the existing four.

Boundary Maintenance

6.5 In order to protect the park against encroachment by neighbours the boundary policy of Haringey Parks Service has been adapted for the palace grounds.

6.6 The encroachments are assessed individually and action is taken according to type of encroachment and the length of time it has been in place.

Green Flag Award

6.7 The park was awarded a Green Flag for the second year. This reflects the hard work of our staff and volunteers who assisted in the submission. A Green Flag Award ranks the park amongst the best in the country and is the national standard for parks and greenspaces.

6.8 The Friends of the Park were heavily involved in the day, the Chairman, Gordon Hutchinson met with the judges, and other members opened the Park Information Centre.

Deer Enclosure extension

- 6.9 The Deer Manager has recommended a further extension to the fenced area to improve conditions for the fallow deer. Currently the deer rely heavily on supplementary feed in the form of pellets, haylage and fresh vegetables.
- 6.10 It is proposed an area approximately 40x40m be added to the southern end of the southern compound. The installation of chainlink fencing to match will be subject to a planning application.
- 6.11 This proposal was presented to the Advisory Committee and Consultative Committee in February 2009 and no comments were made at that time.
- 6.12 The Trustees resolved on 24 February 2009 to carry out a site visit to the enclosure in order to consider the fencing and the affect it may have on the landscape of the park.
- 6.13 This site visit took place on 23 June 2009 and all trustees were in agreement that the proposal was in keeping with the landscape of the park.
- 6.14 The Park Manager will now progress with obtaining the necessary planning permission in order to proceed with installation of the fencing.

Proposed Footpath across Redston Field

- 6.15 The Warner Estate Residents Association (WERA) proposed a hard-surfaced path to link the Park Avenue North Entrance to the footpath network within the park.
- 6.16 This proposal was discussed by both the Advisory and Consultative Committee and both committees resolved:

“that the proposals by Warner Estate Residents Association in respect of a proposal for a all-weather path to replace the present informal, and very muddy, desire line from the top of Park Avenue North across the Redston Road playing fields and the old race-course to join the Lower Road at the eastern end of the car park, be endorsement for recommendation to the Alexandra Palace and Park Board on 24 February 2009”

- 6.17 At that Board meeting on 24 February 2009 it was resolved that consideration of the proposal be deferred pending a site visit and professional conservation evaluation.
- 6.18 The Trustees met on site on 23 June 2009 to discuss the proposal, representatives from WERA were in attendance.
- 6.19 The Chair’s view is that Redstone Field and the old race course are both crossed by a number of desire lines and no route is more important than any other. He wished to preserve the existing green space by avoiding new such hard surfaced paths in this area of the path.
- 6.20 As reported to Board on 30th June 2009 finances have been reviewed and the park budget does not have the funding available for a project of this scale. The hard surfaces maintenance budget is fully committed for 2009-10.

7. Recommendations

- 7.1 That the Board notes the report.
- 7.2 That the Board note the progress made on the Workshop lease.
- 7.3 That the Board agree to the Park Manager submitting a planning application to LB Haringey for the proposed deer enclosure extension.
- 7.4 That the Board note that the cost for construction of a path across Redstone Field is additional to the Trust's planned expenditure for this financial year.

8. Legal Implications

- 8.1 The Trust's solicitor was provided with a draft of this report and his advice has been taken into account in the production of this final version.
- 8.2 The LBH Head of Legal Services has been sent a copy of this report.

9. Financial Implications

- 9.1 A new tenant for the Workshop Building will secure a new income stream for the Trust. The rental figures were previously discussed in the exempt section of the Panel meeting on 29th April 2009.
- 9.2 This building currently attracts small annual costs due to insurance, standing charges on the utilities and maintenance of the fire alarm system. Letting the building on a fully repairing basis will pass those costs onto the tenant.
- 9.3 The two grant funded projects will provide additional improvements in the park with no impact on revenue budgets.
- 9.4 The cost of the deer enclosure fencing was original quoted at £9,000. However, alternative prices have been received at around half of this.
- 9.5 The estimated cost (2008) for the construction of a new footpath across Redston Field is around £30,000. This figure is additional to the Trust's planned expenditure and is not budgeted in 2009-10.
- 9.6 The LBH Chief Financial Officer has been sent a copy of this report and his comments are shown at Appendix A.

10. Use of Appendices/Tables/Photographs

- 10.1 Appendix A: Comments of the LBH Chief Financial Officer.



Alexandra Park & Palace Board

On 6th October 2009

Report Title: **PARK ACTIVITIES UPDATE**

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

Appendix A

Gerald Almeroth, LBH Chief Financial Officer has been supplied a copy of this report and provided the following comment:

“The report is noted and agree that no additional works above the approved budget should be instigated.”

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Agenda item:

Alexandra Park & Palace Board**on 6th October 2009**Report Title: **Fireworks 2009 Update**Report of: **Andrew Gill, Interim General Manager****1. Purpose**

1.1 For information: To make the Board aware of the options considered for the annual fireworks display.

2. Recommendations

2.1 That the Board notes the report, and notes the decision to deliver the fireworks display event as usual (option 1).

Report Authorised by: **Andrew Gill, Interim General Manager**.....

Contact Officer: **Andrew Gill, Interim General Manager, Alexandra Palace & Park, Alexandra Palace Way, Wood Green N22 7AY Tel No. 020 8365 2121**

3. Executive Summary

3.1 The fireworks event has been reviewed to consider its overall impact on the organisation and benefits to the local community.

3.2 The event will take place on Saturday 7th November 2009.

3.3 An number of areas have been identified to reduce costs and increase income.

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 other than those appended were used in compiling this report.

Description

- 5.2 Alexandra Palace has held a public fireworks display in November for a number of years. This display is well known to local people and those further afield. Up to 70,000 people attend the event which takes place on a Saturday night.
- 5.3 Due to the large numbers of people attending this event a huge safety and security operation takes place. Following concerns of the responsible authorities (e.g. Metropolitan Police and the Licensing Authority) a new safety and security system was implemented in 2006. This significantly increased the cost of the delivering the event.
- 5.4 The staff of Alexandra Palace Trading Limited (APTL) plan, organise and deliver the event on behalf of the Trust as their staff are suitably qualified and experienced.
- 5.5 The Trust has £100,000 in its budget for the fireworks display on 7th November 2009. The actual cost of the event in 2009 was approximately £130,000.
- 5.6 The metropolitan police do not charge for the time of approximately 160 officers who attend the event and operate the local road closures.
- 5.7 Four options have been reviewed jointly by Trust and Trading Company staff:

Option 1: Deliver the event as usual

This event is one way the Trust delivers its charitable objectives, it is well known and appreciated by local people.
 Fireworks prevents any other business opportunities on that weekend.
 There is a huge clear-up operation in the building and park following fireworks.
 The predicted figures show a £30,000 overspend based on 2008 costs, however, some cost saving measures have been recommended.

Option 2: Cancel the event:

In previous years when the fireworks display has had no publicity, press coverage or advertising, approximately 35,000 people attended due to the continuity of this event. If 35,000 visitors attend expecting a firework display there will be public order issues to manage. The security and safety operation will still be required.

Option 3: Limit the size of the event

Provide a limited number of tickets for free or at nominal cost to control the size of the event (for example 20,000). However as with option 2 above, one risk is that 35,000 people would still attend. An area would need to be secured and the operation to manage the ticket holders and non-ticket holders would be as large as when holding the event as normal. Printing and distributing the tickets would be a costly operation. This option would deliver a minimal saving overall, with the risk that the segregation would cause a reduction of foot traffic into the building and an associated loss of income.

Option 4: Deliver an alternative event

If an alternative event was delivered for example, at Christmas, option 2 would still apply. If an alternative event took place over the fireworks weekend, option 2 would apply, plus the negative press coverage for not holding the fireworks display.

- 5.8 Due to the chance that 35,000 visitors will attend regardless, the alternative options are not going to save a great deal of money.
- 5.9 The outcome of the review is to proceed with Option 1 and hold the event as usual.
- 5.10 To prevent the event going overspent, a number of areas have been identified to make savings and increase income:
- Minimise marketing costs – as people know it will happen; use press stories - save up to £5,000
 - The quotations for the fireworks display are approximately £5,000 under budget
 - Panorama Room hospitality will not take place and the room will be used for alternative activities.
 - Improve collections of cash donated by the visiting public. Save the cost of cash-collection staff by mobilising the community groups and interested parties who sit on the Alexandra Palace Advisory and Consultative Committees.
 - Reduce costs of DJ by finding alternative provision.
 - Review income from concessions internal and external and funfair
 - The Beer festival improved income by £25k in 2009. There is room for growth and this activity will be located in the Great Hall.

6. Consultation

- 6.1 The review of the event was undertaken together with Alexandra Palace Trading Ltd, and key partners such as London Borough of Haringey, Metropolitan Police and local stakeholders.

7. Recommendations

- 7.1 That the Board notes the report, and the decision to deliver the fireworks display event as usual (option 1).

8. Legal Implications

- 8.1 The Trust's solicitor and LBH Head of Legal Services have been sent a copy of this report.

