



NOTICE OF MEETING

Alexandra Palace and Park Board

WEDNESDAY, 15TH JULY, 2015 at 7.30 pm – LONDESBOROUGH ROOM, ALEXANDRA PALACE, ALEXANDRA PALACE WAY, WOOD GREEN, LONDON N22.

Councillors:

Councillor Christophides (Chair), Councillor Berryman, Councillor Gallagher (Vice-Chair), Councillor McShane, Councillor Stennett and Councillor Hare

Non-voting members:

Gordon Hutchinson, Colin Marr, Nigel Willmott (Alexandra Park and Palace Consultative Committee), Cllr. Adam Jogee (Alexandra Park and Place Advisory Committee), Robert Kidby (Advisory)

AGENDA

1. FILMING AT MEETINGS

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

By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

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

2. APOLOGIES FOR ABSENCE

3. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear. New items will be dealt with at items 16 & 21 below)

4. DECLARATIONS OF INTERESTS

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

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

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

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

5. QUESTIONS, DEPUTATIONS OR PETITIONS

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

6. MINUTES (PAGES 1 - 10)

- i. To confirm the unrestricted minutes of the Alexandra Palace and Park Board held on 23 June 2015 as an accurate record of the proceedings. (Pages 1-5)
- ii. To receive the minutes of the Alexandra Park and Palace Advisory Committee held on 9 June 2015, and to consider any recommendations from that Committee. (Pages 7-10)
- iii. To receive and consider the draft minutes of the informal Joint Alexandra Palace and Park Consultative Committee, and Alexandra Park and Palace Advisory Committee held on 9 June 2015. (TO FOLLOW)
- iv. To receive the draft minutes of the Alexandra Palace and Park Consultative Committee held on 9 June 2015. (TO FOLLOW)

7. INTERIM CHIEF EXECUTIVE REPORT (PAGES 11 - 24)

To receive the report of the Interim Chief Executive, Emma Dagnes, seeking approval of the programme of priority works and Fabric Maintenance Plan.

8. APPOINTMENT OF ALEXANDRA PALACE TRADING LIMITED (APTL) DIRECTORS (PAGES 25 - 28)

To note and reconfirm the decision of the Board taken on 23rd June 2015 in respect of the four nominated members to the Board of Alexandra Palace Trading Limited (APTL).

9. PARK REPORT (PAGES 29 - 44)

To receive the report of the Alexandra Park Manager, Mark Evison, updating on park activities.

10. LEARNING AND COMMUNITY (PAGES 45 - 50)

To receive the update report from the Head of Learning and Community Programmes, Melissa Tettey.

11. FINANCIAL RESULTS FOR 2 MONTH PERIOD TO 31 MAY 2015 (PAGES 51 - 56)

To receive the report of the Director of Finance and Resources, Alexandra Palace, Dorota Dominiczak on the performance of the Alexandra Palace and Park Charitable Trust (APPCT).

12. ANNUAL REVIEW (PAGES 57 - 112)

To note the amendments to the Annual Review as discussed and agreed at the APPCT Board meeting on 23rd June 2015 and approve the final Annual Review document.

13. REGENERATION REPORT - HERITAGE LOTTERY FUND PROJECT (HLF) (PAGES 113 - 116)

To note the report of the Interim Regeneration Director, Tot Brill, updating on the Heritage Lottery Fund project.

14. FUNDRAISING PROGRAMME (PAGES 117 - 122)

To receive the report of the Interim Director of Regeneration, Tot Brill, seeking approval of the Heritage Lottery Fund (HLF) project fundraising programme.

15. COMMERCIAL DIRECTOR'S REPORT (PAGES 123 - 142)

To receive the report of the Commercial Director, Lucy Fenner, Alexandra Palace, updating on commercial activities including the Fireworks Projects Plan.

16. ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT

17. FUTURE MEETINGS

22 September 2015
17 November 2015
16 February 2016

18. EXCLUSION OF THE PUBLIC AND PRESS

Items 19 & 20 are likely to be subject of a motion to exclude the press and public from the meeting as they contain exempt information as defined in Section 100a of the Local Government Act 1972; Para 1 – information relating to any individual, Para 2 – Information which is likely to reveal the identity of an individual, Para 3 - information relating to the business or financial affairs of any particular person (including the authority holding that information), and Para 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

19. MINUTES (PAGES 143 - 144)

To confirm the exempt minutes of the Alexandra Palace and Park Board held on 23 June 2015 as an accurate record of the proceedings.

20. ALEXANDRA PALACE TRADING COMPANY (APTL) FINANCIAL RESULTS (PAGES 145 - 148)

To note the performance of the Trading Company (APTL) for the period ending 31 May 2015.

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

Bernie Ryan
Assistant Director – Corporate Governance and
Monitoring Officer
River Park House
225 High Road
Wood Green
London N22 8HQ

Natalie Layton
Committees Coordinator
Tel: 020-8489 2919
Fax: 020-8881 5218
Email: Natalie.layton@haringey.gov.uk

Tuesday 7 July 2015

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
TUESDAY, 23 JUNE 2015**

Councillors (Voting) Berryman, Christophides (Chair), Gallagher (Vice-Chair), Hare, McShane and Stennett

Non-Voting Representatives: Colin Marr and Nigel Willmott

Also present:

Emma Dagnes – Interim Chief Executive, Alexandra Palace

Dorota Dominiczak – Director of Finance, Alexandra Palace

Kevin Bartle – Assistant Director of Finance, LB Haringey

Natalie Layton – Clerk, LB Haringey

And 1 member of the public

An annual Board members induction session was held prior to the meeting and attended by Councillors Christophides, McShane and Stennett

**MINUTE
NO.**

SUBJECT/DECISION

APBO01.	FILMING AT MEETINGS Noted.
APBO02.	APOLOGIES FOR ABSENCE Apologies for absence were received from Gordon Hutchinson and Councillor Adam Jogee. An apology for lateness was received from Councillor Gallagher.
APBO03.	URGENT BUSINESS The Chair advised that there was one late item of urgent business relating to Board Members' appointment to the Alexandra Palace Trading Company (APTL) Board of Directors. RESOLVED that the late item be considered under item 9 below.
APBO04.	DECLARATIONS OF INTERESTS Councillor Hare declared a personal interest as Chair of the Alexandra Park Allotments Association, a member organisation of the Alexandra Palace and Park Consultative Committee.
APBO05.	QUESTIONS, DEPUTATIONS OR PETITIONS None.

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
TUESDAY, 23 JUNE 2015**

<p>APBO06.</p>	<p>MINUTES</p> <p>a. <u>Alexandra Palace and Park Board</u></p> <p>The unrestricted minutes of the Alexandra Palace and Park Board held on 28 April 2015 were confirmed as an accurate record of the proceedings and signed by the Chair.</p> <p>The following minutes had not been available and would be considered at the next meeting:</p> <p>b. Alexandra Park and Palace Advisory Committee – 9 June 2015</p> <p>c. Joint Alexandra Palace and Park Consultative Committee, and Alexandra Park and Palace Advisory Committee – 9 June 2015</p> <p>d. Alexandra Palace and Park Consultative Committee – 9 June 2015</p> <p style="text-align: right;">Action: Clerk</p> <p><i>Clerk's note – Councillor Gallagher arrived at 19:35hrs</i></p>
<p>APBO07.</p>	<p>INTERIM CHIEF EXECUTIVE UPDATE</p> <p>RECEIVED the report of the Interim Chief Executive, Emma Dagnes, as laid out in the report (pages 1-2 of the supplementary agenda pack) who drew Members' attention to paragraph 9 detailing the earlier dates of 31 May and 31 July for publication of accounts in 2017/18.</p> <p>NOTED, in response to a concern raised about the Palace having to meet the earlier deadlines for submission of accounts, that end of year figures were available from the end of March and the timelines given in the report went some way in preparing for next year's tighter timelines.</p> <p>RESOLVED that</p> <p>a. the contents of the report, outlining the process previously adopted to review the 2014/15 annual accounts, be noted;</p> <p>b. the Finance, Resources and Audit Committee (FRAC) be delegated responsibility to review the accounts for the financial year 2015/16;</p> <p>c. the audited accounts for the financial year 2015/16 will be reviewed by the Finance, Resources and Audit Committee prior to their presentation to the Board in July 2016.</p>
<p>APBO08.</p>	<p>AUDITED ACCOUNTS AND ANNUAL REVIEW</p> <p>RECEIVED the Alexandra Palace Charitable Trust Finance Report and Annual Review, introduced by Dorota Dominiczak, Director of Finance and Resources, Alexandra Palace as laid out on pages 3-33 of the supplementary agenda pack).</p> <p>NOTED</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
TUESDAY, 23 JUNE 2015**

- a. the concern that the financial contributions made by the London Borough of Haringey (LBH) had not been included in the £0.55m grants on page 25 of the review (page 19 of the agenda pack). It was explained that the accounting system had been different for the 2014/15 financial year and the £2m funding from LBH had been disclosed as 'revenue support' but would be included as a grant from April 2015;
- b. the following amendments were agreed:
- under Colin Marr - the word 'from' should be replaced with 'until' on page 27 of the annual review (p.20 of agenda pack);
 - members of the Board should be categorised as either voting or non-voting rather than 4 different categories;
 - pages 34 & 35 should display 'Balance Sheet' and 'Cash Flow' titles;
- c. note 20 on page 47 of the review (p.30 of the agenda pack), was felt to be unclear its explanation of the figure of £51,032,000, which was revenue support but could be interpreted as income to the reader and should be amended for clarity;
- d. comments from the Board included:
- the positive step from LBH to provide the Palace with a financial grant rather than a loan which was expected to be repaid;
 - the importance of presenting the accounting information so that it was clear that funds raised would be supporting regeneration of the Palace and not debt repayment;
 - the Director of Regeneration, Tot Brill, would work with the Friends of Alexandra Palace Theatre to draft an artistic policy specifying the educational and theatrical use of the Theatre. Heritage Lottery Fund (HLF) would be part of the process, and whilst not a condition of the funding, the importance of the Theatre's use as a commercial business had been recognised by HLF.

RESOLVED that

- a. **the Alexandra Palace Charitable Trust Finance Report and Annual Review be noted and amendments made further to the discussion recorded above;**
- b. **the Director of Finance and Resources, Alexandra Palace and the Assistant Director of Finance, LB Haringey be delegated authority to agree explicit wording for accompanying note 20 within the annual accounts;**
- c. **the final version of the Annual Accounts and Annual Review be presented at the next meeting for final approval.**

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
TUESDAY, 23 JUNE 2015**

APBO09.	<p>ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT</p> <p><u>Appointment of Board Members to the Alexandra Palace Trading Company Board</u></p> <p>RECEIVED the verbal report from Emma Dagnes, Interim Chief Executive, Alexandra Palace, explaining that subject to formal legal and financial clarification, which would be presented at the next meeting, the Board was required to appoint 4 members (with proportional political representation of 3:1) as Directors of the Alexandra Palace Trading Company for the municipal year 2015/16.</p> <p>REASON FOR URGENCY: Confirmation of Board Member appointment was required prior to the APTL Finance and Resources Committee meeting on 2 July 2015, where APTL members would be appointed to the Finance and Resources Committee (FRAC) .</p> <p>RESOLVED that Councillors Berryman, Christophides, Hare and Stennett be appointed as Directors of the Alexandra Palace Trading Company with immediate effect for the municipal year 2015/16 and until the first meeting of the Alexandra Palace Trading Company 2016/17.</p>
APBO10.	<p>FUTURE MEETINGS</p> <p>NOTED the following dates:</p> <p>15 July 2015 22 September 2015 17 November 2015 16 February 2016</p>
APBO11.	<p>EXCLUSION OF THE PUBLIC AND PRESS</p> <p>RESOLVED to exclude the press and public from the meeting for items 12 & 13, as they were likely to contain exempt information as defined in Section 100a of the Local Government Act 1972; Paragraph 2 – information which is likely to reveal the identity of any individual and Paragraph 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).</p>
APBO12.	<p>MINUTES</p> <p>The exempt minutes of the meeting held on 28 April 2015 were confirmed as a correct record and signed by the Chair.</p>
APBO13.	<p>ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT</p> <p><u>Audit Review of Alexandra Palace Trading Limited Financial Statements</u></p> <p>RESOLVED to note the update on the audit review of the Alexandra Palace Trading Limited Financial Statements.</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
TUESDAY, 23 JUNE 2015**

The meeting ended at 20:50 hrs

COUNCILLOR JOANNA CHRISTOPHIDES

Chair

This page is intentionally left blank

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
TUESDAY, 9 JUNE 2015**

PRESENT: * denotes attendee

NOMINATED BY LOCAL RESIDENTS' ASSOCIATIONS

Advisory Committee Nominate Members of:

Alexandra Residents' Association	Mrs Jane Hutchinson
Bounds Green and District Residents' Association	*Mr Ken Ranson
Muswell Hill and Fortis Green Association	*Mr Duncan Neill
Palace Gates Residents' Association	Mr Kevin Stanfield
Palace View Residents' Association	Ms Elizabeth Richardson
The Rookfield Association	Mr. David Frith
Warner Estate Residents' Association	*Mr. David Liebeck

Advisory Committee Appointed Members:

Councillor James Patterson	:	Alexandra Ward
Councillor Clare Bull	:	Bounds Green Ward
Councillor Viv Ross	:	Fortis Green Ward
Councillor Adam Jogee	:	Hornsey Ward
*Councillor Mark Blake	:	Muswell Hill Ward
*Councillor Denise Marshall	:	Noel Park Ward
Councillor Eddie Griffith	:	Council Wide appointment
*Councillor Charles Wright	:	Council Wide appointment

Also attending

Emma Dagnes – Interim Chief Executive, Alexandra Palace
Isobel Aptaker – Education Officer, Alexandra Palace
Tot Brill – Interim Regeneration Director, Alexandra Palace
Simon Fell – Head of Events Operations, Alexandra Palace
Lucy Fenner – Action Commercial Director, Alexandra Palace
Natalie Layton - Clerk

**MINUTE
NO.**

SUBJECT/DECISION

APSC01.	FILMING AT MEETINGS Noted.
APSC02.	ELECTION OF CHAIR OF THE STATUTORY ADVISORY COMMITTEE FOR THE MUNICIPAL YEAR 2015/16 The Clerk invited nominations for the position of chair of the Advisory Committee for the 2015/16 municipal year. Jane Hutchinson nominated Councillor Adam Jogee and this was seconded by David Frith and, there being no other nominations, it was: RESOLVED that Councillor Adam Jogee be elected as Chair of the Alexandra Park and Palace Advisory Committee for the 2015/16 municipal year.