9. Financial Implications

- 9.1 The cost of the 2008 event was £30,000 more than the 2009 budget.
- 9.2 Implementing the savings identified and with the improved income that has been forecast will result in a break-even position.
- 9.3 The LBH Chief Financial Officer has been sent a copy of this report and his comments are shown at Appendix A.

10. Use of Appendices/Tables/Photographs

- 10.1 Appendix A: Comments of the LBH Chief Financial Officer.



Alexandra Park & Palace Board

On 6th October 2009

Report Title: **Fireworks 2009 Update**

Report of: **Andrew Gill, Interim General Manager**

Appendix A

Gerald Almeroth, LBH Chief Financial Officer has been supplied a copy of this report and provided the following comment:

“The option identified with additional cost saving measures to stay within budget is welcomed.”



Agenda item:

Alexandra Park & Palace Board**on 6th October 2009**Report Title: **Haringey Heartlands Outline Planning Application**Report of: **Mark Evison, Park Manager****1. Purpose**

1.1 To advise the Board of the Outline Planning Application for the Haringey Heartlands developments.

2. Recommendations

2.1 That the board considers the planning application and decides what comments, if any, it wishes to provide to the planning authority.

Report Authorised by: **Andrew Gill, Interim General Manager**.....

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

3. Executive Summary

3.1 The planning application was received by Haringey Council on 20th March 2009.

3.2 The deadline for formal comments on the application has passed, however any comments made by the Board will be submitted to the planning authority for consideration.

3.3 The development site is outside the boundaries of the park and palace, and the Board may consider that this does not affect the Trust's strategies and objectives.

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 other than those appended were used in compiling this report. The full application is available on the Haringey website (www.haringey.gov.uk) using reference number HGY/2009/0503

Description

- 5.2 Alexandra Palace was not considered as a neighbour affected by this proposal and was not consulted.
- 5.3 Trustees considered the resolutions of an Urgency Sub-Committee of the Statutory Advisory Committee and the advice from the Trust Solicitor at the Board Meeting on 30th June 2009. Trustees resolved that the General Manager be asked to ascertain if the Heartlands application would be put to the Board for comments and advise accordingly of any required timescales.
- 5.4 The Planning Department have advised that the consultation period on the application has closed. However the decision meeting is unlikely to take place this year so any comments the Board wishes to submit can be included in the report for the Planning Committee. However, comments should be made as soon as possible.
- 5.5 The summary of the outline planning application is:
“for demolition of existing structures and redevelopment to provide a residential led, mixed-use development, comprising between 1,100 to 1,200 residential units (C3); with 460sqm to 700sqm of office uses (B1); 370sqm to 700sqm of retail/financial and professional services uses (A1/A2); 190sqm to 550sqm of restaurant/cafe/drinking establishment uses (A3/A4); 325sqm to 550sqm of community/assembly/leisure uses (D1/D2); new landscaping, public and private open space, and energy centre, two utility compounds, up to 251 car parking spaces, cycle parking, access and other associated infrastructure works.”
- 5.6 This outline planning application is a very large document and can be viewed in full on the Haringey Council website (www.haringey.gov.uk) using reference number HGY/2009/0503.
- 5.7 The townscape and visual effects document has many references to the impact on the views from the park and palace. The palace has been determined as a primary viewpoint. The developer has considered the impact that the development would have on the views from the palace as:
- Maximum parameters: long-term, local and of high adverse significance
 - Minimum parameters: long-term, local and of moderate adverse significance
- 5.8 The report has also considered the potential effects on the Palace and the setting of the park as permanent, local effects of minor adverse significance. With use of sensitive design to mitigate the effect is reduced to precautionary permanent, local effects of minor adverse significance.
- 5.9 The development site is outside the boundaries of the park and palace, and the Board may consider that this does not affect the Trust’s strategies and objectives.

6. Consultation

- 6.1 The Planning Authority has carried out a significant amount of consultation – both on the planning brief/framework back in 2005/6 and now on the outline application. No formal consultation letter was sent to the General Manager as the Planning Authority felt there was in principle no significant impact on the Palace and consultation letters are usually sent to immediate neighbours. There were also several site notices placed around the development site

7. Recommendations

- 7.1 That the board considers the planning application and decides what comments, if any, it wishes to provide to the planning authority.

8. Legal Implications

- 8.1 The Trust's solicitor and LBH Head of Legal Services have been sent a copy of this report.

9. Financial Implications

- 9.1 The development is not expected to have any negative impact on the Trust's budgets.
- 9.2 New residents in the area could increase the footfall for the palace and increase revenues.
- 9.3 The LBH Chief Financial Officer has been sent a copy of this report and has noted its contents.

10. Use of Appendices/Tables/Photographs

- 10.1 N/A

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**UNRESTRICTED MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
TUESDAY, 30 JUNE 2009**

Present:

DRAFT

Indicates attendees*

Councillors Egan* (Chair), Hare*, C. Harris*, Peacock, Scott, Thompson* (Vice-Chair), Williams*

Non-Voting Representatives: Ms Paley*, Mr Tarpey*, Mr Willmott*

Observer: Mr D. Liebeck*

Also present:

Mr A Gill – Acting General Manager – Alexandra Palace
Mr I Harris – Trust Solicitor
Ms J Parker – Director of Corporate Resources – LB Haringey
Ms R Kane – Managing Director Alexandra Palace Trading Limited
Ms H Downie – Head of Finance - Alexandra Palace
Mr M Evison – Park Manager - Alexandra Palace
Mr M De'Ath - Alexandra Palace Trading Limited
Mr T Mitchison – Principal Lawyer – LB Haringey
Mr C Hart – Committee Manager – LB Haringey

**MINUTE
NO.**

SUBJECT/DECISION

APBO01.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Councillors Peacock and Scott, and Mr Willmott, and for lateness from Mr Tarpey.</p> <p>NOTED</p>
APBO02.	<p>URGENT BUSINESS</p> <p>The Chair asked for clarification if there were any items of urgent business.</p> <p>The Clerk to the Board – Mr Hart advised that there were no items of urgent business, however in terms of two exempt Agenda items marked 'TO FOLLOW' (Items 19 & 21) the report authors would give reasons for lateness during the introduction of each item.</p> <p>NOTED</p>
APBO03.	<p>DECLARATIONS OF INTEREST</p> <p>Councillor C. Harris declared a personal interest as a Member of the Pensions Committee of the LB Haringey.</p> <p>Councillor Thompson declared a personal interest as a Member of the Pensions</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
TUESDAY, 30 JUNE 2009**

	<p>Committee, and Planning Committee of the LB Haringey.</p> <p>Councillor Hare declared a personal interest as a Member of the Planning Committee of the LB Haringey.</p> <p>NOTED</p>
APBO04.	<p>QUESTIONS, DEPUTATIONS OR PETITIONS : TO CONSIDER ANY QUESTIONS, DEPUTATIONS OR PETITIONS RECEIVED IN ACCORDANCE WITH PART 4, SECTION B29 OF THE COUNCIL'S CONSTITUTION</p> <p>Nil</p>
APBO05.	<p>APPOINTMENT OF DIRECTORS TO THE BOARD OF ALEXANDRA PALACE TRADING LIMITED</p> <p>RESOLVED</p> <ul style="list-style-type: none"> i. That the resignation of Councillor Dogus and Councillor Oakes as Directors of APTL be noted; and ii. That Councillor Scott and Councillor Thompson be nominated to APTL as replacement Board Directors of APTL .
APBO06.	<p>2008/09 BUDGET OUTTURN</p> <p>The Chair asked for a brief introduction of the report.</p> <p>The Head of Finance – Alexandra Palace – Ms Downie informed the Board that the forecast results for the 2008/09 financial year were presented to the Board on 24th February 2009. At that stage, the Trust was anticipating an under spend of £200k against the original budget, although the gift aid payment from the trading company was forecast to be £550k lower than budgeted, resulting in an increased requirement for deficit funding from the Council of £350k.</p> <p>Ms Downie referred the Board to the tabulation at Appendix 1 which summarised the draft results for the 2008/09 financial year. Ms Downie reported that overall, income was £15k above forecast and expenditure £16k below forecast, giving a net favourable variance of £31k. The trading company's operating profit for the year was £467k, £17k above the forecast. However, the trading company adopted FRS17 'Retirement Benefits' in 2007/08, which required any surplus/deficit on defined benefit pension schemes to be incorporated into the financial statements. Year end adjustments relating to FRS17 resulted in reported profit being reduced by £32k. The gift aid payment from the trading company was therefore £15k below forecast, at £435k.</p> <p>Ms Downie further advised that income was £15k above forecast, largely due to higher than anticipated service charges for utilities costs, which were invoiced annually in arrears. This reflected the sharp increase in fuel costs over the past twelve months. Prime costs were £40k or 3% below forecast for the year, primarily in contracted services, and the under spend was mainly in Parks, with the Park contract being £20k and Park security contract being £5k below</p>

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forecast. Fixed overheads were £28k below forecast due to an under spend in central admin charges from the Council and the budget and forecast included an allowance for officers' time, and it had been established that this would not be charged.

Ms Downie further informed the Board that the 2008/09 audit fieldwork was substantially complete and had gone well. No material adjustments to the accounts had been identified at this stage, though the following matters were outstanding or subject to change before the date of signing the accounts;

- Further work required to confirm the existence of fixed assets which were more than three years old, for which there was no detailed fixed asset register.
- A partial bad debt provision had been made in the trading company accounts against an outstanding debt relating to an event which was cancelled by the client, despite having a signed contract in place. The trading company was actively negotiating with the client in order to recover the debt, and Deloitte would monitor the progress of the negotiations in order to assess the adequacy of the provision prior to signing the accounts.
- The draft accounts did not currently include any provision relating to the claim intimated by Firoka against the Trust, and Deloitte would monitor the progress of this matter in order to assess the correct treatment and disclosures in the accounts.

Ms Downie concluded that it was anticipated that the APTL annual report and accounts would be signed at the APTL Board meeting on 4 September 2009 and the consolidated annual report and accounts would be submitted to the Alexandra Palace and Park Board meeting on 6 October 2009. In order to meet both anticipated reporting dates a draft of the trading company's annual report and accounts would be circulated to APTL Directors for comment by the end of July 2009, with a draft of the consolidated report and accounts being circulated to the Alexandra Palace and Park Board trustees for comment by the end of August 2009.

The Trust Solicitor - Mr Harris referred to paragraph 6.7 of the report and advised that in respect of any provision relating to the claim intimated by Firoka against the Trust, following a recent communication from the Solicitor representing the Firoka Group (Lewis Silkin) the issue would be the subject of some discussion during the exempt part of the proceedings.

In clarifying a point raised by Councillor Hare in relation to how any claim by Firoka would be reflected in the accounts, Mr Harris advised that the wording in the accounts would be likely to be similar to that for 2007/08.

RESOLVED

- i. that the draft results for the year ended 31st March 2009 be noted; and
- ii. the progress of the audit and the timetable for completion of the statutory accounts be noted.

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APBO07.	<p>BUDGET POSITION OF THE TRUST AND BUDGET MONITORING 2009/10 - 2 MONTH RESULTS TO 31 MAY 2009</p> <p>The Chair asked for a brief introduction of the report.</p> <p>The Acting General Manager – Alexandra Palace – Mr Gill, advised the Board that the budget for the current year was originally drafted in October 2008 and anticipated a covenant from the trading Company of circa £1 million. This budget included a deficit funding figure from LBH of approx £1.7M. The Trust operating loss in this budget was reduced year on year by £77k. However, APTL operated in a highly competitive environment and the impact of the recession, together with increases in utility costs, had led to a reduction in the budgeted contribution from APTL from £1 million to £0.6 million. Mr Gill further advised that although the Charity was already reducing overall expenditure, the effect of this had been to increase the required deficit funding from LBH to £2.03 million.</p> <p>Mr Gill referred to the meeting of the Board on 19 March 2009 where it approved the Trust budget as prepared by the former General Manager making the request that LBH consider the position and grant additional funding. The London Borough of Haringey's Cabinet meeting on 16 April 2009, considered the request for funding, but resolved not to grant the additional funding and requested that the Board consider what savings might be possible to reduce the overall deficit. Following confirmation of this by the LB Haringey's Chief Financial Officer (LBH CFO) by letter on 28 April 2009 to the former General Manager and requesting that the Trust carry out a review of its costs to identify some efficiencies for 2009/10 to attempt to stay within the £1.7m cash limit, Mr Gill advised that he had identified £238K from the £300K including</p> <ul style="list-style-type: none"> higher than anticipated income from leases lower than anticipated contract costs agreement with LBH not to charge a fee for central admin savings achieved via tendering services removal of additional park improvements reduced reliance on external consultants <p>Mr Gill apologised to the Board that the letter referred to as Appendix 2 (the letter from him of 19 June 2009 to the LBH CFO) had been omitted from the report, and had been circulated further to Board members. The savings were stated in that letter and though they amounted to £238K this excluded pension provision.</p> <p>In respect of the pension issue and how this had arisen Mr Gill advised that the recent security tender had allowed a saving of £33k on the original estimates but the actuarial report for the pensions received on 14 May indicated that the original provision of £90k was inadequate and the true cost could well be £202k. This estimated cessation payment of £202k was in respect of three members of staff, one of whom was transferred to Mitie Security from the Trust under TUPE when the security service was put out to tender and another two who retired on medical grounds during the period of Mitie's contract. In order to enable the individual to retain their pension rights, Mitie entered into an admissions agreement with the LB Haringey pension scheme. Under the terms of the Trust's contract with Mitie,</p>

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the trust was liable for any shortfall in pension contributions should Mitie cease to be a contributing employer in the scheme.

Mr Gill further advised that when the Trust had re-tendered the security contract, Mitie was unsuccessful. It was assumed that the individual concerned would be transferred under TUPE from Mitie to Work Facilities, the then successful bidder (and subsequently to Europa should the proposed novation of the contract in the exempt part of the proceedings be given approval). Hence the £202k had to be paid immediately - to reimburse Mitie for their share of the scheme's deficit which became payable on ceasing to contribute into the scheme. The estimate of £202k assumed that the new security provider would become a participating employer in the LBH scheme.

Mr Gill advised that the £90K pension provision had been removed from the revised budget and was shown in the Budget Review as an exceptional item of £202K. The LBH CFO had been requested to consider whether they would consider taking the £202K pension provision as an exceptional item, i.e. taking it out of the Trust's revenue budget, however if this request was not approved, the budget review would deliver savings of only £39K.

Ms Downie reported to the Board that the current forecast for the end of June 2009 had predicted a likely underspend of £85K but that this was fairly typical at this point in the financial year. The key elements of the underspend were currently £36K for repairs to buildings and roads, £11K for building and equipment maintenance, £10K depreciation and £5K for salaries. Ms Downie further reported that the budget would require some re-profiling over the coming months, and the June and July budget position would be circulated to the Board.

The Chair thanked Ms Downie and Mr Gill for their introduction and asked if there were any points of clarification.

Councillor C Harris sought clarification as to whether there were any future liability costs in terms of pensions. In response Mr Gill advised that whilst there were always costs associated with transfer of employees it was difficult to quantify pension liabilities.

Councillor Williams expressed his surprise that there had been a refusal by the Council's Cabinet and highlighted that this was a particular issue that the Board needed to be made aware of as a matter of course and not over a month after such a decision had been taken, and asked what the position would be if the Trust was not able to find the required savings, and also the sequence of events in terms of the 2009/10 process.

The Director of Corporate Resources – LB Haringey – Ms Parker, advised that in terms of the budget setting processes of the Trust and the Council these were somewhat out of kilter and there needed to be some synergy in the future as to when the Board considered its budget and then forwarded on to the Council its predicted shortfall. In the case of the 2009/10 budget, the Board had had a special meeting in March 2009 (19) and had noted the shortfall and subsequently requested the LBH to consider the deficit. The Council's Cabinet had not then met until 16 April to consider this request – but this consideration was some 2 months after the budget allocation had been agreed by the Council's Cabinet.

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The Cabinet was within its rights to refuse to make up the £300K shortfall, and on this particular occasion had done so.

(Mr Tarpey arrived at 20.05hrs).

The Trust Solicitor – Mr Harris advised that in previous years it had been the case, given the Trust's intention to proceed and secure a holistic development approach the Council which had always agreed to meet the deficit on that basis. On this occasion, the Council had asked that the Trust carry out a savings exercise and that in effect some £200K had been identified initially and prior to the situation with the pension issue.

In response to further clarification by Councillor Williams as to the identified Park savings Mr Gill advised that the figure included the extension to the Deer enclosure and improvements to Park paths. In terms of the Redston Field proposed path this matter would be reported to the Board in October 2009.

In response to clarification and comments expressed by both Councillor Williams and Mr Liebeck Mr Gill comment that the path at Redston Field (estimate cost) was not an item that been included within the original budget estimates for park maintenance for 2009/10 but as an additional item of new expenditure that would only be possible if additional funding could be identified, therefore it was not part of the proposed cuts.

Councillor Hare commented that the pension issue of £202K was quite an exceptional one and that it was, in his view, a making not of the Trust but rather because of the pension arrangement entered into with the LB Haringey. He felt that there was therefore a need to stress this to the LB Haringey, and ask for a special measure in this respect, as apart from this figure the required savings had been met. Mr Gill responded that this had been done via his letter to the LBH CFO stating that this was an exceptional cost and requesting that it be removed from the revenue budget. A response to this letter was awaited.

In response to further clarification, Ms Downie advised that the figure was an actuarial valuation in relation to the trust's pension scheme, and it was unlikely that there would a change in this situation on the part of the LBH CFO.

Ms Parker also advised that should the Board agree the recommendations, whereby accepting the pension situation in terms of savings the Board would still be authorising the General Manager to try to achieve the best outcome for the Trust, and that there were identified savings in spite of the pension deficit issue.

Councillor Thompson concurred with the view of Ms Parker and commented that the General Manager was going to seek to conclude matters in the best interest of the of the Charity, and that Mr Gill would report further to the Board.

Councillor Harris commented on the expressed views of the LB CFO and advised that as they stated in her view such comments concurred that the Council was unlikely to take on the £202K deficit.