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
TUESDAY, 9 JUNE 2015**

<p>APSC03.</p>	<p>ELECTION OF VICE-CHAIR OF THE STATUTORY ADVISORY COMMITTEE FOR THE MUNICIPAL YEAR 2015/16</p> <p>In the absence of the Chair the Clerk invited nominations for the position of vice-chair of the Advisory Committee for the 2015/16 municipal year.</p> <p>Jane Hutchinson nominated David Frith and this was seconded by Kevin Stanfield and, there being no other nominations, it was:</p> <p>RESOLVED that David Frith be elected as vice-chair of the Alexandra Park and Palace Advisory Committee for the 2015/16 municipal year.</p>																
<p>APSC04.</p>	<p>APOLOGIES FOR ABSENCE</p> <p>RECEIVED apologies for absence from Councillors Denise Marshall and Charles Wright, David Liebeck and Duncan Neill. An apology for lateness was received from Councillor Adam Jogee.</p>																
<p>APSC05.</p>	<p>DECLARATIONS OF INTEREST</p> <p>None.</p>																
<p>APSC06.</p>	<p>MEMBERSHIPS</p> <p>The Advisory Committee memberships were noted and confirmed as:</p> <table data-bbox="287 1142 1372 1456"> <tr> <td>Mrs J. Hutchinson</td> <td>Alexandra Residents' Association</td> </tr> <tr> <td>Mr K. Ranson</td> <td>Bounds Green and District Residents' Association</td> </tr> <tr> <td>Mr D. Neill</td> <td>Muswell Hill and Fortis Green Association</td> </tr> <tr> <td>Mr K. Stansfield</td> <td>Palace Gates Residents' Association</td> </tr> <tr> <td>Ms L. Richardson</td> <td>Palace View Residents' Association</td> </tr> <tr> <td>Mr. D. Frith</td> <td>The Rookfield Association</td> </tr> <tr> <td>Mr. D. Liebeck</td> <td>Warner Estate Residents' Association</td> </tr> <tr> <td>1 x Vacancy</td> <td></td> </tr> </table>	Mrs J. Hutchinson	Alexandra Residents' Association	Mr K. Ranson	Bounds Green and District Residents' Association	Mr D. Neill	Muswell Hill and Fortis Green Association	Mr K. Stansfield	Palace Gates Residents' Association	Ms L. Richardson	Palace View Residents' Association	Mr. D. Frith	The Rookfield Association	Mr. D. Liebeck	Warner Estate Residents' Association	1 x Vacancy	
Mrs J. Hutchinson	Alexandra Residents' Association																
Mr K. Ranson	Bounds Green and District Residents' Association																
Mr D. Neill	Muswell Hill and Fortis Green Association																
Mr K. Stansfield	Palace Gates Residents' Association																
Ms L. Richardson	Palace View Residents' Association																
Mr. D. Frith	The Rookfield Association																
Mr. D. Liebeck	Warner Estate Residents' Association																
1 x Vacancy																	
<p>APSC07.</p>	<p>APPOINTMENT OF MEMBERS TO THE ALEXANDRA PARK AND PALACE STATUTORY ADVISORY URGENCY SUB-COMMITTEE FOR THE MUNICIPAL YEAR 2015/16</p> <p>RESOLVED that Councillor Adam Jogee (Chair), David Frith (Vice-Chair), Kevin Stanfield and Councillor Clare Bull, be appointed as members of the Alexandra Park and Palace Statutory Advisory Urgency Sub-Committee 2015/16.</p> <p><i>Clerk's note: The Advisory Committee (SAC) adjourned at 19:50hrs to enable the Alexandra Palace and Park Consultative Committee (CC) and Joint SAC & CC to take place.</i></p> <p><i>The Advisory Committee reconvened at 21:10hrs to consider the following items:</i></p>																

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
TUESDAY, 9 JUNE 2015**

APSC08.	<p>MINUTES AND MATTERS ARISING</p> <p>a. <u>Advisory Committee</u></p> <p>The minutes of the Advisory Committee held on 14 April 2015 were confirmed and signed by the Chair as a correct record.</p> <p>b. <u>Board</u></p> <p>The draft minutes of the meeting of the Alexandra Palace and Park Board held on 28 April 2015 were noted.</p> <p>c. <u>Joint SAC & CC</u></p> <p>The draft minutes of the meeting of the Joint Advisory and Consultative Committee held on 14 April 2015 were noted.</p>
APSC09.	<p>UPDATE REPORT FROM THE INTERIM CHIEF EXECUTIVE</p> <p>RESOLVED to note the report and recommend that the Board consider the comments recorded in the 9 June 2015 minutes of the Joint SAC/CC.</p>
APSC10.	<p>REGENERATION REPORT</p> <p>Committee members commended the clarity of the report updating on the regeneration project.</p> <p>RESOLVED to note the report.</p>
APSC11.	<p>COMMERCIAL DIRECTOR'S REPORT</p> <p>RESOLVED to note the report, including the Park Activity and plans for the 2015 fireworks event, and that Alexandra Palace organisers be mindful of the impact of the larger scale event than previous years on local residents and Park users.</p>
APSC12.	<p>LEARNING AND COMMUNITY REPORT</p> <p>Members commended the work of the Learning and Community team and:</p> <p>RESOLVED to note the update on the learning and community programme.</p>
APSC13.	<p>PARK UPDATE REPORT</p> <p>RESOLVED to note the Park Update report.</p>
APSC14.	<p>ANY OTHER BUSINESS</p> <p>None.</p>

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
TUESDAY, 9 JUNE 2015**

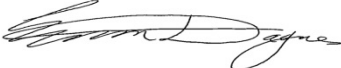
APSC15.	DATES OF FUTURE MEETINGS Noted the dates of future meetings: Tuesday 20 October 2015 Tuesday 2 February 2016
----------------	--

The meeting ended at 21:15 hrs

ADAM JOGEE
Chair

Signed by the Chair

Date

Alexandra Park and Palace Board	15th July 2015
Report Title: Interim Chief Executive's Report	
Report of: Emma L Dagnes, Interim Chief Executive, Alexandra Park and Palace	
1. Purpose 1.1 To seek approval for a proposed programme of priority works and delivery programme for 2015/16 with the proposed Fabric Maintenance Plan work packages to be deferred into future years and to provide an update on the Fabric Maintenance Plan and services.	
2. Recommendations 2.1 That the Board approves the proposed programme of priority works and delivery programme for 2015/16 and the proposed Fabric Maintenance Plan work packages to be deferred into future years and notes the contents of this report.	
Report Authorised by: Emma L Dagnes, Interim Chief Executive Alexandra Palace and Park 	
Contact Officer: Emma L Dagnes, Interim Chief Executive, Alexandra Palace Way, Wood Green N22 7AY Tel No. 020 8365 4335	
3. Executive Summary 3.1 The Board is asked to approve the work packages as detailed within the report 3.2 The Board is asked to note the content of this report	
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 N/A	

6. Fabric Maintenance Plan

6.1 The Fabric Maintenance Plan, prepared by the Surveyor to the Fabric, Purcell, recommended Work packages in the region of £387,700 for Year 2 of the ten year plan, for the financial year 2015/16, which included a carry-over of £58,000 from 2014/15 on the proposed Roof Repair Package. The Roof Repair Package having been delayed to carry out a specialist leak detection survey will focus on the causes of the defects and reduce the extent of the repairs to the vast roofs.

The budget available for repairs and renewals to the fabric of the buildings is in the region of £100,000 for 2015/16 plus any permitted carry over from 2014/15. We have therefore carried out a thorough review of the repair priorities, and the Trust will be concentrating on making the external envelope weather-tight and safe to access. This should minimise any further deterioration and unnecessary expense, and avoid any adverse impact on event operations and to the general public.

The priority works packages are as follows:-

Roof Repair Package

- Urgent glazing repairs to Palm Court
- Repair of leaking roofs, glazing and abutments to: West Corridor roof; Great Hall east gutter; Area 7 roof/external wall; East Court gutters, drainage and glazing

Permanent Roof Access

- Provision of handrails to Great Hall gutters, to provide safe access to existing latch-wire access and additional latch-wires on corner flat roofs to allow access and maintenance
- Recommissioning of existing latch-wire access to Great Hall, and adding walkways to missing sections, to facilitate safe inspection of whole roof and further identify defects to glazing
- Provision of latch-wire and straps to West Yard Service Building, to provide safe access to smoke vents and edge protection to north wall

Joinery repairs and redecoration

- Extensive repairs to rotten timber doors, overhaul of windows, renewal of draught-proofing, and redecoration throughout to Palm Court, Londesborough Room, and Bar & Kitchen

Great Hall – Clean fabric linings and walkways

- Dry cleaning of canopy fabric linings and ducting/walkways to remove excessive dust build up to improve appearance and reduce potential fire risk, and minimise potential disturbance to installation of new amenity lighting under the SIF project

Interim Repairs to North Wall

- Inspections and holding repairs to interior and external face of free standing large brick wall, pending a more major restoration project, to ensure the safety of the wall and to users of the North Yard, West Yard and The Lab car-park

South Elevation/Traitor's Gate - Brick and render repairs

- Consolidation of spalling and missing brickwork to main corner piers and repairs to render plinths, to make safe and presentable to the public, subject to budget availability

Conservation Works to Basement Bunkroom

- Reassembly and presentation of the timber bunk-bed and creating safe access to this historic room, believed to be used in the WW1 as a cell, and improving the environmental conditions to this damp area, using funds raised through the History Tours

The proposed programme for the priority works for 2015/16 is as follows:-

FMR Budget

- South Elevation – Report tenders late June – Possible commencement August 2015
- Joinery repairs and redecoration – Report tender late June – Commence August 2015
- Palm Court Glazing – Commence August 2015 (Urgent works only)
- Roof Repair Package –Tender July 2015 – Commence September 2015 (Main Works)
- Roof Access – Tender late June 2015 – Commence August 2015
- Great Hall Canopy and Cleaning – Tender late June 2015 – Commence August 2015
- North Wall – Tender August 2015 – Commence late September/October 2015

Other Budget

- Basement Bunkroom – Tenders reported – Possible commencement September 2015

The FMP work packages to be deferred into latter years include a mixture of internal and external projects, and primarily consist of fabric repairs and approximate costs, in order of priority:-

- | | |
|---|---------|
| • Great Hall elevation repairs | £12,000 |
| • Permanent Roof Access to East Light-well and SW Colonnade | |
| £6,500 | |
| • BBC Tower remodelling (Allowance) | £5,000 |
| • South West Tower pigeon infestation removal | £6,000 |

- Great Hall – Partial internal redecoration and repair £30,000
- Service Yard – Roof and elevation maintenance
£10,000
- Service Yard – Internal maintenance £4,500
- Ice Rink 1st floor staff room – Replace ceiling and redecoration
£1,500
- West Hall – Repaint floor £12,500
- Basement under PR – Essential drainage, investigation & ventilation
£13,500
- SW Colonnade – Drainage survey £2,500
- Palace Suite – Conservation works to wall paintings £9,000
- West Light-well roof & plant-rooms – Renew asphalt & repairs
£10,000
- SW Colonnade – Buddleia removal and parapet repairs
£1,500

Please refer to Appendix for aerial views of the Palace showing the location of the priority work packages (highlighted in yellow) and deferred work packages (highlighted in grey) and other work packages with separate funding (shown in red) for the following:

- Fabric Repairs – Roof – 2015/16
- Permanent Roof Access Installations – Roofs – 2015/16
- Fabric Repairs – External Elevations – 2015/16
- Fabric Repairs – Internal – 2015/16

Regeneration

Theatre Stage Truss Ends

The interim propping of the three main trusses to the south side of the main stage was successfully carried out during the year, pending renewal of the defective wall plates as part of the main HLF project, and the stage is now safe to use after many years of dereliction and being out of bounds.

Theatre Fire Alarm

The minimal and defective fire alarm system to the Theatre has been upgraded to be fully functional and covering the whole auditorium, stage, corridor, foyer and tower, and building control sign off is now being sought for both of these projects.

Estates & Facilities

Mechanical and Electrical In-Housing

We are progressing with the M & E in-housing project. All staff affected have been made aware of the situation and we are working closely with the incumbent supplier, Bilfinger Europa to ensure a smooth transition to in-house provision.

Specifications are being written and tenders issued for sub-contract works. New branded uniforms and PPE have been delivered.

We are on programme to meet the November deadline.

Alexandra Way gas main replacement

We have experienced several leaks in the gas main which runs from Bedford Gate through the east car park and on to the boiler house in the North Yard. The pipe is 10 inch internal diameter and constructed from cast iron sections with rubber seals in the joints. These seals have degraded over time and are now starting to leak; the pipe will be replaced with a plastic pipe of similar bore. The current route is along the side of the footpath in soft ground up the hill to the east car park and across the road and car park to the north yard. The new route is to be agreed with the Park Manager so as to cause minimal disruption to existing trees and planting. Timescales are to be agreed with the events team so major events are not disrupted.

New Main Boilers

Two new boilers have been installed and final commissioning is being completed; the old boilers were installed over 30 years ago, the manufacturer no longer exists and the spares no longer available. The new boilers are much more efficient and we will see considerable utility savings. We are currently investigating funding options for the remaining 2 boilers.

Electrical intake room refurbishments

We have several electrical intake rooms around the site. These are used to control the power to street lighting, leased buildings etc. The equipment is beyond economical repair, the switch gear is old and spare parts are difficult to obtain and they don't meet current regulations. The switchgear is being replaced and the wiring installations brought up to current standards. At this time additional sockets and meters are being installed to provide power for external events. This will show cost savings as it will reduce the need to hire generators.

Fire Alarm System Upgraded

The replacement of the fire alarm system in the theatre has been completed. The new system links back to the security control room via the ice rink alarm system. The alarm systems in the Palm Court and Great Hall are due to be replaced this year, the systems being installed aspirating systems which monitor air samples to detect smoke are much more reliable than the beam systems currently installed. The beams are affected by changes in light levels and movement from the palm trees or birds resulting in numerous false alarms. The new system is fully addressable so the alarm panel will identify which detector or break glass has been activated. This will enable faster response to activations.

7. Legal Implications

- 7.1 The Council's Assistant Director of Corporate Governance has been consulted in the preparation of this report, and has no comments.

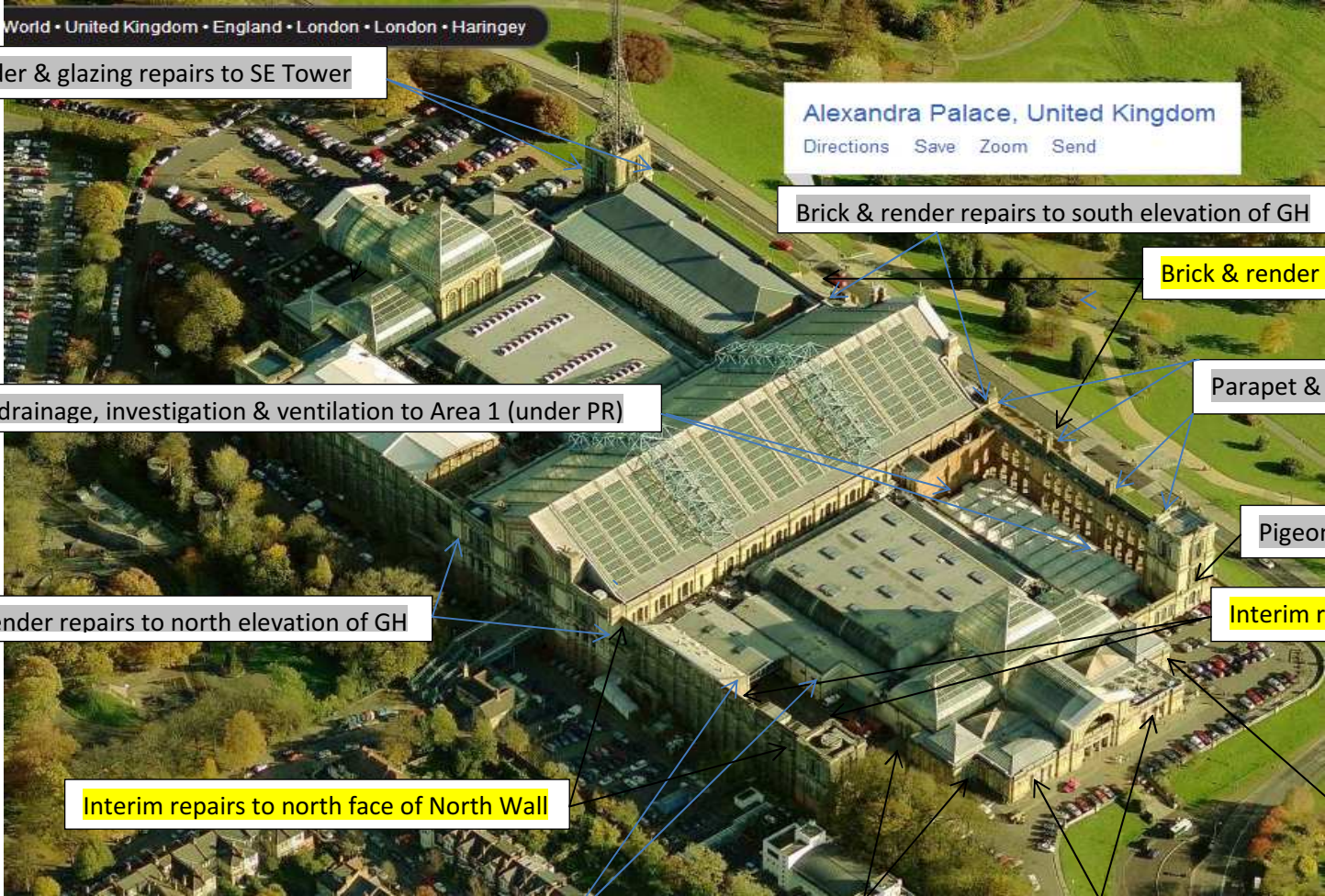
8. Financial Implications

- 8.1 The Council's Chief Financial Officer has been consulted on this report and advises that the costs of the work must fall within the 2015/16 funding allocation approved by the Council for Alexandra Palace including any carry forward of funds from 2014/15.