In response to the points raised Mr Gill advised that the Council was being asked to make the £202K an 'exceptional' item and remove it from the revenue budget

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and tag it as 'an exceptional item'.

In response to further concerns from Councillor Williams, the Chair reiterated the comments of Mr Gill in that the Redston path had never been included in the Park repair budget and that it was in effect an additional request for expenditure. It was not shown in Appendix 1 of the report because of that reason.

Following further clarification the Chair asked that in addition to the Board agreeing to the recommendations as detailed in the report that officers provide the Board with a breakdown of the proposed park maintenance and removal of additional park improvements.

The Chair then summarised and it was:

RESOLVED

- i. that the current position of the Trusts' budget and the potential savings from the budget review be noted;
- ii. that the situation regarding the pension provision be noted; and
- iii. that the Acting General Manager Alexandra Palace be instructed to conclude matters in relation to the situation as regards the pension provision while achieving the best outcome for the Charity.

APBO08. REFORM OF GOVERNANCE OF APPCT

The Chair asked for a brief introduction of the report.

The Acting General Manager Alexandra Palace – Mr Gill advised the Board that following on from the independent report commissioned by the LBH Director of Corporate Resources using section 151 officer powers in response to concerns raised about the process and implementation of the temporary Licence to Firoka, which identified some weaknesses in the APPCT governance, on 26 September 2008 the former General Manager presented an action plan and identified that the key priorities would be the initial drafting of the code of governance and the scheme of delegation with the other actions then following on from this point.

Mr Gill advised that the draft code of governance was presented to the Trustees at their meeting on 24 February 2009, where it was decided that approval be given to the holding of an away day to discuss the draft code of governance and associated schedules and that a special Alexandra Palace and Park Board be convened following the proposed away day in order to formally adopt the draft code of governance. Due to changes in management at the Trust and the difficulty of agreeing a date during the summer when all the attendees would be available, the Away Day was now confirmed Saturday 26 September 2009.

Mr Gill reported that the draft code of Governance contained a substantial amount of detail (it was circulated to Trustees for comment during May 2009) and

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	<p>although Trustees may not be asked to formally adopt it at this time, the documents may form the basis of a future sound governance structure.</p> <p>The Chair thanked Mr Gill for his brief introduction and advised that Board Members had met informally earlier this evening to discuss how they saw the priorities for the Away day, which would be fed back to officers. The Chair also advised that the attendance at the Away day would be extended to the three Consultative Committee representatives on the Board – Ms Paley, Mr Tarpey and Mr Willmott, and also the Observer on the Board – Mr Liebeck.</p> <p>The Chair advised that Members informally welcomed the broad outline prepared for the Away day and commented on the need to develop the Board’s vision, the relationship between the Board, its statutory advisory committee, and Consultative Committee. And the possible role of Independent Trustees.</p> <p>In response to a point of clarification from Councillor Hare, the Chair advised that future Away day invites would be extended to representatives of the Advisory, and Consultative Committees.</p> <p>The Chair then summarised and it was:</p> <p>RESOLVED</p> <ul style="list-style-type: none"> i. That the previously agreed approach to achieving changes in governance be confirmed as the appropriate way forward, and that the forthcoming governance away day on 26 September 2009 will give further clarity; ii. That the draft code of governance and associated schedules, previously presented to Trustees be further developed by the Acting General Manager to reflect the outlined approach outlined and in preparation for formal adoption at a later date; and iii. That in respect of the forthcoming governance away day on 26 September 2009 the attendance be extended to the three Consultative Committee representatives on the Board – Ms Paley, Mr Tarpey and Mr Willmott, and also the Observer on the Board – Mr Liebeck – Chair of the Statutory Advisory Committee.
<p>APBO09.</p>	<p>BANK SIGNATORY CHANGES FOR 2009/10</p> <p>RESOLVED</p> <p>That the resultant vacancy as Board Member signatory to the Trust’s bank Mandate be noted following the resignation of Councillor Dogus as a Board member, and that Councillor Nigel Scott be confirmed as replacement signatory on the Trust’s bank mandate.</p>
<p>APBO10.</p>	<p>FORTHCOMING EVENTS</p> <p>The Chair asked for a brief introduction of the report.</p>

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	<p>The Managing Director Alexandra Palace Trading Limited – Ms Kane, in a brief introduction advised that the events as listed showed in italics those events that provisional bookings had been received. Ms Kane commented that the events list had now been varied to include other events happening around the Park such as the Farmers Market.</p> <p>Ms Kane highlighted the Knitting and Stitching Event, and the World Darts events which attracted upwards of 30,000 visitors over the period of each event.</p> <p>Mr Tarpey referred to the combined list of events and sought clarification as to whether employee roles had now merged in terms working for both the Trust and APTL. In response, Ms Kane advised that there was no change in the employment status of either the Trust or APTL, or the delegated authority.</p> <p>RESOLVED</p> <p>That the forthcoming events to March 2010 as detailed in the report be noted.</p>
<p>APBO11.</p>	<p>CONTINGENCY ARRANGEMENTS FOR THE ICE RINK</p> <p>The Chair asked for a brief introduction of the report.</p> <p>The Acting General Manager Alexandra Palace – Mr Gill informed the Board that at the recent meeting of the APTL Board on 29 May 2009 it received a position report from its Leisure Services Manager which highlighted the threats to the longevity of the ice rink plant together with the ongoing deterioration of the facility. The report had also emphasised the importance of the ice rink facility to the delivery of bottom line profit, and set out a number of options for refurbishing the facility, giving some indicative costs for each.</p> <p>Mr Gill advised that the APTL Board had resolved to formally approach the Trust to request the following:</p> <ul style="list-style-type: none"> • to Nominate a Project Manager to lead a project team to oversee the feasibility and delivery of major refurbishment works to the ice rink (subject to scope and funding) • to invest up to £7k to undertake core sample drilling and the production of a structural engineer's report for the East Hall which will inform the scope of the project • Based on the conclusions of the engineer's report, present worked-up options to APTL Board (4 Sept 09) with a view to formulating a capital investment bid to be submitted to LB Haringey in the Sept/Oct '09 bidding round <p>The Chair thanked Mr Gill for his introduction and asked if there any points of clarification.</p> <p>Mr Tarpey commented that given that he represented the Alexandra Palace Ice Skating Association, he welcomed and was fully supportive of the proposals. In terms of the future of the Ice Rink and the difficulties with the existing Ice Plant, and the shifting of the Ice base, and the limitations of the size of the Ice Rink, he</p>

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sought clarification as to whether there was a possibility of redevelopment as the benefit of extending the existing rink by 7 yards would greatly increase opportunities for competition, though the existing facility did also host ice events including the Christmas shows.

The Chair, in welcoming Mr Tarpey's comments, asked that Mr Tarpey liaise with Mr Gill in terms of the expressed views.

Councillor Hare sought clarification as to whether there had been attempts to attract funding through external sources such as sports grants or lottery funding. He also asked if there had been any discussion and contingency planning in the event of a catastrophic failure, or emergency rendering the closure of the existing facility, and whether there may be opportunities for a partnership arrangement with a commercial partner.

In response, Mr Gill advised that in terms of external and/or sport grant, funding there was an officer within the recreation service at LB Haringey who had expert knowledge of external funding sources and he would discuss the possibilities further with them.

The Managing Director APTL – Ms Kane advised that at the time of consideration by APTL discussions had centred on a catastrophic failure and that temporary options for any such event had been identified. It was a fact that within a matter of days an alternative facility and location would be provided in the event of emergency closure.

The Chair then summarised and it was:

RESOLVED

- i. That in respect of a formal request from Alexandra Palace Trading Limited in respect of a contingency plan for the Ice Rink, approval be given to:-
 - a. the nomination of a Project Manager to lead a project team to oversee the feasibility and delivery of major refurbishment works to the ice rink (subject to scope and funding);
 - b. an investment not exceeding £7k to undertake core sample drilling and the production of a structural engineer's report for the East Hall which will inform the scope of the project;
 - c. worked-up options based on the conclusions of the structural engineer's report (as referred to in (b) above) being presented to the APTL Board on 4 Sept 2009 with a view to formulating a capital investment bid to be submitted to LB Haringey in the September & October 2009 bidding round;
- ii. that Alexandra Palace Trading Limited be formally advised of the decisions taken in (i) (a-c) above; and
- iii. that the General Manager Alexandra Palace be requested to explore possible external funding through sports grant funding or other sources and advise of the results of this to the meeting of the Board on 6 October

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	2009 as part of an update on contingency arrangements for the Ice Rink.
APBO12.	<p>PARK ACTIVITIES UPDATE</p> <p>The Chair asked for a brief introduction of the report.</p> <p>The Park Manager Alexandra Palace – Mr Evison briefly outlined the park events as detailed in paragraphs 6.1-6.6 of the report.</p> <p>Mr Evison then referred to the Park Concession Workshop – which had been the subject of consideration at an Urgency panel of the Board on 29 April 2009 where the panel had agreed to lease the workshop to tenderer 3, subject to receiving advice from the Alexandra Park and palace Advisory Committee. The Panel had also delegated to officers and legal advisers the power to conclude negotiations and finalise lease terms once that advice had been received and considered. The successful tenderer had proposed to refurbish the building for use as a children’s soft play centre and ancillary café, providing a high quality facility for the families in the local community. The Trust Solicitor had then prepared a draft lease for the building, which was forwarded to the tenant’s solicitor for consideration. Mr Evison also advised that the agreement was subject to planning permission and the tenant submitted a planning application to LB Haringey on 15th May 2009.</p> <p>Mr Evison advised that the Advisory Committee considered this planning application at its meeting of 16th June 2009, as part of the process set out in the Alexandra Park and Palace Act 1985, and the deliberation of the Advisory Committee were before the Board, and circulated under Item 14 – Resolutions of the Advisory Committee.</p> <p>The Chair asked that Mr Liebeck give some response as the Chair of the Advisory Committee.</p> <p>Mr Liebeck commented that the discussions at the Advisory Committee had centred on the business had described itself as an “indoor adventure and soft play area with small café” when in fact it appeared to be a small indoor play area with (larger) café area. Comments had also been expressed that the boundaries for the site were unclear on the map provided and how and when it was intended to extend the play area to the outside area. Mr Liebeck also advised that the Advisory Committee consider consulting the long established businesses in the vicinity which may be affected by this proposal.</p> <p>Following further discussion, it was clarified by Mr Evison that whilst it was likely that in terms of any proposed usage or proposed development outside of the facility the Lessee would be subject to submitting a further planning application and any variation to the proposed lease would be subject to the permission of the Board.</p> <p>In respect of clarification from members as to how the resolutions of the Advisory Committee should be dealt with the Trust Solicitor Mr Harris advised that as with previous practice the Board either accepted or rejected the advice of the Advisory Committee. In the case of the 3 informal resolutions from the Advisory Committee</p>

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to the Board on this occasion with regard to the 1st resolution - the Board was neither able to accept or reject the resolution as this was a statement that the Board was unable to give a view on. In respect of resolution 2 the boundaries of the site would identified within the draft lease to be entered into, and in respect of resolution 3 the proposal was not a practical one as whilst the Board would consult with its Advisory Committee – it would be for the Advisory Committee to advise local businesses or representative groups on its Committee as to the proposals – and the time it would take for the Board to consult all businesses in the vicinity would not be practicable or in any way serve as a benefit.

Following further discussion and clarification, the Chair summarised and it was:

RESOLVED

- i. that the report be noted;
- ii. that in respect of the 3 resolutions from the Advisory Committee of 16 June 2009 in respect of the Workshop Café the Advisory Committee be informed in the following terms:

- i. That the business described itself as an “indoor adventure and soft play area with small café” when in fact it appeared to be a small indoor play area with (larger) café area.

That the Board was neither able to accept or reject the resolution as this was a statement that the Board was unable to give a view on.

- ii. That the boundaries for the site were unclear on the map provided and how and when it was intended to extend the play area to the outside area.

The boundaries of the site would identified within the draft lease to be entered into

- iii. That the Board consider consulting the long established businesses in the vicinity which may be affected. by this proposal

That the proposal be rejected as whilst the Board would consult with its Advisory Committee – it would either practical or feasible for the Board to carry out such consultation and the proposals had already been consulted upon with all similar users within the Park, and indeed the Advisory Committee representatives through the Advisory Committee.

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FOR INCREASED CAPACITY

The Chair asked for a brief introduction of the report.

The Acting General Manager – Alexandra Palace – Mr Gill advised the Board of the considerations of the Advisory Committee albeit informally at its meeting on 16 June 2009 and the subsequent resolution of the Advisory Committee to the Board – circulated under Item 14.

Following a brief introduction by the Managing Director – Alexandra Palace Trading Limited - Ms Kane in respect of the application for variation of licence to the LB Haringey for a variation of the existing licence to increase capacity over 10,000 – with events lasting till 23.00hrs but not all night, the Chair asked that the Trust Solicitor – Mr Harris advise on views expressed by the Advisory Committee.

Mr Harris reiterated his earlier advice in respect of previous practices of the Board considering the resolutions of the Advisory Committee. In respect of the resolutions of the Advisory Committee in terms of the Great Hall capacity in terms of the request by the Advisory Committee that it be consulted on any likely increases in the number of large events in a relatively short period of time before any commitments are made – that this recommendation be accepted by the Board but that it would not be possible to carry out consultation with all residents on all such events and give advance notice but that there would be publicity given on the website.

Following further clarification, the Chair summarised and it was:

RESOLVED

- i. That the report and proposals be noted and welcomed;
- ii. That in respect of the resolutions from the Advisory Committee of 16 June 2009 as regards the proposed variation of the licence to increase capacity in the Great Hall, the Advisory Committee be informed in the following terms:

The SAC asked to be informed of large events in future Forthcoming Events papers and if APTL anticipated that there was likely to be a significant increase in the number of large events in a relatively short period of time, that this should be brought to the attention of this Committee prior to any commitment being made.

That this recommendation be accepted by the Board but that it would not be possible to carry out consultation with all residents on all such events and give advance notice but that there would be publicity given on the website.

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1. Minutes of the meetings of the Board held on (a) 24 February 2009, and the special meetings held on (b) 19 March & (c) 16 April 2009, and minutes of the Alexandra Palace and Park Panel held on (d) 3 March, (e) 29 April 2009;

Councillor Williams referred to the minutes of the meeting of the Board of 19 March 2009 and reference to the Council formally discharging the debt and asked whether this would be requested.

Ms Parker responded that the matter would be considered by the Full Council on 20 July 2009. Councillor Williams commented that this was a matter that the Board should have been advised.

RESOLVED

That the Minutes of the meetings of the Board held on 24 February 2009, and the special meetings held on 19 March & 16 April 2009, and of the Alexandra Palace and Park Panel held on 3 March & 29 April 2009 be agreed as accurate records of the proceedings.

2. Minutes of the Alexandra Palace and Park Consultative Committee held on 17 February 2009 and 23 June 2009

RESOLVED

- i. That the Minutes of the meeting of the Alexandra Palace and Park Consultative Committee held on 17 February 2009 be agreed as accurate records of the proceedings;
- ii. That it be noted that the Minutes of the meeting of the Alexandra Palace and Park Consultative Committee held on 17 February 2009 were not available.

3. Minutes of the Urgency Committee of the Alexandra Park and Palace Advisory Committee held on 21 May 2009 to consider any recommendations contained therein and the minutes of the Advisory Committee held on 16 June 2009

The Clerk to the Board – Mr Hart advised that the minutes of the Urgency Sub-Committee of the Advisory Committee of 21 May 2009, in respect of the Heartlands School application was referred for consideration, as well as the reiterated view of the Advisory Committee of 16 June 2009. Mr Hart also referred to the advice of the Trust Solicitor which he had supplied in relation to the referral, which should be considered in tandem.

The Chair advised that the resolution of the Urgency Sub-Committee was:

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That the Alexandra Palace and Park Board be asked to note the main points of concern of the Advisory Committee in respect of the Heartlands Outline Planning Application, as outlined in the 8 bullet points detailed above, and, in particular, the following concerns:

- (1) This Committee endorses the widely held views of local residents, that the scale and size of the development, and, in particular, the height of the buildings, are excessive, and that there will be a significant PERMANENT (not just "long term") adverse effect on the cherished and exceptional vistas of the surrounding area from the Palace, and
- (2) The apparent lack of provision in the plans for a more satisfactory and substantial means of pedestrian access from the Heartlands site to the Palace and Park.

The Chair further referred to the comments of the Advisory Committee of 16 June 2009 which stated:

That the Chair of the Advisory Committee urge the Alexandra Palace and Park Board (the Board) to give due consideration to the views expressed by the Urgency Sub-Committee on the planning application relating to the Haringey Heartlands Development, which this committee endorsed.

The Chair asked that the Trust Solicitor – Mr Harris give an explanation of his comments that had been circulated.

Mr Harris responded that in respect of the referral from the Advisory Committee and its Urgency Sub-Committee the Heartlands Application was on land clearly not in the ownership of the trustees and therefore it was not within the remit of the Advisory Committee to refer the issue to the Board for its consideration.

The Chair asked if there were any points of clarification.

Councillor C. Harris commented that having read the Advice of the Trust Solicitor it was perfectly clear that the application clearly fell outside the remit of the Advisory Committee's ambit of referral and therefore it should be advised of this.

Mr Liebeck commented that he would beg to differ and that the advice was extremely narrow his view as the application was impacting on the Park and Palace long term and therefore was of considerable importance and that in this respect local concerns had been expressed and the Advisory Committee had taken account of them., and were asking the Board to consider these and refer them on.