9. Use of Appendices

- 9.1 Aerial Views (4)

FABRIC REPAIRS – EXTERNAL ELEVATIONS – 2015/16 APPENDIX 1



Brick, render & glazing repairs to SE Tower

Alexandra Palace, United Kingdom
Directions Save Zoom Send

Brick & render repairs to south elevation of GH

Brick & render repairs to South Basement/Traitor's Gate

Essential drainage, investigation & ventilation to Area 1 (under PR)

Parapet & interim repairs to E & W colonnade bays

Pigeon guano removal internally to SW Tower

Brick & render repairs to north elevation of GH

Interim repairs to south face of North Wall

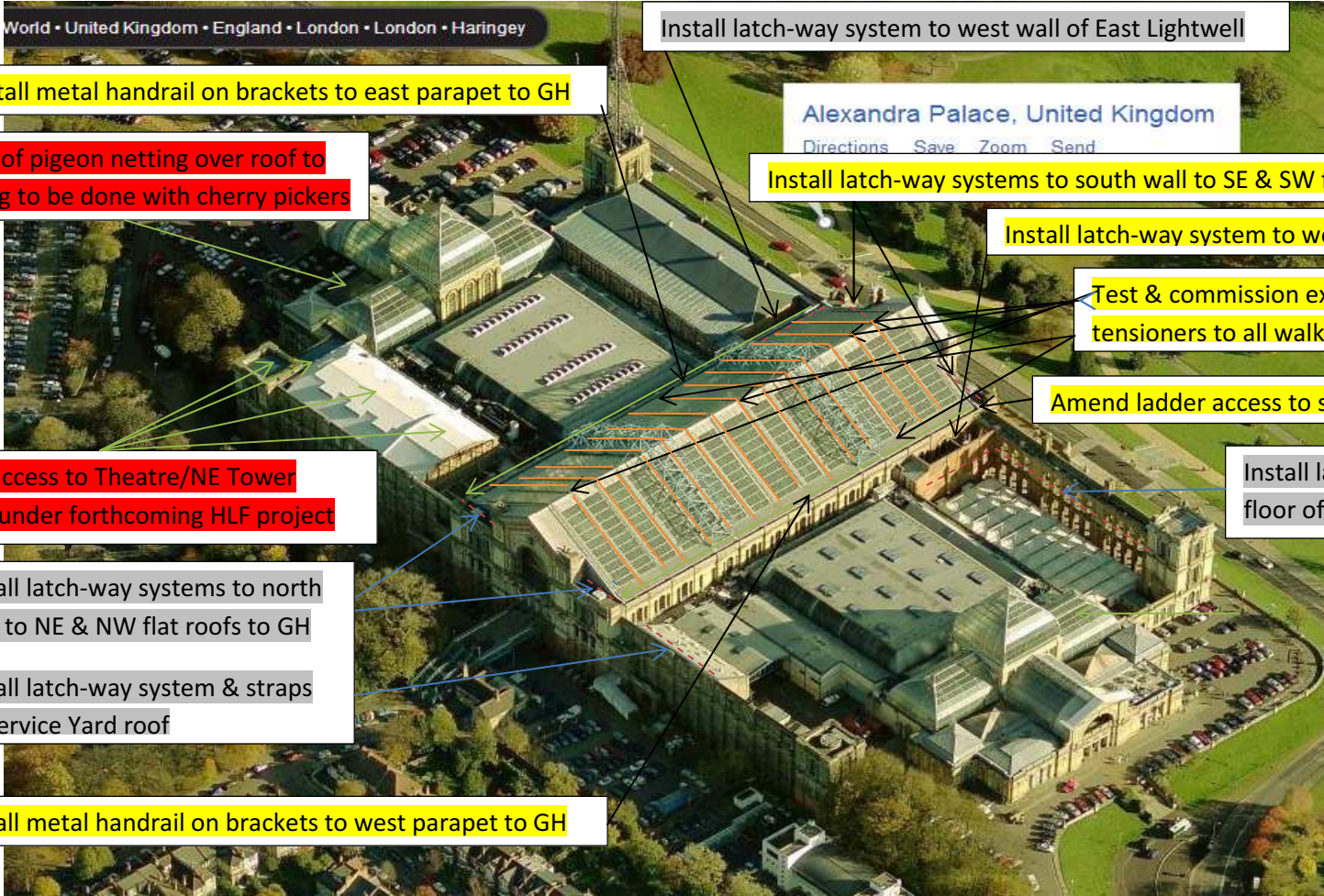
Interim repairs to north face of North Wall

Elevation & roof maintenance to Service Yard buildings

Joinery repairs & redecoration to LR, PC and B&K

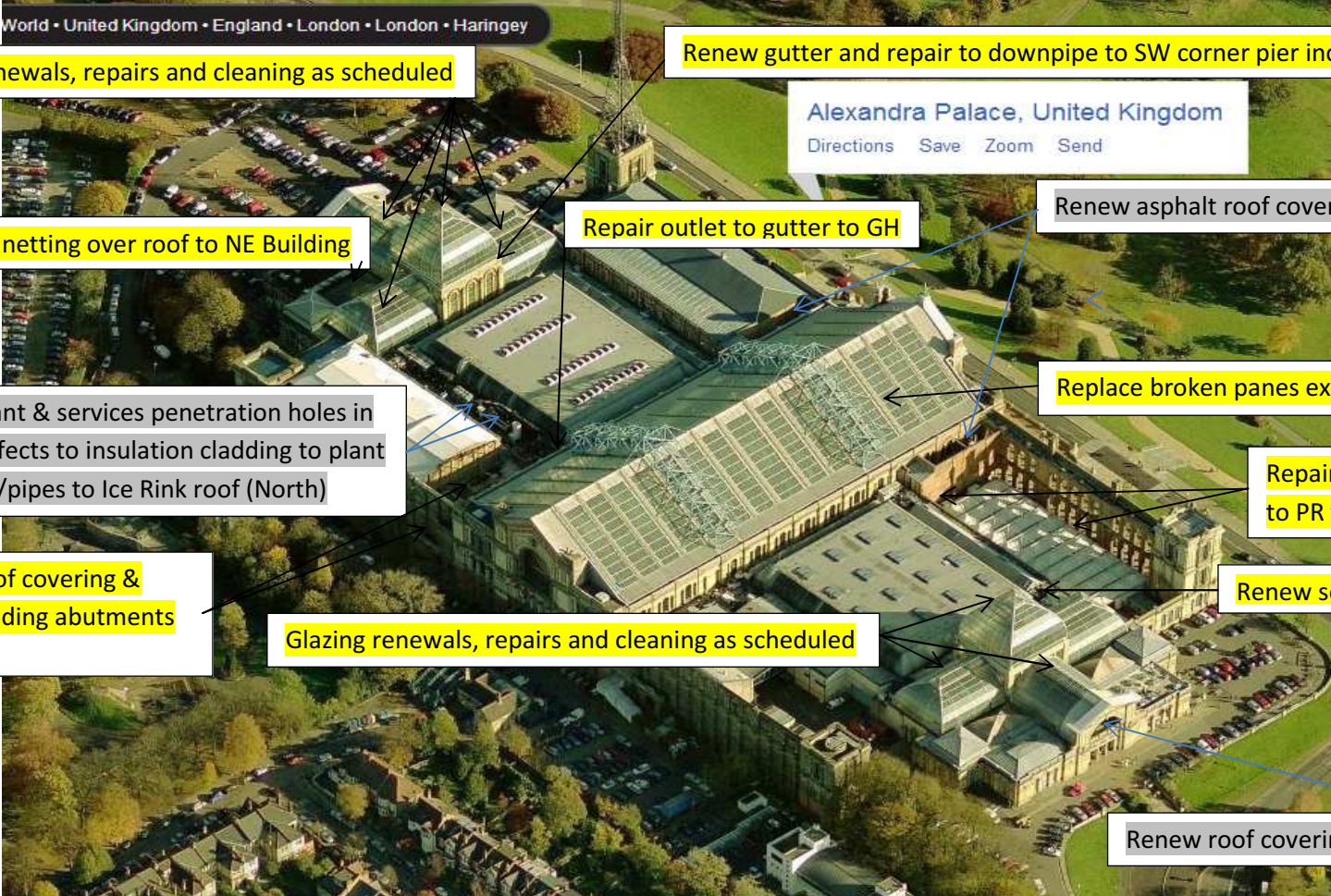
This page is intentionally left blank

PERMANENT ROOF ACCESS INSTALLATIONS – ROOFS – 2015/16 APPENDIX 2



This page is intentionally left blank

FABRIC REPAIRS – ROOF – 2015/16 APPENDIX 3



Glazing renewals, repairs and cleaning as scheduled

Renew gutter and repair to downpipe to SW corner pier including scaffold access

Fix pigeon netting over roof to NE Building

Repair outlet to gutter to GH

Renew asphalt roof coverings to East & West Lightwells

Repair plant & services penetration holes in roof & defects to insulation cladding to plant ductwork/pipes to Ice Rink roof (North)

Replace broken panes externally from walkways to GH

Repair rainwater goods & improve drainage to PR to reduce water ingress into basement

Repair roof covering & brick/cladding abutments to Area 7

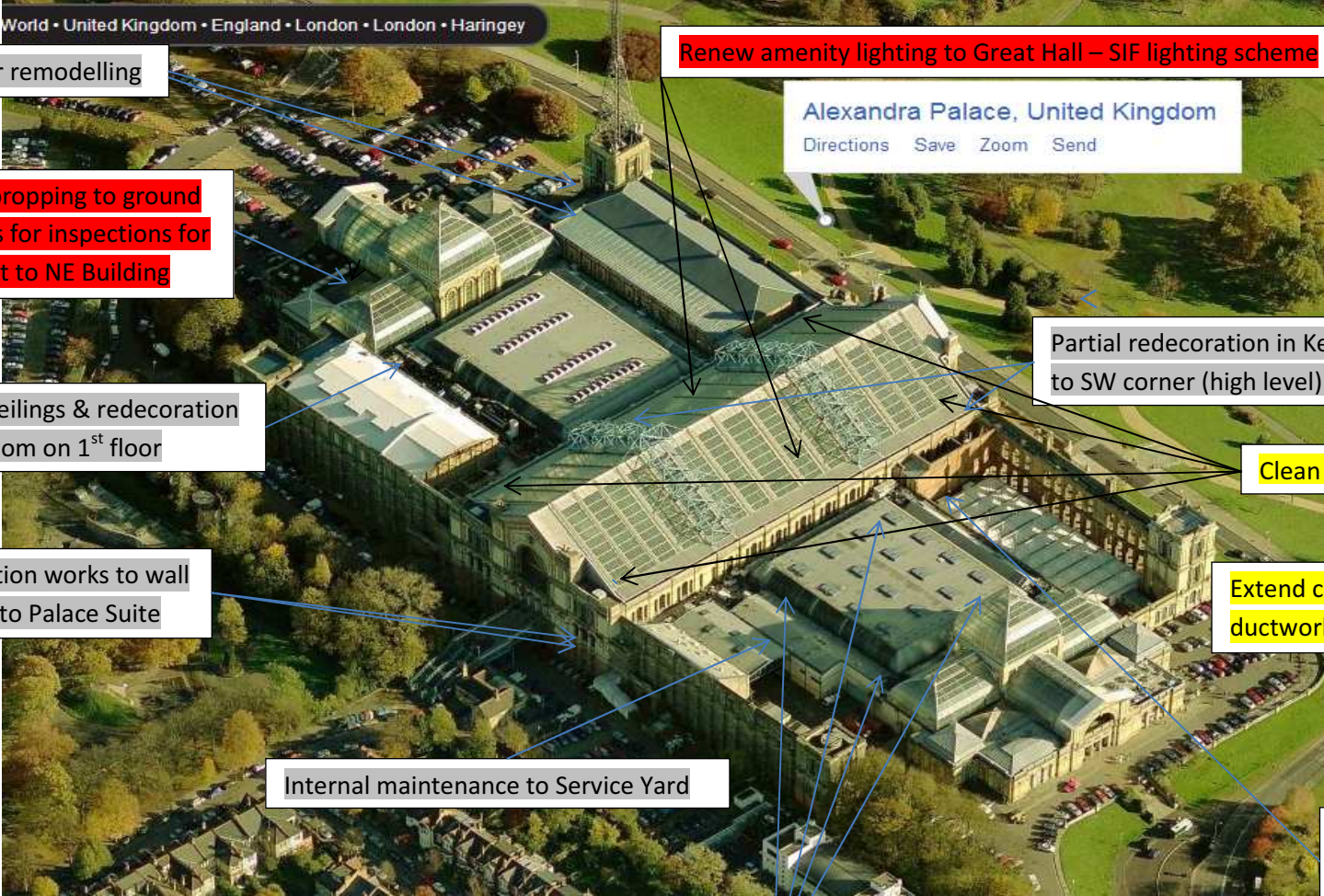
Glazing renewals, repairs and cleaning as scheduled

Renew section of felt covering to West Corridor roof

Renew roof coverings & promenade tiles to PC entrance lobby

This page is intentionally left blank

FABRIC REPAIRS – INTERNAL – 2015/16 APPENDIX 4



BBC Tower remodelling

Renew amenity lighting to Great Hall – SIF lighting scheme

Access & propping to ground & 1st floors for inspections for HLF project to NE Building

Replace ceilings & redecoration to staff room on 1st floor

Partial redecoration in Keim mineral paints to walls & plaster repairs to SW corner (high level) and East wall (low level) to Great Hall

Conservation works to wall paintings to Palace Suite

Clean fabric linings to Great Hall

Extend clean to internal trusses, ventilation/heating ductwork, and access walkways/ladders

Internal maintenance to Service Yard

Conservation & access works to Bunkroom (former Prison cell) to Basement - Area 1 funded from History Tours income

Repaint concrete floor to West Hall

This page is intentionally left blank

Report Title: Appointment of AP Trading Company Limited (APTL) directors

Report of: Emma Dagnes, Interim Chief Executive, Alexandra Park and Palace

1. Purpose

1.1. To note and reconfirm the decision of the APPCT Board of 23rd June 2015 in respect of the four nominated members to the Board of APTL, and also to confirming the appointing of the LBH Assistant Director of Finance, and the existing Non-Executive Director (Rick Wills) to the **Trading Company Board**.

2. Recommendations

2.1. That the APPCT Board reconfirms the four nominated members from the 23rd June APPCT Board meeting – Cllrs Christophides, Cllr Berryman, Cllr Hare, Cllr Stennett as Directors of the Alexandra Palace Trading Company (APTL) Board and approve the appointment of LBH Assistant Director of Finance, and the existing Non-Executive Director (Rick Wills) appointments to the Trading Company Board to allow the business of the Trading Company to proceed.

Report Authorised by: **Emma L Dagnes, Interim Chief Executive Alex** 
and Park

Contact Officer: **Emma Dagnes, Interim Chief Executive Alexandra Palace and Park, Alexandra Palace Way, Wood Green, N22 7AY Tel: 0208 365 4335**

3. Executive Summary

3.1 Four members of the Trust Board are appointed by the Trust Board to become directors of APTL. Other appointments to the Board which need to be ratified include a senior officer of the Council; up to two NED's chosen for their commercial experience, and an employee of the Trading company. The directors, once appointed, elect their chair.

3.2 The Trust oversees the wholly owned trading subsidiary, APTL, to ensure that it is delivering maximum profit to the Trust, which allows the Trust to pursue its own charitable aims. This is a standard tax efficient arrangement for a charity, whereby the profits of the trading company are "gift-aided" back to the Trust where they are used for charitable purposes.

3.3 The trading company meets quarterly in advance of the main Board meetings and its meetings tend to run immediately after its Finance, Resources and Audit Committee meeting for maximum efficiency. Therefore, the minimum extra time commitment would be another four meetings a year, although we would strongly encourage attendance at occasional AP events in addition. An interest in or experience of the live events business would be an advantage.

3.4 There is currently a vacancy as a Non-Executive Director (NED). Rick Wills the existing NED has broad commercial experience and we are looking for someone to complement his skills. The Memorandum allows for two NEDs and we intend to put forward one or more suitable candidates to the APPCT board at the earliest opportunity.

3.5 Due to the APTL Board meeting being scheduled for the 2nd July, it was verbally requested by the Interim Chief Executive to the APPCT Board held on the 23rd June 2015 and subject to any legal or financial clarification that the Board appointed 4 Cllrs on a 3 to 1 proportional split to the Board of APTL. This was confirmed by the APPCT Board on 23rd June 2015 as Cllr Christophides, Cllr Berryman, Cllr Hare, Cllr Stennett.

3.6 APTL would then in turn appoint membership to the Finance, Resources and Audit Committee. The appointments are for the municipal year 2015/16 and held until the first APTL Board meeting of 2016/17.

3.7 The APPCT Board through the Chair have nominated Cllr Christophides, Cllr Berryman, Cllr Hare, Cllr Stennett.

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 N/A

6. Legal Implications

- 6.1 The Council's Assistant Director of Corporate Governance has been consulted in the preparation of this report and has no comments.

7. Financial Implications

- 7.1 The Council's Chief Financial Officer has been consulted in the preparation of this report and advises that any additional costs arising from the appointments must be met from within available resources.

8. Appendices

- 8.1 There are none.

This page is intentionally left blank

Report Title: **Park Update Report**

Report of: **Mark Evison, Park Manager, Alexandra Palace Charitable Trust**

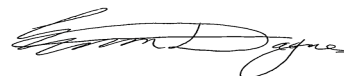
1. Purpose

1.1 This report provides an update on a number of issues relating to the Park.

2. Recommendations

2.1 That the Board notes the contents of the report.

Report Authorised by: **Emma L Dagnes, Interim Chief Executive, Alexandra Palace & Park**



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

3. Executive Summary

3.1 Consultations on the future Vision for the Park are underway and the results will be presented to the Board in the Autumn.

3.2 A Framework Agreement has been identified as a possible route for awarding the Grounds Maintenance Contract.

3.3 The Go Ape project has a new timeline based on an opening date of Spring 2016.

3.4 Heartlands High School has approached the Trust to discuss hire of sports pitches.

3.5 An evaluation of the graffiti wall is underway following concerns raised by members of the Advisory and Consultative Committee.

3.6 Officers are continuing negotiations with the playgroup at the Campsbourne Centre to attempt to reach a solution.

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 N/A

6. Background

6.1 Park Vision

To date, the discussion document has been presented to a number of groups and each workshop has provided very useful feedback. The groups that have been involved so far are:

- The Friends of the Park Committee
- The Friends of the Park AGM
- John O'Conner Grounds Maintenance Team
- Alexandra Palace Senior Management Team
- Advisory and Consultative Committee members

The responses will be collated and a feedback report with recommendations will be presented to the Board in the Autumn.

6.2 Grounds Maintenance Contract

Further to the information reported at the April meeting, a suitable Framework Agreement for Grounds Maintenance Service has been identified; this may make it possible for a direct award of the contract. Haringey's Legal Service have been instructed to review the terms and conditions of the Framework Agreement.

The Specification Document is under review by the Park Manager. This review will incorporate changes to improve value for money and will involve input from the Facilities Manager and Head of Event Operations amongst others.

6.3 Go Ape course

The ecological survey of the Go Ape site has been carried out but the report is currently outstanding. However, the initial feedback is good. Once the written report is available it will be submitted to the Council for feedback by Go Ape. It is expected that the Planning Application will be submitted in July. The current intention is for the construction phase to begin in the Autumn with the opening planned for Spring 2016.

The lease and commercial documents are under consideration by Go Ape and progress is expected by the time of this meeting.

7. Heartlands High School – use of pitches

The Head Teacher at Heartlands High School recently approached APPCT about use of Alexandra Park for sports activities. For the initial phase the school hope to hire part of the Upper Football Field for use in term-time.

The school will fund a survey to establish the condition of the field and recommend any works required to make it playable. The school has capital funds available to carry out any such remedial works and to pay for any additional maintenance required such as line-marking. This could provide a new regular income as well as supporting the activity objectives of the school and increase usage of this area of the Park in quiet periods.

The Board will recall that a similar proposal was made in 2011 for the school to sub-lease the facilities at the Cricket Ground. The ground improvement works took longer than planned due to bad weather and the school had to find alternative accommodation so the sub-leasing arrangement did not take place. Officers will encourage the school and the Alexandra Park Club to explore these options again.

The school is interested in a long-term relationship with AP and have further ideas which will be fed into the Park Vision project through the planned workshops.

8. Graffiti Wall

The Board may be aware that questions were raised by members at the Joint Advisory and Consultative Meeting about the drift of paint spray from the graffiti wall.

This matter was reviewed in 2011 by the Trust's then Health and Safety Consultant, Sally Wearing. Her research into the COSHH statements of paint cans found that spraying should take place in a well ventilated area and as the wall is in the open air no further action was required.

Officers have undertaken a fresh review and considered new advice from the Health and Safety Executive attached as Appendix 1. This advice is primarily concerned with isocyanate-based paints which usually comprise a two-part mixture. The advice is for a minimum cordon of five meters, preferable ten.

The paints most commonly used on the wall are pre-packaged cans and are not isocyanate-based. So, although the spray drift may be unpleasant for Park users, it is not thought to pose a health risk. New signage to request that graffiti artists consider the effect of spraying on Park users and paint the far side of the wall when the play area is busy is a reasonable response.

The graffiti wall could be demolished, this option is likely to encourage graffiti to appear elsewhere in the Park and on the Palace building. A new wall could be constructed on the far side of the skate park away from the play area.

The closest item of play equipment to the wall is a sand pit dating back to the tenure of the Greater London Council in the 1960-70s. The sand pit has been declared low risk by independent safety inspectors (see Appendix 2), but the hard concrete design is not ideal. Following an incident in 2014 Officers have been considering adapting the design within budget constraints. Considering this alongside the spray-drift issues raises the opportunity to relocate the sand pit away from the wall.

Therefore, there are three options to consider:

- Install advisory signage
- Remove the existing sand pit and build a new one, to modern designs outside the ten metre cordon suggested
- Build a new graffiti wall on the far side of the skate park and demolish the existing wall and install replacement fence

9. Campsbourne Centre

Unfortunately, lease terms have not yet been agreed for the Campsbourne Centre. The playgroup has so far been unwilling to accept the rental offer.

Negotiations are ongoing and Officers are now taking legal advice on the best way to take this forward.

10. Legal Implications

10.1 The Council's Director of Corporate Governance has been consulted in the preparation of this report, and has no comments.

11. Financial Implications

11.1 The Chief Financial Officer has been consulted on this report and has no specific comments to make.

12. Appendices

12.1 Appendix 1: HSE advice note INDG473, SMART paint spraying.

12.2 Appendix 2: ROSPA Play safety report on sandpit.

SMART paint spraying

How to control health and safety risks



INDG473, published 2014

Introduction

Who is this leaflet for?

This guide is for SMART (small and medium area repair technique) repair sprayers using isocyanate-based and other paints and who generally have no fixed place of work. It is also useful for franchisees, managers and operators in motor vehicle repair bodyshops, who manage, carry out or commission SMART type repair. It replaces the previous version, published as *Motor vehicle repair: Good practice for SMART sprayers* (WEB33).

What is it about?

It describes how to control risks to health and safety from paint spraying in SMART repairs. These procedures are normally sufficient to achieve 'adequate control' for SMART spraying techniques, as defined under the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Paints include surface coatings that are dried or cured by infrared or UV light, chemical hardeners or other means. Some of the paints and lacquers used in SMART repairs contain isocyanates.

There is a chance of developing occupational asthma when working with isocyanate-based paints/lacquers, and also of developing dermatitis from these and other 'reactive' products. If you become affected you will probably never be able to work with these products again.

How can it help me?

This leaflet can help you with your COSHH assessment. That assessment may show that different controls apply in your circumstances. You will need to record any such conclusions unless you are self-employed or an employer with five employees or fewer, although it is still useful so you can review it at a later date, eg if something changes.

This publication supports existing guidance on the subject. See HSE's motor vehicle repair site (www.hse.gov.uk/mvr) and particularly the publications *Safety in isocyanate paint spraying*¹ and *Isocyanate paint spraying: Safely managing spray booths and rooms*² for further details.

What are the key precautions for SMART spraying?

- Wear suitable respiratory protective equipment.
- Keep other people away from spray mist.



Figure 1 Well-defined external area ready for SMART spraying

What is SMART spraying?

SMART spraying is the spray application of a surface coating to parts of motor vehicles as part of a repair, usually outside the customer's house or place of work. The parts coated should not extend to a complete panel or panels.

Typically, SMART spraying is by:

- mini-spray gun or airbrush, normally having an inlet pressure up to 2 bar, delivering a volume of air much less than 150 l/min and a fluid flow well below 100 g/min; or
- pre-packaged aerosol spray can.

The quantity of paint sprayed is unlikely to exceed 25 ml per coat. The time spent spraying paint is unlikely to exceed 1 minute per coat, although the spray job may take a few minutes.

Bodyshops are now using similar techniques to SMART spraying to decrease throughput times in their workshops. If greater quantities are to be used (than specified above) or spraying time is likely to be longer than a few minutes in total, then further control measures will be required to achieve adequate control (eg spraying in a suitable spray booth/room).

The exact definition of what is or is not SMART spraying is not important as long as the exposure to the hazardous substances is well controlled.



Figure 2 Typical SMART repair

Paint hazards and risks

Conventional paint spraying products

Conventional spraying products are solvent-based, commonly known as ‘cellulose paints’. The health risks from spraying typically include irritation of eyes, nose and throat, and mild reversible effects on the body, which usually do not cause permanent damage in the small quantities commonly used.

Isocyanate SMART spraying products

SMART spraying products are reactive – one-pack products, or two-pack products that require mixing before use. The products may be solvent-based or water-based. The health risks depend on the chemistry, but for **‘reactive’** products:

- isocyanate-based products (including water-based isocyanate products) may cause asthma and dermatitis;
- UV-curable products may cause dermatitis (and may contain isocyanate);
- other products (eg acid-cured) may cause effects at least as serious as solvent-based products, including irritation of eyes, nose and throat, and mild reversible effects on the body.

Table 1 Some common misconceptions about isocyanates

False	True
Isocyanates contain cyanide that poisons you.	Isocyanate doesn't contain cyanide.
Isocyanates cause cancer.	Isocyanates cause asthma.
Isocyanates get into the body through thin skin, eg around the eyes.	Isocyanates get into the body by breathing in mists.
I'm safe – there's no history of asthma in my family.	Isocyanates can cause asthma in anyone who is exposed. Smoking makes developing asthma more likely.
My paint doesn't contain isocyanate, so it is perfectly safe.	Auto paints are 'dangerous for supply'. Read the safety data sheet!

Storage

Keep the quantities of stored paint products to a minimum. If other SMART products contain peroxides (eg activators for polyester resins used with fillers or fibreglass), these must be kept apart and stored in a sealed metal container.

Controlling risks**Training and competence**

SMART sprayers should be trained to:

- understand the hazards and risks, and how to control them;
- recognise the signs of ill health, and what to do about them;
- use equipment, RPE and products safely;
- maintain equipment and RPE;
- decontaminate and dispose of waste properly.

SMART sprayers should be able to provide evidence of training from their franchiser, product supplier or professional training provider.

Respiratory protective equipment (RPE)

The sprayer needs to ensure that suitable RPE and other personal protective equipment (PPE) is worn, including when SMART spraying is carried out externally. When SMART spraying with **reactive products**, the sprayer will also need skin protection.

Some reactive products may contain isocyanates. If this is the case, RPE needs to be air-fed with an assigned protection factor (APF) of 20 or higher, eg LDM2 air-fed half mask or LDH3 air-fed visor. Filtering RPE is not suitable for spraying products containing isocyanates.

Suppliers of RPE for spraying will be able to advise you further.



Figure 3 Air-fed mask



Figure 4 Air-fed visor



Figure 5 Filtering RPE for non-reactive products

The compressor must deliver enough clean air for the air-fed RPE to work properly (in addition to the air needed for the spray equipment). To prevent the breathing air supply getting contaminated, you should keep the compressor and its air intake upwind or outside of the spray area and clear of other harmful substances.

Note: It is recommended that you use the same types of PPE when spraying with **non-reactive products**. However, half-mask filtering RPE with an assigned protection factor (APF) of 10 or higher, or disposable RPE with the same APF, can be used instead of air-fed RPE for these less hazardous products.

RPE has to fit and work properly every time it is worn. Fit testing and training in use and maintenance is essential and can be arranged through the RPE supplier or by training organisations.

Testing and maintenance

- Check that there is a good flow of clean air to your respirator every time you put RPE on. Air-fed visor RPE should have low-flow alarms.
- At least once a week, check that the compressor and air lines are in good condition and that the filters and traps are clean. Record these checks in a log book, with details of any parts replaced (eg exhalation valves for half-mask respirators, face seals for visors).
- BS EN 529:2005 recommends that the volume flow and quality of the supplied air should be thoroughly tested at suitable intervals as specified by a competent person after risk assessment.³

Other PPE

- If you use a half-mask respirator, you may also need chemical protective goggles.
- Use overalls with a hood.
- Use single-use gloves. Nitrile gloves are suitable. Single-use gloves are disposable – throw them away after each spray application.

Figure 6 Chemical protective goggles



Figure 7 Protective gloves



Record keeping

Keep written records of:

- RPE testing;
- testing the compressor reservoir air filters;
- air quality testing;
- disposal of hazardous wastes;
- periodic testing of pressure and electrical systems.

These records should be available for inspection.

Separate confidential records for health surveillance and biological monitoring (see below) should be kept secure by relevant authorised persons.

Spraying location

Regardless of where the spraying takes place, you need to prevent unprotected people being exposed to the spray. The sprayer needs to ensure that suitable RPE and other PPE are worn.