Mr Harris commented that whilst there may be expressed views the

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
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	<p>appropriate channel was via the Local Authority's planning service. He reiterated his earlier comment that as such the consideration was outside the remit of the Advisory Committee to refer such matters to the Board, and the Board to give consideration thereto.</p> <p>In response to points of clarification, and a suggestion from Councillor Hare as to whether the Board could request consideration of the Heartlands Application, and comments from Councillor C. Harris that the proposed development would actually block out the rather unsightly view of the railway tracks etc, and confirmation from the Acting General Manager - Mr Gill that as yet the Board had not been consulted on the planning application, and how this now might be requested the Chair summarised and it was:</p> <p>RESOLVED</p> <p>i. that the resolutions of the Statutory Advisory Committee of 16 June 2009, and its Urgency Sub-Committee be responded to as the Board's response:</p> <p>that the Board would not comment on the referral from the Advisory Committee and its Urgency Sub-Committee in respect of the Heartlands Application as the site application was on land clearly not in the ownership of the trustees and therefore it was not in the remit of the Advisory Committee to refer the issue to the Board for its consideration, and that any such comments should be referred directly the LB Haringey Planning Service;</p> <p>ii. That the General Manager Alexandra Palace be asked to ascertain if the Heartlands Application would be put the Board for comment and advise the Board accordingly of any required timescales.</p>
<p>APBO15.</p>	<p>NEW ITEMS OF UNRESTRICTED BUSINESS</p> <p>There were no items of urgent unrestricted business.</p>
<p>APBO16.</p>	<p>EXCLUSION OF THE PUBLIC AND PRESS</p> <p>RESOLVED</p> <p>That the Public and Press be excluded from the proceedings as Items 12-17 are exempt as defined in Section 100a of the Local Government Act 1972; namely information in respect of which a claim to legal professional privilege could be maintained in legal proceedings, information relating to any individual, information likely to reveal the identity of an individual, and information relating to the business or financial affairs of any particular person (including the authority holding that information).</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
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	<p>At this point in the proceedings the Chair MOVED and it was agreed nemine contradicente that the meeting adjourn for a 5 minute period.</p> <p>The meeting adjourned at 21.25hrs and reconvened at 21.30hrs.</p> <p>At this point the Chair MOVED and it was agreed nemine contradicente that the order of business be varied to next consider Item 22 – Exempt Minutes.</p> <p style="text-align: center;">SUMMARY OF EXEMPT/CONFIDENTIAL PROCEEDINGS</p>
APBO17.	<p>MINUTES</p> <ul style="list-style-type: none"> i. AGREED the exempt minutes of the meeting of the Board held on 24 February 2009, and the special meeting held on 16 April 2009, and exempt minutes of the Alexandra Palace and Park Panel held on 3 March, 29 April 2009; ii. AGREED the Minutes of the meeting of the Board of 16 April 2009 – APB081 subject to the comments made regarding the matters arising; and ii. AGREED the Minutes of the Alexandra Palace and Park Panel of 3 June 2009 be agreed subject to an amendment
APBO18.	<p>NON-EXECUTIVE DIRECTORS - ALEXANDRA PALACE TRADING LIMITED - APPOINTMENT AND RECRUITMENT</p> <p>AGREED RECOMMENDATIONS</p>
APBO19.	<p>ALEXANDRA PALACE SECURITY CONTRACT</p> <p>AGREED RECOMMENDATIONS</p>
APBO20.	<p>INTERIM STAFFING ARRANGEMENTS - ALEXANDRA PALACE (TO FOLLOW)</p> <p>Mr Gill left the proceedings for the duration of this item.</p> <p>AGREED RECOMMENDATIONS</p> <p>At this point in the meeting Mr Gill re-entered the proceedings .</p> <p>Mr Harris advised that he would withdraw from the proceedings for consideration of the next two items, and withdrew accordingly.</p>
APBO21.	<p>CLARIFICATION OF LEGAL MATTERS</p> <p>AGREED RECOMMENDATIONS</p>

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APBO22.	TENDERING PROCESS FOR OBTAINING LEGAL SERVICES (TO FOLLOW) AGREED RECOMMENDATIONS
APBO23.	NEW ITEMS OF EXEMPT BUSINESS There were no items of exempt urgent business. There being no further business to discuss the meeting ended at 22.20hrs.

COUNCILLOR PAT EGAN

Chair

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
WEDNESDAY, 2 SEPTEMBER 2009**

*** PRESENT****DRAFT**

Councillors *C. Harris, *Peacock & *Williams

Egan, Hare, Scott & Thompson

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

Observer: Mr D. Liebeck

Also present:

**MINUTE
NO.****SUBJECT/DECISION**

APBO24.	<p>APOLOGIES FOR ABSENCE</p> <p>At this point in the proceedings – the Clerk to the Board – Mr Hart advised that in the absence of the Chair and Vice-Chair it was necessary to seek nomination amongst those members present for a Chair for the remainder of the duration of the meeting.</p> <p>Councillor Williams nominated Councillor Peacock as Chair for the duration of the meeting.</p> <p>There being no other nominations Councillor Peacock took the Chair nemine contradicente.</p> <p style="text-align: center;">COUNCILLOR S. PEACOCK IN THE CHAIR</p> <p>Apologies for absence had been received on behalf of Councillors Egan, Thompson, Hare, and Mr Willmott.</p> <p>At this point in the proceedings, Councillor Scott entered the meeting. The Clerk – Mr Hart advised Councillor Scott that although a Member of the Board, on this occasion as appointed Director of APTL he was not able to participate in the meeting during consideration of items 4 and 6, as this would be a personal and prejudicial interest.</p> <p>Councillor Scott noted the advice and withdrew from the proceedings.</p> <p>NOTED</p>
APBO25.	<p>URGENT BUSINESS</p> <p>There were no items of urgent business.</p> <p>NOTED</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
WEDNESDAY, 2 SEPTEMBER 2009**

APBO26.	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>
APBO27.	<p>RESOLUTION OF THE DIRECTORS OF ALEXANDRA PALACE TRADING LIMITED - REPORT OF THE GENERAL MANAGER</p> <p>In a brief introduction of the report the Head of Finance Alexandra Palace – Ms Downie – advised the Board that in respect of the resolutions of the Directors of Alexandra Palace Trading Limited – it was necessary for the Trustees to now consider the draft resolutions as detailed in Appendices 1 & 2 attached to the circulated report.</p> <p>Ms Downie also advised that it would be necessary to then convey the considerations of the Board to the APTL Board meeting on 4 September 2009. APTL had as yet not considered their accounts – which it would do so on 4 September. The financial statements of APTL (circulated as exempt documents) would be considered by the APTL Board in tandem with the statements.</p> <p>In response to points of clarification from Councillor Williams the Trust Solicitor – Mr Harris advised that the Alexandra Palace and Park Board was not being asked to consider and approve the financial statements, nor the actual statements of the Directors of APTL. The locus of the Board was only to receive and note the resolutions of the Directors of APTL and authorise the General Manager Alexandra to notify APTL of this.</p> <p>Following further clarification by Board of specific points and the Clerk advising of the recommendation for the Board to resolve upon, the Chair summarised and it was:</p> <p>RESOLVED</p> <p>that in its capacity as shareholder of Alexandra Palace Trading Limited (APTL) the Board receives and notes the detailed resolution proposed by the Directors of APTL (as detailed in Appendix 1 of the circulated report) and authorises the Head of Finance Alexandra Palace to convey this action to the Directors of APTL prior to or during consideration of the said resolutions at a forthcoming meeting of APTL on 4 September 2009.</p>
APBO28.	<p>EXCLUSION OF THE PUBLIC AND PRESS</p> <p>RESOLVED</p> <p>That the press and public be excluded the from the meeting for consideration of Item 6 as it contains exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); namely information relating to the business or financial affairs of any particular person (including the authority holding that information).</p> <p>SUMMARY OF EXEMPT/CONFIDENTIAL PROCEEDINGS</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
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APBO29.	RESOLUTION OF THE DIRECTORS OF ALEXANDRA PALACE TRADING LIMITED - REPORT OF THE GENERAL MANAGER AGREED to receive circulated documents.

The meeting ended at 18.26hrs.

COUNCILLOR S PEACOCK

Chair

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UNRESTRICTED MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE - TUESDAY, 8 SEPTEMBER 2009

Nominated Members:

Alexandra Palace Amateur Ice Skating Club	*	Mr. M. Tarpey
Alexandra Palace Allotments Association	*	Mr. C. Mahony
Alexandra Palace Angling Association	*	Mr. K. Pestell
Alexandra Palace Organ Appeal	*	Mr. J. Apperley
Alexandra Palace Television Society		Mr. J. Thompson
Alexandra Residents' Association	*	Ms. C. Hayter
Bounds Green and District Residents' Association	*	Mr. K. Ranson
Friends of Alexandra Park	*	Mr. G. Hutchinson
Friends of the Alexandra Palace Theatre	*	Mr. C. Richell
Hornsey Historical Society	*	Mr. J. O'Callaghan
Muswell Hill and Fortis Green Association	*	Ms D. Feeney
Muswell Hill Metro Group	*	Mr. J. Boshier
New River Action Group	*	Miss R. MacDonald
Palace View Residents' Association	*	Ms V. Paley
Union of Construction, Allied Trades and Technicians		Mr. J. McCue
Warner Estate Residents' Association	*	Mr. J. Noutch

*Members present:

Appointed Members:

*Councillor P. Egan (Chair)
 *Councillor B. Hare
 Councillor C. Harris
 *Councillor S. Peacock
 *Councillor N. Scott
 *Councillor S. Thompson
 Councillor N. Williams

Apologies Councillor C. Harris and Williams

Also In Attendance:

Mr A. Gill – Interim General Manager, Alexandra Palace
 Mr M. Evison – Park Manager, Alexandra Palace
 Mr M De'Ath – Acting Head of Operations and Events, Alexandra Palace
 Ms N Cole – Clerk to the Committee

And 1 member of the public

MINUTE NO.	SUBJECT/DECISION	ACTION BY
APCC13.	APOLOGIES FOR ABSENCE (IF ANY)	
	Apologies for absence were received from Councillor C. Harris, Councillor Williams, Professor Hudson (Warner Estate Residents' Association), Nigel Willmott (Friends of Alexandra Palace Theatre) and Mike Tarpey (Alexandra Palace Amateur Ice Skating Club).	