Spraying outdoors

Keep anyone without air-fed RPE a minimum of 5 metres, but preferably 10 metres, away from spraying. At this distance, there is minimal health risk to other people.

Wear all RPE and other PPE for gun priming, spraying and gun cleaning. Keep wearing it all until the job – including gun cleaning – is finished.



Figure 8 Spraying outdoors in a cordoned-off area

Spraying indoors

If spraying indoors, you should preferably use a spray booth or spray room and, as for conventional paint spraying, adopt the same controls (including RPE).

These controls are explained in HSE publications *Safety in isocyanate paint spraying* and *Isocyanate paint spraying: Safely managing spray booths and rooms*.

Workshop spraying

Spraying in a workshop with SMART spraying techniques should only be carried out when:

- everyone without airfed RPE is prohibited from the room during your work; and
- RPE is always worn until you leave the room; and
- all RPE/PPE is also worn for gun priming and gun cleaning.

Even when using a spray booth, spray room or capture unit, sprayers still need to wear airfed RPE and PPE, and bystanders should be excluded when using isocyanate-based products. The duty is to control exposure to isocyanates to 'as low as is reasonably practicable' (ALARP).

There is more guidance on capturing paint mist in the HSE publication *Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)*.⁴

When products containing isocyanates have been used, wear air-fed RPE when re-entering the workshop. The time for this requirement is generally considered to be 30 minutes but this can be adjusted to longer or shorter times, depending on the workshop layout, design and ventilation performance.

Monitoring and health

Monitoring exposure

Currently, the only practical way to monitor the personal exposure from isocyanate spraying (from all routes of exposure) involves the worker providing a urine sample at the end of a shift.

A urine sample should be taken from SMART spray painters who may have potentially significant exposure to isocyanates. In the case of SMART sprayers, factors pointing towards 'significant exposure' may include where the spraying is carried out (eg in the workshop), the amount of isocyanate paints sprayed (larger repair dimensions), the number of times being sprayed during the shift and the use of unsuitable RPE etc.

Test results above the biological monitoring guidance value indicate the failure of exposure controls which should then be investigated and effective action taken to ensure they are fully implemented. Repeat samples should be taken to check that controls are working and preventing further exposure. For more information see the HSE publication *Urine sampling for isocyanate exposure measurement*.⁵

Where it is required, this urine sampling should be carried out at least yearly. For new employees, a sample should be taken during the first few months to show that the controls and working practices are providing protection.

Health surveillance

You should also provide health surveillance for your employees to check for signs of dermatitis and for those using paints containing isocyanates – they should also be checked for signs of asthma. If you are self-employed, you are advised to undergo health surveillance.⁶

Urine testing (see above) for isocyanates only checks whether the worker has been exposed, not whether their health has been affected.

The signs of ill health include the following:

Asthma

- Recurring sore or watering eyes.
- Recurring blocked or running nose.
- Persistent cough.
- Chest tightness (often occurring outside work hours).
- Wheezing.
- Breathlessness.
- Flu-like shivers.

Dermatitis

- Skin redness or soreness.
- Itching.
- Rash.
- Skin cracking or peeling.

If you develop abnormal symptoms you should tell your employer immediately or, if you are self-employed, you should seek advice from an occupational health professional (eg doctor or nurse).

Other SMART spraying risks

- Cleaning the spray gun with thinner, then spraying dry, produces the same hazards as spraying paint. Use the same controls as for spraying.
- Cleaning your hands with thinners can cause dermatitis. Use suitable skin cleaning products.
- UV lamps produce radiation that is harmful to the eyes and exposed skin. Control the risk – keep everyone away from UV lamps, and arrange screens to stop reflected light.
- Inspect and test electrical equipment regularly (eg once a year).
- The compressor is a 'pressure system', so you need to have the compressor reservoir examined regularly. Your insurance company can advise you on how often you should do this.
- Products used in spraying are usually flammable or highly flammable. They require safe storage.
- The small quantities of products used in SMART spraying mean that any fire risk is only likely to be within 15 cm of the sprayer nozzle.
- Carry a fire extinguisher containing carbon dioxide or dry powder. Replace it when it reaches its expiry date. Exclude ignition sources (eg no smoking, naked flames or grinding wheels) while spraying.
- Keep out of traffic routes and away from moving vehicles. For work in car parks or on public roads, wear a high-visibility vest over your overalls.
- Secure safe access for working at height. A tower scaffold or other working platform is preferable to a ladder. **Never work from the top of your van.**

References

1 *Safety in isocyanate paint spraying* Leaflet INDG388(rev2) HSE 2013
www.hse.gov.uk/pubns/indg388.pdf

2 *Isocyanate paint spraying: Safely managing spray booths and rooms* HSG276
HSE 2013 www.hse.gov.uk/pubns/books/hsg276.htm

3 BS EN 529:2005 *Respiratory protective devices. Recommendations for selection, use, care and maintenance. Guidance document* British Standards Institution

4 *Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)* HSG258 (Second edition) HSE Books 2011 ISBN 978 0 7176 6415 3
www.hse.gov.uk/pubns/books/hsg258.htm

5 *Urine sampling for isocyanate exposure measurement* COSHH essentials sheet G408 HSE 2006 www.hse.gov.uk/pubns/guidance/g408.pdf

6 *Health surveillance for occupational asthma* COSHH essentials sheet G402
HSE 2006 www.hse.gov.uk/pubns/guidance/g402.pdf

Further reading

HSE's motor vehicle repair website: www.hse.gov.uk/mvr/

BS EN 14594:2005 *Respiratory protective devices. Continuous flow compressed airline breathing apparatus. Requirements, testing and marketing. Guidance documents* British Standards Institution

Review of commercially available party fog machines suitable for determining the clearance time of paint spray booths and rooms HSL/2006/43 Health and Safety Laboratory 2006 www.hse.gov.uk/research/hsl_pdf/2006/hsl0643.pdf

Health and safety in motor vehicle repair and associated industries HSG261 HSE Books 2009 ISBN 978 0 7176 6308 8 www.hse.gov.uk/pubns/books/hsg261.htm

British Standards

British Standards can be obtained in PDF or hard copy formats from BSI: <http://shop.bsigroup.com> or by contacting BSI Customer Services for hard copies only Tel: 0845 086 9001 email: cservices@bsigroup.com.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at: www.hse.gov.uk/pubns/indg473.htm.

© **Crown copyright** If you wish to reuse this information visit www.hse.gov.uk/copyright.htm for details. First published 02/14.

This page is intentionally left blank

Sand Pits - Toddler



Risk Level : Very Low

Risk Score : 3

Equipment Standard Compliance

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

Surfacing Standard Compliance

The surfacing meets the requirements of the relevant standard.

Recommended Maintenance and Risk Assessment Evaluation

Comments, action or control required	Risk Level	Risk Score ‡
Equipment No remedial maintenance work is required at this time.		
Surfacing - Tarmac No remedial maintenance work is required at this time.		
The overall risk for this item at the time of inspection: ‡ For Risk Score see Report Notes	Very Low	3

This page is intentionally left blank

Alexandra Park and Palace Board

on 15th July 2015

Report Title: **Report of the Head of Learning and Community Programmes,
Alexandra Park and Palace**

Report of: **Melissa Tettey, Head of Learning and Community Programmes
Alexandra Park and Palace Charitable Trust**

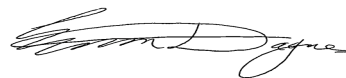
1. Purpose

1.1 To update the Board on learning and community programmes

2. Recommendations

2.1 That the Board notes recent progress with the Trust's learning and community programmes

Report Authorised by: **Emma Dagnes, Interim Chief Executive, Alexandra
Palace & Park**



Contact Officer: **Melissa Tettey, Head of Learning and Community
Programmes Alexandra Palace and Park 020 8365 4321**

3. Executive Summary

3.1 An overview of the Learning programme including the temporary exhibition Alexandra Palace; War on the Home Front and a progress update on the learning programme in 2015

3.2 An update on the volunteer programme

3.3 An update on the community programme

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 N/A

6. Background Learning and Community Update

6.1 War on the Home Front (Exhibition, Supporting Activities and Learning Programme)

Following the launch of the War on the Home Front exhibition in September, the exhibition continues to be open to the public every Thursday morning (10:00 – 11:00), Friday afternoon (14:00 – 17:00) and the first Saturday of the month (10:00-13:00). When the exhibition is open to the public it is manned by a dedicated team of volunteers who welcome visitors, answer questions and provide additional information about the Palace's role 100 years ago.

To date the exhibition has welcomed over 2900 visitors, with an exhibition redisplay planned for June alongside a summer programme of supporting activities (see list below), it is anticipated by September 2015 between 3000 & 3500 people will have visited the exhibition. To increase the diversity of visits the exhibition is being promoted widely across the Borough of Haringey and the surrounding boroughs of Islington, Enfield and Barnet.

Lecture Series

Alongside the exhibition Alexandra Palace is running a bi-monthly lecture series focusing on different areas of the Palace's history during the First World War. Military historian Ian Castle spoke about the use of zeppelins 100 years ago on 20th May and the impact air warfare had on local people. The talk was well attended and received positive feedback.

The fifth talk in the series will give by Nick McCormick on Tuesday, 30th June about the life and work of a German artist George Kenner. Kenner's watercolours show what daily life was like in internment camps 100 years ago. Details of the talk were added to the Alexandra Palace website and the local community forums in the first week of June and a marketing e-shot is planned for the 16th June to promote the talk to people on the mailing list.

Exhibition Redisplay

A number of visitors to the exhibition have had relatives who were interned at the Palace, a few have objects connected to their family that they have kindly agreed to loan us for the duration of the exhibition (September 2015). New objects include a collection of watercolour portraits donated by the artist's grandson, a pewter ring currently in Brussels, two silver tennis cups and a weekly visitor permit. The team are currently in discussion with the Imperial War Museum to borrow one of the original George Kenner watercolours. Having now satisfied both the environmental and safety conditions conversations are taking place with our Insurance Company to upgrade the Palace's to cover the painting (to Government standards) whilst it is onsite.

Theatre Project

To diversify the exhibition audience Alexandra Palace partnered with Haringey Shed (an inclusive theatre company) to run a 3 day workshop (during May half

term) to create a theatrical response to the Palace as an internment camp 100 years ago. The young people were taken on a tour of the building to introduce the story and act as inspiration for their performance together with archive photos and personal stories of the men who were interned here. The project concluded with 2 promenade performances in the Great Hall and Theatre on Friday, 29th May for visitors, families and friends.

Feedback from everyone involved with the project was incredibly positive, Haringey Shed staff remarked on the improvement of the young people's behaviour, concentration and attitude whilst based at the Palace. Early stage discussions with the Executive Director and Artistic Director are taking place regarding future collaborations linking in with the history of the Palace.

Internee Concert

To mark 100 years since the formation of the Internee Concert Orchestra, Alexandra Palace will be hosting a free concert (funded by the Mayor's Fund) in collaboration with the BBC Concert Orchestra and Haringey Music Service on 19th September. Members from each section of the BBC orchestra will rehearse with the youth orchestra in advance of the concert, to assist with the music and answer questions about life as a professional musician.

There will be a matinee which will be promoted to local schools and community groups and an evening performance introduced by Dr Rupert Ridgwell, the Curator of Music at the British Library. Tickets for both concerts will go on sale in mid-July and will be promoted through local networks, schools and the Alexandra Palace mailing list. As one of the last public events in the Theatre the concerts will be used to raise awareness of the project and the public fundraising campaign.

6.2 Locative App

As the Palace's digital partner for the War on the Home Front project, Middlesex University are now completing work on an app which will bring stories from the exhibition to life to Park visitors. The project has become far more complex than the team initially envisaged, both professors and students have encountered a number of issues regarding the scope of the project and the amount of content relating to the story. In March Palace staff tested the prototype which resulted in a number of changes being requested; university staff are now working on improving the overall experience. It is expected that the app will be fully tested and live before the Summer Festival on the 25th July.

6.3 Core Learning Programme

Interest from schools in the learning programme remains high with over 450 pupils booked between March and July 2015. While many of the schools visiting are repeat visitors, bookings have now been taken with new schools including Eden, Rokesley and Rhodes Avenue who are hosting their June staff meeting at the Palace to inspire their teachers to visit the Palace.

The Haringey primary schools competition launched at the beginning of April for classes to make a cart for an egg inspired by the history of the Palace. To

introduce the project groups visited the Palace for a 'Past, Present & Future workshop' followed up with electronic resources, archive images and activities to spark ideas for designs. Schools have been asked to submit their carts by the end of June with the winning class receiving tickets to the Red Bull Soap Box race on 12th July.

To continue the increase of schools visiting the Palace new programmes are being developed to engage with different ages and areas of the curriculum. Working with the Park Manager and the Friends of the Park a learning programme is being developed for classes to explore the Park, looking at the animals and plants linking in with the science curriculum. The new resources were developed working closely with the year 1 teacher from Eden and were piloted with a class on the 11th June. A full day of activities was planned for the group including a nature scavenger hunt, a butterfly hunt, making insect hotels and planting sweetcorn and runner beans in the raised beds by the railway fields. Both the Park Manager and the Park Maintenance team were on hand to help with the planting and to answer questions about working in the Park. Feedback from the teacher and accompanying adults complemented all the staff involved, the activities and how the day was planned. The group will be returning on the 20th July for a family picnic which will include vegetables planted on the day.

To date the majority of workshops have been for primary schools, after looking through the Secondary History curriculum and following meetings with History Teachers at Heartlands and Alexandra Park School, a new Industrial Revolution workshop has been developed and will be piloted with Year 7's from Heartlands on the 7th July before being rolled out for the new academic year in September.

A new leaflet is being produced to promote all opportunities for schools, families and adults inspired by the history of the Palace. To continue the increase in bookings the new leaflet will not only be sent to schools in Haringey but also the surrounding boroughs of Barnet, Enfield and Islington. The leaflet will cover activities from September 2015 – 2016 which are not funded by the activity plan for the Major Heritage Lottery Fund project.

6.4 History Tours 11th and 12th April 2015

On the 11th and 12th April 575 people visited the Palace as part of the History Tours, new elements of the tour included a photo montage of BBC images, updated information about the Heritage Lottery Fund project and tea, coffee and cake included in the ticket price. Overall the feedback from the tours remains positive, but the team are focussed on looking at additional ways to improve the visitor experience and to attract new audiences. Proposed changes include varying the start of the route from the East Court to Palm Court, making more archival material accessible and offering tours in different languages.

6.5 Trading Company cross-over

In addition to the concert planned for September 2015 the Learning and Community team are working on activities for the Summer Festival on the 25th July. The team are supporting the Ally Pally Summer Festival with History Tours with a new route which will include the Great Hall where the organ will be played,

and drop-in family activities at the Rose Garden inspired by the Palace's role 100 years ago. Families will learn about the daily lives of the men interned at the prison and then make model boats which will be sailed on the Rose Garden Fountain.

6.6 Volunteering Update

On the 1st-7th June organisations across the UK celebrated the contribution volunteers have made to their organisation. On the 2nd June the Palace organised a celebration for our volunteers recognising the tremendous level of support and commitment they have given to Alexandra Park and Palace over the past 18 months. Volunteers had the opportunity to meet the Interim Chief Executive who personally thanked them for their hard work and talked about the exciting changes the regeneration programme would bring, and the direction the volunteer programme would take. Volunteers were given personalised certificates and joined by staff for a buffet in the Palm Court.

NCVO the organisation leading on National Volunteer Week asked the Palace's Volunteer Coordinator also a volunteer, to write a blog about volunteering and the Palace's celebrations. As one of a few heritage organisations taking part in the celebrations the blog was published on NCVO's website, with the Palace's event pinned to a UK wide map celebrating the achievements of volunteers.

To date, a team of nearly 50 volunteers have donated over 4000 hours with volunteers helping us in a variety of ways these include research, History Tours and forthcoming WW1 History Tours, archiving, marketing, learning, community engagement, park/horticultural, and photography.

The team have conducted a Training Needs Analysis with our volunteers and incorporating feedback from the public following our History Tours, there is a need to provide additional training to support volunteers as we seek to continuously improve the Tour experience. The team have organised a Blue Badge Guide to provide training to all public facing volunteers who will be taking place in June and July.

7. Community Update

- 7.1 The team is currently exploring the ways the Palace can support young people in Haringey, in addition to the NEET photography project, the Palace has partnered with The Challenge to National Citizen Service. NCS is a government-backed programme which brings together young people from diverse backgrounds, providing them with strong skills for life, work, and adulthood. NCS is an intensive, part-residential programme followed by a number of social action days, designed to empower participants to meaningfully impact their local community and gain new life skills.

The programme is divided into three stages: NCS Personal Challenge - Get Active Participants face their fears; develop confidence and bond with team mates on an action packed residential. NCS Team Challenge - Get Involved Teammates work together to learn a new skill in sport, media, photography, music, drama or enterprise in a university setting. NCS Social Action - Make Your Mark Using their newly-acquired skills, teams design a social action project in their local area and

pitch their project to win funding to make it happen. The Palace will be hosting the final stage of the project Action - Make Your Mark; participants will be taken on a tour of the Palace to get a clearer idea of how the organisation operates before being given the opportunity to practise presentation skills in front of senior managers to receive constructive feedback.

Trustees are invited to note progress and activity on our Learning and Community programmes

8. Legal Implications

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

9. Financial Implications

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

10. Use of Appendices

10.1 N/A

Alexandra Park and Palace Board

15th July 2015

Report Title: **Financial results for 2 month period to 31 May 2015**

Report of: **Dorota Dominiczak, Director of Finance and Resources,
Alexandra Palace Charitable Trust**

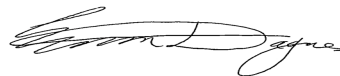
1. Purpose

1.1 This paper sets out the results for the Trust for the 2 month period ended 31 May 2015

2. Recommendations

2.1 That the Board is asked to note the performance of the Trust

Report Authorised by: **Emma L Dagnes, Interim Chief Executive, Alexandra
Palace & Park**



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

3. Executive Summary

3.1 The Trust performed on budget to deliver its charitable objectives.

3.2 The Trust's consolidated financial position remains as budgeted although it is acknowledged that its trading subsidiary performed above target in the first two months of 2015-16.

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 **N/A**

6. RESULTS FOR THE 2 MONTH PERIOD TO 31st May 2015 - TRUST

- 6.1 The summary management accounts for Alexandra Park and Palace Trust for 2 months to 31st May 2015 and annual forecast are shown in TABLE 1 below.
- 6.2 Income YTD, Budget and Forecast show income from all sources as expected in 2015-16. This includes a grant from LBH for operational activities of £1.9m as well as LBH's capital grant of £400k. Other sources of income include annual APTL License and self-generated income from Park and Palace leases. APTL gift aid for 2015-16 is budgeted at £1,096k and £88k additional profit generated in April and May are kept as a contingency against profit fluctuations later on in the year.
- 6.3 HLF Project is reported within the Trust results but its incoming and expended resources are separately identified for reporting purposes. HLF grant is phased into 2015-16 annual budget as projected from phasing of HLF draw-down claims. LBH matching grant of £500k is as approved by LBH Cabinet (due June 2015). There is a degree of uncertainty over a timing of receiving £840k from self-fundraising and it might be necessary to seek alternative funds in 2015-16 while fundraising strategy is finalized and implemented. A contingency of £344k is introduced to match incoming and outgoing resources for the Project.

Management Accounts for Alexandra Park and Palace Trust

Table 1 APPCT: YTD Results

	2 months to 31/5/2015			YEAR	YEAR	YEAR
	YTD	YTD		2015/16	2015/16	
	Budget	Actual	Diff	Budget	Forecast	Diff
	£'000	£'000	£'000	£'000	£'000	£'000
Trust income						
LBH Grant - operational	316	324	8	1900	1900	-
LBH Grant - capital	67	-	-67	400	400	-
Palace APTL Licence	32	32	-	190	190	-
Palace leases	23	38	15	90	90	-
Park leases	1	25	24	112	112	-
Learning and Community	4	7	3	14	14	-
Gift Aid 2015-16	-	-	-	1,096	1,184	88
Less: Gift Aid contingency	-	-	-	-	88	-88
Regeneration (exc HLF Project)(RE1-RE3)	-	-	-	-	-	-
	443	426	- 17	3,802	3,802	-
HLF Project (RE6) income						
HLF Grant	-	-	-	957	957	-
LBH matching Grant	-	-	-	500	500	-
Fundraising	-	1	1	840	-	840
Other	-	-	-	-	840	840
Less: HLF contingency	-	-	-	344	344	-
	-	1	1	1,953	1,953	-
Total incoming resources	443	427	- 16	5,755	5,755	-
Trust overheads:						
Wages and salaries (including pension and NI)	105	101	- 4	582	582	-
Maintenance Contract - Palace	94	118	24	495	495	-
Maintenance Contract - Park	59	59	-	294	294	-
Repair and maintenance - other	24	24	-	162	162	-
Security Contract	80	73	- 7	464	464	-
Rates and Insurance	57	52	- 5	342	342	-
Utilities	20	19	- 1	125	125	-
Office equipment & stationery	8	7	- 1	46	46	-
Software and IT	9	16	7	59	59	-
Design & printing	8	-	- 8	39	39	-
Legal and Professional	99	27	- 72	328	328	-
Depreciation	69	59	- 10	418	418	-
Interest on IR loan	10	13	3	64	64	-
APTL costs recharge	13	18	5	77	77	-
Other	37	9	- 28	250	250	-
	692	595	- 97	3,745	3,745	-
HLF Project (RE6) overheads						
Wages and salaries (including pension and NI)	-	11	11	70	70	-
Legal and Professional	-	37	37	1,883	1,883	-
	-	48	48	1,953	1,953	-
Total outgoing resources	692	643	- 49	5,698	5,698	-
Net result Trust and HLF	- 249	- 216	- 33	57	57	-
Reconciliation of net result	YTD	YTD	YTD	2015-16	2015-16	2015-16
Trust	- 249	- 169	80	57	57	-
HLF Project (RE6)	-	- 47	- 47	-	-	-
	- 249	- 216	33	57	57	-

Management Accounts for the Alexandra Park and Palace Trust**Table 2 APPCT: Projected Trust Financial Position**

<u>Trust Financial Position</u>	YEAR	YEAR
	2015/16	2015/16
	Budget	Forecast
	£'000	£'000
Trust surplus (Table 1)	57	57
Less: capital grant	-400	-400
Depreciation	418	418
IR Loan interest	65	65
	140	140
Ice Rink Prudential Loan Interest	-65	-65
Ice Rink Prudential Loan Repayment	-210	-210
Ice Rink SIFF Loan Repayment	-13	-13
Great Hall Lights SIFF repayment	0	0
Operating Deficit	-148	-148
Reserves & Underspends as at 1/4/14	1794	1794
Reserves & Underspends 2014-15	307	307
Reserves & Underspends c/f as at 31/3/2016	1953	1953

Management Accounts for the Alexandra Park and Palace Trust**Table 3 APPCT: Capital Expenditure**

Capital Expenditure 2015-16				
Balance b/f at 1st April 2015				116
Allocation 2015-16				400
				516
Expended 2015-16				
Supply and install Gent Fire Alarm				9
Balance c/f at 31st May 2015				507

This page is intentionally left blank

Alexandra Park and Palace Board

15th July 2015

Report Title: **Annual Review 2015**

Report of: **Dorota Dominiczak, Director of Finance and Resources,
Alexandra Palace Charitable Trust**

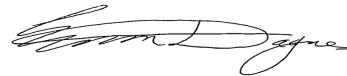
1. Purpose

1.1 To update the APPCT Board on the amendments to the Annual Review as discussed and agreed at the APPCT Board meeting on 23rd June 2015

2. Recommendations

2.1 That the Board is asked to approve the sets of accounts/ Annual Review 2014/15

Report Authorised by: **Emma L Dagnes, Interim Chief Executive, Alexandra Palace & Park**



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

3. Executive Summary

3.1 The comments from the 23rd June APPCT Board with reference to the Annual Review have been included as minuted from the meeting and the Director of Finance and Resources, Alexandra Palace will take the Board through the Review during the 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 **N/A**

6. Annual Review – section from minutes, APPCT Board 23rd June 2015

- a) ...”the concern that the financial contributions made by the London Borough of Haringey (LBH) had not been included in the £0.55m grants on page 25 of the review (page 19 of the agenda pack). It was explained that the accounting system had been different for the 2014/15 financial year and the £2m funding from LBH had been disclosed as ‘revenue support’ but would be included as a grant from April 2015;”
- b) the following amendments were agreed:
- under Colin Marr - the word ‘from’ should be replaced with ‘until’ on page 27 of the annual review (p.20 of agenda pack);
 - members of the Board should be categorised as either voting or non-voting rather than 4 different categories;
 - pages 34 & 35 should display ‘Balance Sheet’ and ‘Cash Flow’ titles;
- c) note 20 on page 47 of the review (p.30 of the agenda pack), was felt to be unclear its explanation of the figure of £51,032,000, which was revenue support but could be interpreted as income to the reader and should be amended for clarity;
- d) comments from the Board included:
- the positive step from LBH to provide the Palace with a financial grant rather than a loan which was expected to be repaid;
 - the importance of presenting the accounting information so that it was clear that funds raised would be supporting regeneration of the Palace and not debt repayment;
 - the Director of Regeneration, Tot Brill, would work with the Friends of Alexandra Palace Theatre to draft an artistic policy specifying the educational and theatrical use of the Theatre. Heritage Lottery Fund (HLF) would be part of the process, and whilst not a condition of the funding, the importance of the Theatre’s use as a commercial business had been recognised by HLF.

7. Legal Implications

- 7.1 The Council’s Assistant Director, Corporate Governance has been consulted in the preparation of this report, and has no comments.

8. Financial Implications

- 8.1 The Council’s Chief Financial Officer has been consulted on this report and supports the changes to the accounts as set out above.

9. Appendices

- 9.1 There are none.

Alexandra Palace

Annual Review 2015

Alexandra Park & Palace Charitable Trust
Annual Report & Accounts



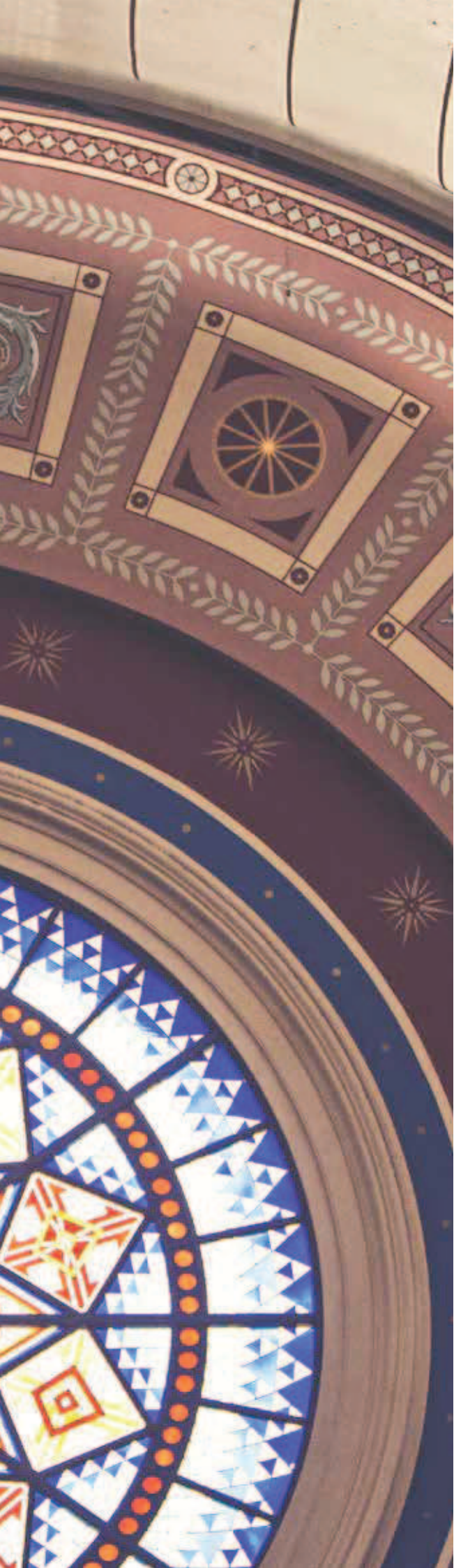
Contents

About us	4
Message from the Chair	7
Interim Chief Executive's report	8
Our timeline	9
Our priorities	10
The People's Palace	12
The People's Park	14
Tomorrow's Ally Pally	16
Engaging with the community	18
What we have achieved	20
The year ahead	22
Financial overview	24
Structure, governance & management	26
Auditor's report	30
Financial statements 2015	34





Rose Window, Great Hall



About us

Alexandra Park and Palace

Alexandra Park was opened in 1863 as a leisure destination for Londoners. The original 220 acres of parkland were landscaped by Alexander McKenzie as a centre for education and entertainment and to provide a green oasis for Londoners.

Alexandra Palace was opened in 1873 with a purpose built railway line to bring visitors from Kings Cross. Built as the 'People's Palace', this remarkable seven-acre Grade II listed building remains one of London and the UK's most iconic structures, and in 1936 achieved global recognition as the birthplace of television.

Today Alexandra Palace is surrounded by 196 acres of Grade II listed parkland and offers unprecedented views of the city. The multi-award winning destination maintains its original enterprising spirit by hosting an eclectic mix of live music, sport, cultural and leisure events.

Alexandra Park and Palace mission

"To uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes."

Alexandra Park and Palace Act 1985

Our vision for the regeneration of Alexandra Park & Palace

To regenerate Alexandra Palace and Park, in the pioneering spirit of our founders, creating a proud, iconic London destination with global appeal – a successful, valuable and sustainable asset for all including the local community and stakeholders.



Message from the Chair

Celebrating our history as we build for the future

We ended the financial year with uplifting news: in March 2015, we secured a grant from the Heritage Lottery Fund (HLF) for our major project to restore the east wing of Alexandra Palace.

As part of this vital refurbishment, we will bring back to life the former BBC studios, birthplace of public broadcast television, which is to become an interactive visitor attraction; restore our historic Victorian theatre; and turn the East Court into a welcoming arrival space. Once completed in 2018, the project will transform the eastern end of Alexandra Palace into a new cultural destination, to rival the best on offer elsewhere in London.

Money for the project comes in the form of an £18.8m grant from the HLF, and is supported by £6.8m in match funding from Haringey Council.

While developing our successful bid, we have engaged with our stakeholders to a greater extent than ever. There was real debate about our proposals for the restoration – particularly about our plans for the BBC studios – but most people we consulted supported our plans. The Board is convinced that the proposals are a sound basis for developing a visitor attraction that is not only popular, but does justice to our rich and eclectic history here at Alexandra Palace.

We have a number of important challenges to meet between now and 2018, but I am confident that we have the team in place to meet them.

One challenge will be to raise additional private and public donations for the refurbishment project. We have set ourselves the task of raising £1m by the end of 2016 – and have already made a good start, securing a donation of £50,000 from the JP Getty Trust.