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.
TUESDAY, 8 SEPTEMBER 2009**

	<p>The Chair welcomed Colin Mahony who replaced Steve Ballard representing the Allotments Association on the Consultative Committee. The Committee expressed thanks to Steve Ballard for his work with the Consultative Committee.</p>
APCC14.	<p>DECLARATIONS OF INTERESTS</p> <p>Councillor Thomson declared a personal interest as a member of the Council's Pensions and Licensing Committees. Councillor Scott also declared in interest as a member of the Licensing Committee.</p> <p>There were no items relating to Pensions or Licensing on the agenda.</p>
APCC15.	<p>URGENT BUSINESS</p> <p>There were no items of urgent business.</p>
APCC16.	<p>ASSOCIATION PRESENTATION</p> <p>The Committee received the briefing introduced by Kevin Pestell, Chair of the Alexandra Palace Angling Association. Full copies of the Angling Association Profile document were made available at the meeting.</p> <p>Mr Pestell highlighted that the Angling Association was unique in that it: had a large number of members for a club that did not own its own pond; was open to youngsters from other boroughs and Mr Pestell himself was one of few fully licensed angling coaches.</p> <p>Mr Pestell stated that the Angling Association was very happy with the progress of the boating lake improvements and particularly the work of Mr Evison (Alexandra Park Manager) and intended to continue to work closely with Alexandra Palace and Park.</p> <p>In response to questions from the Committee Mr Pestell explained that although fishing was not permitted in the New River (which would run through the Heartlands Development) it would be a good spot for fishing.</p> <p>Mr Pestell was asked whether barbed or barbless hooks were preferred and stated that as a coach he would always recommend barbless hooks but emphasised that even with barbless hooks damage could still be caused to fish.</p> <p>Mr Pestell was asked about the incident of a large pike in the pond some years ago and explained that it had been a small pike but emphasised that even a small pike would take ducklings, which had been going missing at the time.</p> <p>The Committee noted that the Park Manager was planning to undertake a stock check of the fish in the boating lake and was liaising with the Angling Association and the Environment Agency in order to add more fish to the lake.</p> <p>On behalf of the Committee the Chair thanked Mr Pestell and congratulated the Angling Association for the good work it did and reminded Mr Pestell that organisations could apply for funding from the "Making the Difference" fund.</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.
TUESDAY, 8 SEPTEMBER 2009**

<p>APCC17.</p>	<p>MINUTES</p> <p>(a) <u>Consultative Committee - 23rd June 2009</u></p> <p>RESOLVED</p> <p>That minutes of the meeting of the Consultative Committee held on 23rd June 2009 be confirmed as a correct record subject to the following amendments:</p> <p>Miss Rachael Macdonald (New River Action Group) be recorded as present and Mr Tarpey (Amateur Ice-Skating Club) be recorded as giving an apology for absence (rather than an apology for lateness).</p> <p>(b) <u>Alexandra Palace and Park Board - 16th April 2009 and 30th June 2009</u></p> <p>RESOLVED</p> <p>That the minutes of the meetings of the Alexandra Palace and Park Board held on 16th April 2009 and 30th June 2009 be noted.</p> <p>(c) <u>Alexandra Park and Palace Advisory Committee held on 16th June 2009</u></p> <p>RESOLVED</p> <p>That the minutes of the Alexandra Park and Palace Advisory Committee held on 16th June 2009 be noted.</p> <p>(d) <u>Alexandra Palace and Park Panel held on 3rd June 2009</u></p> <p>RESOLVED</p> <p>That the draft minutes of the meeting of the Alexandra Palace and Park Panel held on 3rd June 2009 be noted.</p>
<p>APCC18.</p>	<p>PARK ACTIVITIES UPDATE</p> <p>The Committee received the report which detailed park activities.</p> <p>Mr Evison (Park Manager) introduced the report and drew the Committee's attention to the Environment Agency Urban Fisheries Grant and thanked Mr Pestell for his help in obtaining this funding. Mr Evison explained that the boating lake had two "agitators" which operated at different times and aerated the water. This helped move water around and improved the quality of water. Mr Pestell highlighted that the fish in the lake were growing.</p> <p>Mr Evison also thanked Gordon Hutchinson and the Friends of Alexandra Park</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.
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	<p>for keeping the Park's information centre open through the summer.</p> <p>The Committee questioned how many Parks in the Borough had obtained Green Flag status. Mr Gill (Interim General Manager, Alexandra Palace) explained that out of 146 Parks in Haringey (and 32 of those were deemed major parks) 11 had Green Flag status and 3 had Green Pennant award.</p> <p>In response to the Committee's concerns about the Workshop Building lease and the possibility of the encroachment onto open space in the Park the Chair explained that negotiations were currently taking place and Trustees would be shown the final lease. Mr Gill stated that the amount of land provided in the final lease would be significantly less than had been originally shown in the planning application documents.</p> <p>The Committee enquired as to how the Park was dealing with gardens which encroached onto the Park's land. Mr Evison stated that Haringey Council's approach to encroachment on park-land would be adopted and that a report would be taken to a future Board meeting on this matter.</p> <p>In response to the Committee's concerns about water running down the hard surfaces in the Park Mr Evison explained that works were being done to improve this.</p> <p>The Committee thanked Mr Evison and congratulated him on the flower planting in the Park and the front of the Palace, which was visually pleasing.</p>
<p>APCC19.</p>	<p>FORTHCOMING EVENTS</p> <p>The Committee received the report detailing forthcoming events at the Palace.</p> <p>The report was introduced by Mark De'Ath (Acting Head of Operations and Events, Alexandra Palace) who drew the Committee's attention to the forthcoming fireworks event which was currently being planned and the busy period for exhibitions, which was between January and March.</p> <p>Mr De'Ath informed members that the variation for the Palace's license to be extended to allow a capacity of 10,400 in to the Great Hall had been approved by the Council's Licensing Committee.</p> <p>In response to members questions Mr De'Ath explained that Alexandra Palace Trading Limited (APTL) regularly approached the organisers of the Great British Beer Festival who said that they were happy with the venue currently used (Earls Court). It was suggested that organisers of the North London Beer Festival also be approached.</p> <p>In response to Committee members suggestion that there was scope to improve on the exam trade, Mr De'Ath explained that there had been a police inspectors exam attended by 900 people that day and that 3,500 people would be attending to take police sergeants exams in the near future.</p> <p>Mr Hutchinson reminded the Committee that places on the bat-walk would be</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.
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	limited and to contact info@friendsofalexandrapark.org.uk to book places.
APCC20.	<p>ANY OTHER BUSINESS</p> <p>(a) <u>Licensing application to increase the Great Hall Capacity</u></p> <p>The license application had been approved on 7th September and in response to questions from the Committee Mr. Gill explained that there had been 3 conditions attached to the license for increased capacity in the Great Hall, which the Palace could easily meet:</p> <ul style="list-style-type: none"> • At times when there is a simultaneous event in the ice rink, the capacity for concerts in the Great Hall will be reduced to ensure appropriate numbers are able to evacuate from exit D. • Toilet units are to be in place to supplement those already present in the Great Hall. • Security guards are to be positioned at the Dukes Avenue exit to ensure the steady dispersal of crowds for an hour after each event ends. <p>(b) <u>Trustees' Away Day – Governance Review</u></p> <p>The Chair informed the Committee that Board Trustees, Board representatives (of the Consultative Committee) and the Chair of the Advisory Committee would be attending an “away-day” at the Palace on Saturday 26th September to continue work on the review of governance of the Alexandra Palace.</p> <p>There would be a Stakeholders Forum 24th October 2009 to which Consultative Committee members would be invited for their input.</p> <p>Further meetings and consultation would take place including Haringey Council and other key stakeholders.</p> <p>(c) <u>Open House Event</u></p> <p>The Committee questioned why the London Open House Event on 19th September would only cover the Studio when previously it had been advertised that the Theatre would also be open. Mr. Gill explained that there had been a mistake on the Open House brochure and the Theatre would not be open due to public safety, however, visitors would be able to see the theatre from a Perspex screen from the foyer.</p> <p>Access to the Studios on 19th September would be limited and on a first come first served basis. Mr. Gill informed the committee that a press release had been issued giving the correct details of the event</p> <p>(d) <u>Matters highlighted by Mr. O’Callaghan</u></p> <p>Jacob O’Callaghan (Hornsey Historical Society) raised the following matters:</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.
TUESDAY, 8 SEPTEMBER 2009**