This has been a difficult year for local authorities financially, and at Alexandra Park and Palace we have had to absorb our share of the reductions in support from Haringey Council, which are also being felt by other council services. We have, however, been able to set out a sustainable, long-term plan for the future, based on the continuing commercial success of our Trading Company.

Commercially, 2014/15 was another successful year. There was a full events programme, including sporting highlights such as the World Darts Championship and the Masters Snooker; the Alexandra Palace Fireworks Festival, which is re-establishing itself as an annual feature after returning in 2013; and concerts from artists such as Alt-J, the 1975, the Libertines and Jake Bugg.

The summer programme of events in the Park continues to involve people from a wide catchment area. At the time of writing we are looking forward to events as varied as the return of the Red Bull Soapbox Race, four craft beer festivals, and our Summer Festival on July 25. We are also looking forward to the arrival of the Go Ape high ropes course, a major new leisure facility in the Park.

I am delighted to report that our learning, community and volunteering programmes, which underpin our outreach work, are going from strength to strength.

We are grateful to the Heritage Lottery Fund and Haringey Council for their commitment to our programme of transformation, and I am confident that we will continue to justify their faith in us.

Joanna Christophides

Interim Chief Executive's report

A year of transformation for the People's Palace

2014/15 has been a significant year for Alexandra Park and Palace and arguably a turning point in our future. The successful outcome of our Heritage Lottery Fund grant application, in which we secured one of the fund's biggest ever awards, was a major step in realising our aspirations but there is still much to do in the year to come.

The good news is that we now have most of the funding we need to tell the story of the birth of public television broadcasting in the place where it all happened; and to create a new and flexible performance space in a historic Victorian theatre which has been closed to the public for nearly 80 years.

Together, these two new cultural attractions will add to the depth and quality of what is on offer at Alexandra Palace, drawing on our rich history in order to deliver a public destination that will attract visitors from London, across the UK and overseas.

From concerts to exhibitions, from ice discos to darts, from food festivals to fireworks, we have hosted a series of successful events over the past year – and our Trading Company benefits from Alexandra Palace's heritage, setting and facilities to deliver these.

By continuing to evolve our business to meet challenges as we develop our facilities, we can continue to increase the quality and range of our public offering as the "People's Palace", and become ever more financially self-sufficient as a charity.

One reason for our recent success has been the strength of our community engagement programmes. As well as holding regular meetings with our statutory advisory and consultative committees, we have taken care to offer all interested groups, in the London Borough of Haringey and beyond, the chance to discuss our plans with us. We have worked actively to engage with a wider audience by developing our website and social media. We have also developed our relationships with key delivery partners, including the BBC; national and local museums; and special interest groups, who possess a fount of detailed knowledge about us and our history.

It has been heartening to receive positive feedback from the public on how far we have come in the last few years, and we encourage the public to continue to let us know their views about the work we are doing.

In April 2015 our Chief Executive Duncan Wilson OBE left Alexandra Park and Palace to head up the newly created Historic England. In his time at Alexandra Park and Palace significant milestones were achieved and he has left the Park and Palace in a strong position for the future. Duncan would be the first to state that none of this progress would be possible without the commitment of our staff and volunteers. I would like to pay tribute to their continued dedication and professionalism, which help us become what we aim to be: the People's Park and Palace.

Emma Dagnes

Our timeline

1863

Alexandra Park opened to the public with an abundance of activities. Its curving informal walkways were designed by landscape architect Alexander McKenzie.



1873

Alexandra Palace opened on Queen Victoria's 54th birthday with a grand celebration including concerts, recitals and fireworks. Tragedy struck 16 days later when a fire broke out in the Palace, burning it down in its entirety.



1875

The new Alexandra Palace opened to the public with its new Henry Willis organ; one of the largest in Europe at the time.



1901

Following the introduction of the 1900 Alexandra Park and Palace (Public Purposes) Act, Alexandra Palace was re-opened, free to the public for the first time.



1914

Alexandra Palace was requisitioned by the Government to be used first as a Belgian refugee camp and later as a German and Austrian internment camp for the duration of WWI.



1936

On 2 November the world's first regular high-definition public television broadcast took place from the BBC studios at Alexandra Palace.



1939

Belgian refugees returned to Alexandra Palace during WW2 and the Palace's transmitter tower was used as a decoy for enemy aircraft.

1980

For the second time, fire broke out across Alexandra Palace burning a large part of the building to the ground. Substantial restoration works began shortly after the fire and the Palace finally re-opened in 1988.



1996

Alexandra Palace was recognised as a building of special architectural or historic interest and received a Grade II listing.

2015

Alexandra Palace received commitment of £18.8 million Heritage Lottery Funding, to restore the BBC Studios, Victorian Theatre and the East Court



Our priorities



To achieve long-term financial sustainability to secure the future of the Park and Palace as a public amenity and visitor destination.

To redevelop the Park and Palace as a leisure and entertainment destination, anchored by a major live entertainment venue, to match the best on offer in London whilst retaining the special nature of the 'People's Palace'.

To respect the rich history and heritage potential of the Park and Palace and their continued preservation, refurbishment, interpretation and use as a resource for learning and enjoyment.

To deliver wider community benefit, including contributions to public health and well-being, the environment and the economy.

A commitment to quality and to high standards of design, delivery, management and operations, to meet the expectations of users and stakeholders and befitting the historic importance and iconic nature of the destination.

To maintain free access to the Park and continue to manage it as an amenity for the local community and for visitors.

To make accessible the most historically significant areas of the Palace, including the BBC TV studios and the theatre.

To reinforce the role of the Trust in delivering these aims.



The People's Palace

A north London destination since 1873, Alexandra Palace is maintained and run for the benefit of the public – hosting more than 200 events in the past year.

Built in the 19th century as the “People’s Palace”, Alexandra Palace today hosts a diverse range of events and activities for the public – based in huge, characterful venue spaces such as the vast Great Hall, the glass-covered Palm Court and, of course, our ice rink. Together we have up 148,000 square feet of usable space, from which we ran more than 200 events in 2014/15.

We run our events, catering and ice rink operations on a commercial basis, with all profit gifted back to the Trust.

In 2014/15 our revenue from trading activities grew by more than 10%, meeting a key commercial target for the year; and we still made a significant profit. We achieved our target revenue growth by increasing the number of concerts and live events, offering more and better exhibition content, and taking a proactive approach to corporate sales. We focused our efforts on running high-profile events – which in turn attracted a higher footfall, along with a varied demographic reflecting the different types of events we host.

In terms of live music, for example, we attracted more than 190,000 music fans to Alexandra Palace over the year – hosting fans of artists such as Alt-J, the 1975, the Libertines, Bonobo and Jake Bugg (the last of whom was sold out for two nights). Our peak period for music was October, when we hosted six nights of concerts over seven busy days, attended by 55,000 people.

We also ran sports events at the Palace. Once again we hosted the World Darts Championship over Christmas and New Year, with all 50,000 tickets selling out in advance. In January, we hosted the Masters Snooker, which attracted 18,000 fans.

Our exhibitions, too, attract a diverse range of audiences, from the Great British Tattoo Show and RYA Dinghy Show in spring, to the Knitting & Stitching Show and Antiques & Collectors Fair in autumn; in 2014/15, visitor numbers were up at all our regular shows. We were also able to attract five new exhibitions, from the Southern Home Show for home improvers to the Edible Garden Show for lovers of home-grown veg.

After the success of the Fireworks Festival in 2013, a new initiative was to develop an in-house events programme. We ran two craft beer festivals in 2014/15; and - following the German Bier Festival which we ran on the same day as the fireworks in 2013 and 2014 - we developed a standalone German Bier Festival for April which is set to become a regular in the calendar. We are also busy planning our fun-filled Summer Festival for 2015. Running our own event programme not only allows us to retain a greater share of profits from an event, but demonstrates our ability to plan, manage and deliver a successful event from start to finish.

Overall, the success of our events business drove further spend across all other trading areas. Retail catering saw a 7% increase in revenue, while the Bar & Kitchen achieved its best financial results to date.

Our ice rink exceeded its target for the year: helped by the introduction of online ticketing, it increased its revenue by 10%.

Looking forward, we are confident that we are set for another healthy year of trading – with many more visitors set to enjoy the eclectic mix of events and activities at the People’s Palace.

The People's Park

With its landscaped grounds and views of the capital, there's no park like Alexandra Park. It's a place of relaxation and reflection for north Londoners – and a draw for visitors from further afield.

In 2014/15 an estimated 3 million people visited Alexandra Park, whether to see the fireworks, come to a festival, enjoy a park run or just have a Sunday stroll. Not for nothing is it known as the People's Park. Assisted by our volunteers, we aim to maintain and preserve the landscape of the Park for visitors to enjoy.

Displays and events

One of our most memorable projects in 2014/15 was the display of poppies and wildflowers, marking the centenary of the outbreak of the first world war. During the war the Palace acted as a refugee camp and then an internment camp, so this was an important centenary for us. This year, we plan to retain the main poppy displays at the foot of the Palace.

We once again hosted a series of commercial events. Some 30,000 visitors enjoyed the Alexandra Palace fireworks, and after a safe and successful display, this will return in 2015. Other events ranged from the Fun Fair in summer to a "Land Rover Snow Day" in winter.

Events throughout the year helped demonstrate our benefit to the community: these included the weekly Park Run on Saturdays; the farmers' market on Sundays; and walks and talks on history and conservation led by the Friends of Alexandra Park.

Improving the Park

We have worked to improve Alexandra Park in 2014/15. We delivered a £260,000 project to improve the link from Bedford Road at the east of the Park to Newland Road at the south. For this project, we resurfaced the path, planted trees, sowed a meadow, and created a space for pop-up catering.

We also created two new orchards in the Grove, in the south-west of the Park; and completed repairs to Campsbourne Play Centre on Newland Road.

Volunteers and community

We owe thanks to the volunteers who help us preserve the Park for the public. These include our team of Park Volunteers who have given more than 100 hours of their time, from improving displays to planting orchards; and the Friends of Alexandra Park, who, as well as organising walks and talks, opened the Park Information Centre 55 times, welcoming more than 1,000 visitors, carrying out surveys and helping us engage with the public.

The Park also welcomed our Conservation Volunteers, and volunteers from John O'Conner Grounds Maintenance.

Our award-winning Park

We continue to win awards for Alexandra Park – recognising, among other things, the work we do to keep our Park welcoming and well maintained for the public.

Green Flag Award
(7th consecutive year)

Green Heritage Award
(5th consecutive year)

London in Bloom Silver Gilt Award
(Large park category)



Poppy Display, Alexandra Park

Tomorrow's Ally Pally

We've been working to deliver a secure, financially viable future for Alexandra Park and Palace – and our flagship restoration project is at the heart of our plans.

We have an exciting vision for the future of Alexandra Park and Palace. It's a future where we deliver entertainment, education and enjoyment to the public – and where every part of our operations contributes to our financial viability as a charity.

Many of our efforts in the past year, of course, have been devoted to our successful funding bid for our major restoration project in the east wing, which will bring back to life the former BBC studios, Victorian theatre and East Court of the Palace.

As the bid proceeded, we focused on raising the profile of our proposals and consulting with the public. Supported by six volunteers, we held a public exhibition on the restoration project in September, which attracted 2,000 visitors and 400 responses. Over six months, we also consulted with residents' groups, Friends' groups, tenants and the wider public.

We conducted interim work on the stage of the Victorian theatre, allowing us to use the main stage after years of it being unusable and derelict. This enabled us to raise the theatre's profile – and allowed us to generate income even before the project starts.

Volunteers have also assisted us behind the scenes: since January 2014, they have been sifting through material, plans and drawings from the historic BBC archive, to help us tell the story of the history of public television broadcasting at the former BBC studios.

Our goal now is to deliver the restoration project to the highest quality and to budget. Our architects, Feilden Clegg Bradley Studios, are working on a technical design (RIBA Stage 4) for the project; and we plan to appoint a contractor in time for works to start in November 2015.

We are also about to embark on a public fundraising campaign to raise the final £1m for the restoration project.

Masterplan and east wing

Since 2012, we have been working to a strategic masterplan for the future of Alexandra Palace – with six specific "big ideas".

The restoration in the east wing follows on from the ideas outlined in this masterplan; helping us open up derelict spaces, improve first impressions and upgrade the Palace entrances.

Another of the "big ideas" we are working on is to develop a hotel in the south-west corner of the Palace. We plan to undertake repair works to the building fabric in this area, so that the project is ready to take to market.

Maintaining the Palace

In the past year, we have completed a condition survey and 10-year fabric maintenance plan (FMP) for the whole of the Palace. This allows us to assess how much maintenance work there is to do, so we can clear the backlog and agree principles for conservation and repair.

In particular, we plan to make the "exterior envelope" of the Palace weather-tight; this will support events, and prevent further deterioration of the structure, which would cost us money in future.

We plan to implement the FMP within our current budget, finding sources of additional funding as we move forward.

We have also updated our existing conservation management plan.





Engaging with the community

In the past year, we have engaged further with the local community – encouraging pupils, families, visitors and volunteers to get involved with a local landmark.

It has been a year of expansion for our community and learning programmes. We continued to develop workshops for schools, and ran events for the public including the “War on the Home Front” exhibition and history tours. We also consulted widely on our proposals for the restoration of the east wing of the Palace, and continued to encourage volunteers to the Park and Palace.

Schools and families

2014/15 was the second year of our learning programme for schools. As part of the programme, more than 1,280 pupils – nearly three times as many as the year before – attended workshops on the Palace’s history. We focused our efforts on attracting new schools to the workshops, which we succeeded in doing by meeting headteachers and running an afternoon tea promoting the idea of using the Palace to enrich the National Curriculum.

Our workshops were aimed at pupils in Key Stage 2 (aged 7–11), but we also developed and delivered pilot workshops for pupils in Key Stages 1 (aged 5–7) and 3 (aged 11–14). In future, we want to offer a wider range of workshops. We aim to attract schools from deprived wards in the Borough of Haringey, and plan to market the programme to surrounding boroughs.

We also run free drop-in family activities in the school holidays, inspired by the history of the palace. Our family activities are becoming more popular: 98 people took part over the last year.

Exhibition and tours

In September 2014 we launched our year-long exhibition “War on the Home Front”, telling the little-known stories of Belgian refugees and German and Austrian internees at Alexandra Palace during the first world war. More than 1,900 people visited the exhibition between September and March.

Alongside the exhibition, our team ran supporting events including bi-monthly talks, family activities and a schools programme. Partnering with the BBC Concert Orchestra and Haringey Young Musicians, we also attracted funding for a free concert in September 2015 – to mark 100 years since the formation of the internee orchestra in September 1915.

We also continued to run popular history tours, which took visitors on a journey spanning the 150 years of Alexandra Palace’s history. Some 2,200 people visited the Palace for the tours, which sold out within 48 hours of going on general sale.

Consulting about our restoration

To help us plan our restoration of the Palace, we consulted widely with the public and stakeholders, receiving more than 1,600 responses. In future consultations, we aim to reach an even wider cross-section of people, including local groups, residents without internet access, and residents who are not native English speakers.

Volunteers

Since we launched our volunteer programme in September 2013 we have welcomed 50 active volunteers to the Park and Palace, who between them have donated some 4,000 hours of their time. They have supported our community engagement efforts by welcoming visitors, helping deliver workshops and running family activities; and supported the Park and Palace by helping with archives, fundraising, gardening, photography and more.

We aim to continue to attract volunteers – and to work with a volunteer centre and the Department for Work and Pensions, to develop opportunities for people who are from disadvantaged backgrounds or are disabled or unemployed.



Shaun Murphey, World Snooker The Masters, Champion 2015

What we have achieved

Each year we identify specific objectives against which we measure our progress. The last year saw us achieve great success across the organisation and some of the highlights are given below.