	<p>i. <u>Timescales for including items on agendas and delivery of minutes</u></p> <p>In response to Mr. O’Callaghan’s concerns the Chair highlighted that letters were sent to Consultative Committee members prior to the agenda planning process inviting them to suggest items for discussion. Draft minutes of meetings were published on the Council’s website and members would be emailed or sent hard copies once available.</p> <p>ii. <u>Advisory Committee</u></p> <p>The Chair agreed with Mr. O’Callaghan’s concerns that there was a need to hold occasional joint meetings of Alexandra Palace Committees and highlighted that this would be a consideration during the governance review.</p> <p>iii. <u>Theatre and Television Studios</u></p> <p>Mr. O’Callaghan drew attention to the poor repair of parts of the Palace building and emphasised that the Council (as a Corporate Trustee) had a responsibility to provide funding for essential repairs.</p> <p>Mr Gill informed the Committee that the priority was to ensure that operation of the Palace met fire and health and safety regulations. Mr Gill stated that the issue of safety in the Theatre was not only restricted to weather-damage and a damaged ceiling but also due to the fact that two supporting beams had slipped and were floating. The cost of repairs would not be covered by hiring the Theatre out but other funding options would be presented to the Board in the future and these might include national organisations. There was a need to devise a strategy for the Palace and Park site, which would link into the governance review.</p> <p>iv. <u>Haringey Heartlands Development</u></p> <p>Mr O’Callaghan and other Committee members expressed concerns about the scale and size and height of the buildings and their impact on the Park as an amenity and conservation area. In response, the Chair stated that any individual had the right to express a view on the planning application proposals and Councillors in attendance encouraged this.</p> <p>The Chair agreed that the Haringey Heartlands application should be considered by the Board, once it was established when the item was expected to be considered by the Planning Committee.</p>
<p>APCC21.</p>	<p>FUTURE MEETINGS</p> <p>17th November 2009 16th February 2010</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.
TUESDAY, 8 SEPTEMBER 2009**

	8 th April 2010
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The meeting ended at 20:55 hrs

COUNCILLOR PATRICK EGAN

Chair

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**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
TUESDAY, 1 SEPTEMBER 2009**

PRESENT: * denotes attendee

NOMINATED BY LOCAL RESIDENTS' ASSOCIATIONS

*Ms J. Hutchinson : Alexandra Residents' Association
 *Ms. M. Myers : Muswell Hill and Fortis Green
 Association
 *Mr D. Heathcote : Muswell Hill and Fortis Green
 Association
 Ms J. Baker : Palace Gates Residents' Association
 Vacancy : Palace View Residents' Association
 Ms S. Rees (deputy) : Palace View Residents' Association
 *Mr. D. Frith : The Rookfield Association
 *Mr. D. Liebeck : Warner Estate Residents' Association
 *Mr H. Aspden : Warner Estate Residents' Association

APPOINTED MEMBERS

*Councillor S. Oatway : Alexandra Ward
 Councillor A. Demirci : Bounds Green Ward
 *Councillor M Davies : Fortis Green Ward
 *Councillor M. Whyte : Hornsey Ward
 Councillor S. Rainger : Muswell Hill Ward
 Councillor M. Newton : Council Wide appointment
 Councillor J. Patel : Council Wide appointment
 Vacancy

Also in attendance:

Mr Andrew Gill – Interim General Manager – Alexandra Palace
 Mr Mark Evison – Park Manager – Alexandra Palace
 Ms Rebecca Kane – Managing Director, Alexandra Palace Trading Limited
 Ms Natalie Cole – Clerk to the Committee

MINUTE NO.	SUBJECT/DECISION
APSC14.	APOLOGIES FOR ABSENCE An apology for absence was received from Councillor Newton and an apology for lateness was received from Councillor Davies. The meeting started at 19:40 hrs.
APSC15.	DECLARATIONS OF INTEREST There were no declarations of interest in relation to items on the agenda.
APSC16.	MINUTES

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
TUESDAY, 1 SEPTEMBER 2009**

Minutes of the Advisory Committee held on 16th June 2009

Committee members expressed dissatisfaction that the Advisory Committee's views on the Heartlands Planning application were rejected by the Board and considered not to be within the Committee's remit. The main concerns of the Advisory Committee had been about the impact of the development on the view from the Palace which Committee members considered to be relevant.

Committee members also expressed concern at the Board's responses to the Advisory Committee's comments about the Park Workshop Building and that the Board had ignored the resolutions of the Advisory Committee.

With regard to minute no. APSC04 - Appointment of Members to the Alexandra Park and Palace Statutory Advisory Urgency Sub-Committee for the Municipal Year 2009/10 – the Committee noted that Councillor Dobbie was no longer a member of the Advisory Committee.

Councillor Oatway nominated Councillor Whyte to take Councillor Dobbie's place on the Statutory Advisory Urgency Sub-Committee. This was seconded by Councillor Davies and it was:

RESOLVED

That Councillor Whyte be appointed to the Urgency Sub-Committee of the Advisory Committee for the Municipal Year 2009/10.

Minutes of the meeting of the Alexandra Palace and Park Board held on 16th April 2009 and 30th June 2009

The draft minutes of the Alexandra Palace and Park Board held on 30th June 2009 were tabled.

Andrew Gill (Interim General Manager, Alexandra Palace) brought members attention to minute number APB007 which deferred consideration of the Redston Park proposed pathway. Mr Gill informed the Committee that Board members had attended a Redston Park site visit on 23rd June and that the matter would be considered by the Board in October 2009. Mr Gill further advised that there was no budget available for this work.

RESOLVED

That the minutes of the draft minutes of the Alexandra Palace and Park Board held on 16th April 2009 and 30th June 2009 be noted.

Minutes of the meeting of the Consultative Committee held on 23rd June 2009

RESOLVED

That the draft minutes of the Consultative Committee held on 23rd June 2009 be noted.

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
TUESDAY, 1 SEPTEMBER 2009**

	<p><u>Minutes of the meeting of the Alexandra Palace and Park Panel held on 3rd June 2009</u></p> <p>RESOLVED</p> <p>That the draft minutes of the Alexandra Palace and Park Panel held on 3rd June 2009 be noted.</p>
<p>APSC17.</p>	<p>PARK ACTIVITIES UPDATE</p> <p>The Committee received the report updating on park activities, presented by Mark Evison (Park Manager).</p> <p>Members of the Committee congratulated officers and Friends of the Park, particularly Gordon Hutchinson, who played a large part in helping the Park to obtain Green Flag status for the second year.</p> <p>The Chair highlighted some water drainage problems in the Redston Field area of the Park. Mr Evison stated that this could be due to the leaking fire main and agreed to investigate.</p> <p>Mr Evison reported that the operator of the Workshop Building had obtained planning permission and relevant parties were in the process of agreeing the lease. Committee members complained that the boundary in the map provided as part of the planning application seemed different to the map provided in the lease. Mr Evison stated that the area shown on a plan as part of the lease, was likely to become smaller when the lease was agreed.</p> <p>Mr Evison informed members that the Park would be responsible for cutting the grass on the land within the fenced area of the Workshop Building. This area, however, will be exclusive to children using the Little Dinosaurs project in the Workshop Building although it was still part of the public park. The tenant would be responsible for maintaining security in this area.</p> <p>The Committee were informed that Adidas had offered to supply the Borough with Adizone outdoor gym equipment at the Newlands Road playing field area which would be open to the public. There would be only 12 Adizone gyms in London and installation and maintenance would be free of charge to Alexandra Palace. Trustees and the Advisory and Consultative Committees would be consulted and installation would be subject to a planning application and consultation with the local community.</p> <p>RESOLVED</p> <p>That the report be noted.</p>
<p>APSC18.</p>	<p>FORTHCOMING EVENTS</p> <p>The Committee received the report on forthcoming events presented by Rebecca Kane (Managing Director, Alexandra Palace Trading Limited (APTL)).</p>

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
TUESDAY, 1 SEPTEMBER 2009**

	<p>Ms Kane highlighted that no events consisting of more than 10,000 people had been organised except for the fireworks event which was expected to be attended by 30-40,000 people.</p> <p>The Knitting & Stitching and Darts events were currently being planned. Ms Kane emphasised that APTL relied on hosting 3 to 4 concerts each year but only one concert had been booked so far (with a further 20 days available) and that the licence application for additional capacity in the Great Hall should improve the number of bookings.</p> <p>Ms Kane reported that the Christmas Pantomime was always a popular event and APTL was considering how the ice-rink foyer could be used; a Christmas Market was one of the options.</p> <p>Ms Kane informed the Committee that raising capital to improve and update the ice-rink freezing mechanism was a priority. The gas which was currently used to freeze the ice would soon become obsolete.</p> <p>RESOLVED</p> <p>That the report be noted.</p>
<p>APSC19.</p>	<p>ANY OTHER BUSINESS</p> <p>Before the Chair considered any other business he asked the officers present (Mr Gil and Mr Evison) to leave the meeting.</p> <p><i>Clerks note: The Committee moved into informal session for this discussion.</i></p>
<p>APSC20.</p>	<p>FUTURE MEETINGS</p> <p>The Committee noted the dates of future meetings as detailed below:</p> <p>3rd November 2009 9th February 2010 30th March 2010</p>

The meeting ended at 21:30 hrs

David Liebeck

Chair

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
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