Grow and strengthen the trading company business

- The last financial year saw a 10% growth in revenue and significant profit as a result of trading activities
- We delivered more than 200 events in 2014/15
- Retail catering saw a 7% increase in revenue whilst the Bar & Kitchen achieved its best financial results to date
- The ice rink exceeded its target for the year, increasing revenue by 10%

Secure funding for the restoration of the BBC Studios, Victorian Theatre and the East Court

- We secured £18.8 million of Heritage Lottery Funding and a further £6.8 million of funding from Haringey Council

Continued maintenance and repairs of the Palace

- We have delivered the Fabric Maintenance Plan within budget, which included making the exterior envelope weather-tight to support event use and prevent further deterioration and expense
- We replaced two boilers, repaired the roof and hard surface and overhauled the lifts

Continuing to deliver a high quality Park

- Retaining the Green Flag Award and Green Heritage Award along with achieving a silver-gilt London in Bloom Award
- Hosting an estimated 3 million visitors and removing 350 tonnes of refuse
- Creating a hugely successful display of poppies and wild flowers to mark the centenary of the start of the First World War.
- Creating two new orchards in the Grove with 26 fruit trees

Continue to engage with the local community

- We tripled the number of schools visiting the Palace to over 1200 pupils
- The War on the Home Front exhibition opened in September 2014, attracting 1,992 visitors to the exhibition between September 2014 and March 2015
- Delivered four weekends of History Tours with all tickets selling out within 48 hours of going on general sale and attracting 2,200 people.
- Growing the database of people interested in the historical elements of the Palace and Park to over 20,000
- We have 50 active volunteers on site who have donated 4000 hours to the Park and Palace



Boating Lake, Alexandra Park

The year ahead

Our strategic objectives for 2015/16 are:

Continue to develop our commercial opportunities

- Achieving 2015/16 gift aid targets
- Raise Alexandra Palace's profile through increased editorial coverage
- Update a number of our online booking systems to improve customer and client service
- Push catering and marketing upsells to ensure we are maximising the revenue potential from all events
- Develop plans for the 25th anniversary celebration of the Ice Rink in July

Continue to develop our events operations

- Ensure the successful roll out of our updated Venue Management Plan
- Liaising with licensing and LBH to increase the capacity of our event spaces
- Introducing a new CRM system
- Continuing to build strong working relationships with third parties such as our ticketing partner

Deliver the restoration project

- Appointing a contractor for the restoration of the BBC Studios, Victorian Theatre and East Court with the first enabling works on site starting in November 2015
- Ensure the architect's completion of Technical Design (RIBA Stage 4) for the Restoration Project to ensure quality, build-ability, value, conservation and maximum benefit

Maintain the fabric of the palace

- Implementing the recommendations and priorities of the Fabric Maintenance Plan (FMP) within the current budget
- Finding sources of additional funding, to progress improvements to the fabric and services to the remainder of the Palace, and to complement the restoration of the BBC studios, East Court and the Victorian theatre

Maintain the Park

- Produce a new park vision to guide the management of the Park for the next 10-15 years.
- Secure a new contract to deliver effective and efficient grounds maintenance

Engage with the local community

- Increase the number and age range of pupils visiting the Palace and widen the offer of the learning programme to include the Park
- Increase the number of volunteer opportunities across the Park and Palace
- Develop more partnership opportunities with local organisations to deliver more engaging and innovative activities and performances
- Develop and pilot an ESOL programme to engage local residents who are not native English speakers

Financial Overview

The Trust had a very busy year. We not only performed our charitable role of looking after the Park and Palace, but also led a major restoration project – resulting in our successful bid to the Heritage Lottery Fund to restore the east end of the Palace, BBC studios and Victorian theatre.

As in previous years, incoming revenue for maintaining the Park and Palace came from the following sources: our corporate trustee, the London Borough of Haringey; gift aid arising from profit from our Trading Company; and leases granted to our tenants in the Park.

Taking the first of these, the Trust relies on continuous revenue support from the Borough; the Trust's balance sheet has reflected this support as a long-term loan since 1980, when the Borough became a corporate trustee. As at 31 March 2015, the accumulated total of this support was £51m. On that date, however, the Borough and the Trust agreed that this accumulated revenue support would only become repayable if certain conditions are met by both parties. To reflect this agreement, all accumulated revenue support up to 31 March 2015 is shown in the Trust's accounts as a revenue stream.

As our Trading Company engages in more profit-generating activity and continues to focus on profitability, it is a long-term ambition of the Trust to become more self-sufficient.

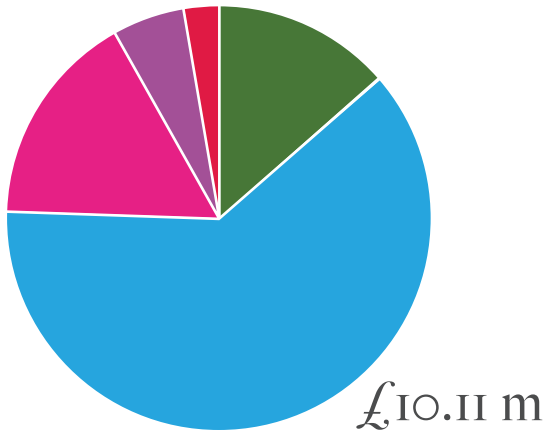
In 2014/15, the Trading Company's turnover has increased to £9.3m, up 11.4% on 2013/14. It delivered profits via gift aid of about £940,000 – in line with profits in 2013/14, but after financing capital and infrastructure investments, preparing the Trading Company for a strategy of growth.

The main Trust-financed project in 2014/15 was our bid for Heritage Lottery Funding. We financed this from two sources: restricted funds that we received for the purpose from the Heritage Lottery Fund; and money from the Borough, who supported this exciting opportunity to restore the Palace for future generations. Spending on the project is reflected in the overall increase in charitable expenditure of £4.7m (up from £3.7m in 2013/14) as money was spent on design fees, surveys, business planning, quantity surveyors, conservation reports and project management.

Our consolidated cash flow position looks healthy, with £2m of funds readily available to support our daily activities.

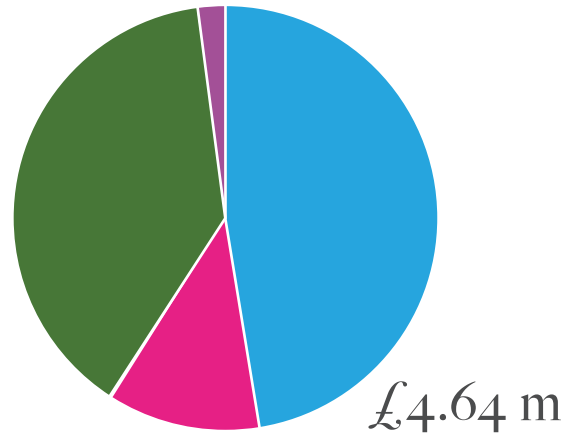
The Borough also provides funds to support capital investment by the Trust, to ensure that the Palace and Park's facilities are maintained as required. In 2014/15 we replaced two boilers, repaired the roof and hard surface, overhauled lifts and invested in maintaining the fabric of the Palace; the total cost of these works was £493,000.

Where our funds come from*



- Ice rink sales £1.37m
- Event & event catering sales £6.26m
- Retail catering sales £1.65m
- Grants £0.55m
- Park and Palace leases £0.28m

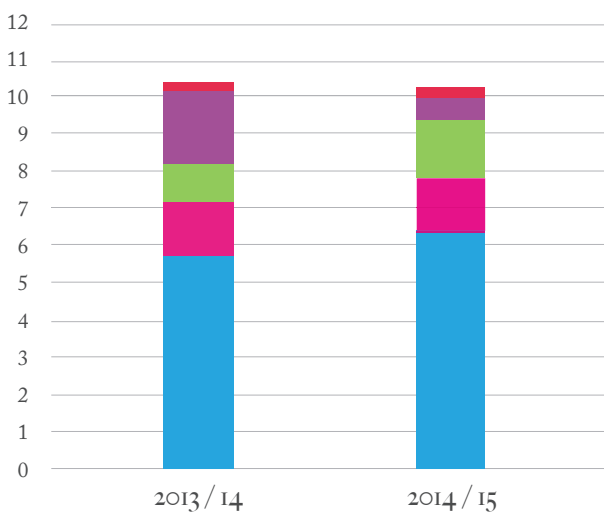
Analysis of charitable expenditure



- Running & maintaining the Palace £2.20m
- Running & maintaining the Park £0.55m
- Regeneration £1.79m
- Learning and Community £0.10m

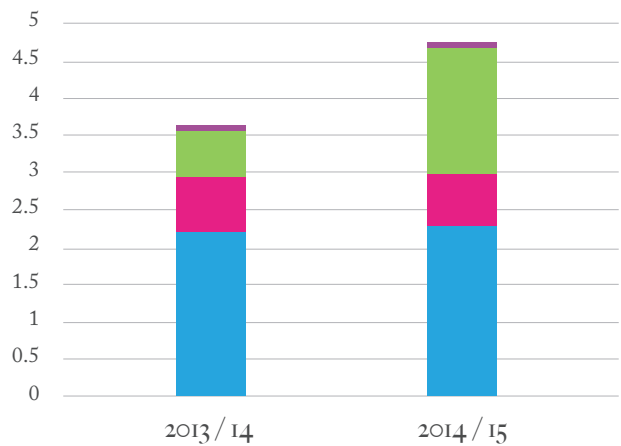
*Excluding Other Incoming Resources: Contribution from Corporate Trustee

Total income compared to last year



- Park and Palace leases
- Grants
- Retail catering sales
- Ice rink sales
- Event & event catering sales

Charitable expenditure compared to last year



- Learning & Community
- Regeneration
- Running and maintaining the Park
- Running and maintaining the Palace

Structure, governance & management

Our governing documents are collectively known as the Alexandra Park and Palace Acts and Orders 1900–2004.

Alexandra Park and Palace was created as a trust by Act of Parliament in 1900, with further powers being conferred by subsequent acts in 1903, 1905 and 1913. In 1967 a court case established that the Trust was charitable, and it was registered with the Charity Commission in 1981. Following a major fire in 1980 and a subsequent public inquiry, a further Act was passed in 1985 amending the previous legislation. Finally, the Charities (Alexandra Park and Palace) Order 2004 gave the trustees power to lease the whole or parts of the Palace, subject to the consent of the Charity Commission, without changing the purposes for which the Park and Palace are held in trust.

In 1980 the functions of the trustees were transferred to the London Borough of Haringey. This means that the Trust is subject to the full range of local government legislation in addition to the requirements of charity law. The Alexandra Park and Palace Board is appointed by the Borough and meets quarterly. Voting members are Haringey councillors, elected annually to reflect the political composition of the Council; non-voting members are appointed to provide additional advice and expertise. Charity trustees who are also councillors step down for local government elections and those who are re-elected may be re-appointed at the annual general meeting of the Council held in May each year.

The charity trustees must act exclusively in the best interests of the Trust when dealing with Trust matters. They have overall responsibility for ensuring that adequate systems of control are

maintained to safeguard the Trust's assets, to provide reasonable assurance that it is operating efficiently and effectively, that it complies with relevant laws and regulations and that it maintains proper records. The trustees have identified the major risks to which the Trust is exposed and have a formal process to ensure they are managed and that the risk register is kept up to date. To support the executive management team's operations, the Board reviews and approves the annual budget and appoints an internal auditor.

Three committees advise the Board and meet separately on a quarterly basis. The Statutory Advisory Committee (SAC) was established by Act of Parliament to provide advice from a defined list of organisations. The London Borough of Haringey set up the Consultative Committee (CC) to provide advice to the Board from a wide range of local organisations. Finally, the Finance Resources and Audit Committee (FRAC) was set up to take delegated responsibility on behalf of the Board for overseeing the company's financial policies, performance, plans and risk management. The wholly owned trading subsidiary, Alexandra Palace Trading Limited (APTL), is governed by a separate Board appointed by the Trust.

At the beginning of each municipal year an induction meeting is arranged and Board members are provided with the governing documents together with key reports, minutes, budgets and audited accounts. Further training is considered on an individual basis.

Alexandra Park and Palace's executive team manages the day-to-day operations of the Park and Palace. Between them, members of the team have many years of experience across both public and private sectors.

Executive Team



Emma Dagnes
Interim Chief Executive



Lucy Fenner
Commercial Director



Tot Brill
Interim Director of
Regeneration



Dorota Dominiczak
Director of Finance
& Resources

Board Members

Voting Members



Cllr Joanna Christophides
Chair from June 2014



Cllr Jennifer Mann
until May 2015*



Cllr Barbara Blake
until May 2015*



Cllr Bob Hare
from June 2014



Cllr Tim Gallagher
from June 2014



Cllr Patrick Berryman
from June 2014

Non Voting Members



Colin Marr
Chair CC
until June 2014



Gordon Hutchinson
CC from June 2014



Nigel Willmott
CC from June 2014



Richard Hooper
to May 2015
Non-Executive Board Members



Robert Kidby
from May 2014



David Liebeck
Chair SAC
until June 2015

*Haringey Council appointed Cllr Liz McShane and Cllr Anne Stennett onto the Board of Trustees to replace outgoing Councillors Jennifer Mann and Barbara Blake in May 2015.

Structure, governance & management (continued)

Our stakeholder groups

Alexandra Park and Palace Charitable Trust works closely with a number of special interest groups who each have a particular interest and experience in a unique area of Alexandra Park and Palace.

Members of these groups invest significant amounts of their own time on a voluntary basis and are represented across both the Statutory Advisory Committee and the Consultative Committee. Their noteworthy contribution and support is vital for the Park and Palace to thrive.

Our special interest groups

Friends of Alexandra Palace Theatre

Alexandra Palace Television Society

Friends of Alexandra Park

Alexandra Palace Television Group

Alexandra Palace Organ Society

For public benefit

The 1985 Act defines our principal object as follows:

“To uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes.”

In approving the Trust’s plans and priorities, the trustees have given due regard to the Charity Commission’s guidance on public benefit. The Park has 3 million visitors each year and is open to the public free of charge. It provides visitors with its wide range of facilities, activities and attractions all year round. The Palace has a public ice rink and is the venue for public concerts, exhibitions and sporting events, which add to our popularity as a visitor attraction.

In its current condition, approximately two-thirds of the Palace can safely be opened to the public, but a key focus of our regeneration programme is to make historic and long-closed parts of the Palace accessible to the public once again.

Diversity and disability

The Trust aims to treat all people with courtesy and respect, regardless of race, religion, gender, disability or sexual orientation.

Statement of Trustees’ responsibilities

The trustees are responsible for preparing the Trustees’ Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Structure, governance & management (continued)

In so far as the trustees are aware:

there is no relevant audit information of which the charity's auditor is unaware; and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Alexandra Park and Palace Acts and Orders 1900–2004. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditor

Deloitte LLP have declared their willingness to continue in office and appropriate arrangements are being made for them to be deemed reappointed as auditors in the absence of an annual general meeting.

Approved and authorised for issue by the Trust on 22 July 2015 and signed on its behalf by:

Joanna Christophides

Chair of the Board of Trustees

Alexandra Park and Palace is a registered charity in England and Wales (no 281991) with its principal office at Alexandra Palace, Alexandra Palace Way, London N22 7AY.

Advisors

Auditor: Deloitte LLP, Chartered Accountants and Statutory Auditor, 2 New Street Square, London, EC4A 3BZ.

Bankers: Royal Bank of Scotland plc, 280 Bishopsgate, London, EC2M 4RB.

Barclays Bank plc, 1 Churchill Place, Canary Wharf, London, E14 5HP

Solicitors: Bates Wells & Braithwaite, 2–6 Cavendish Street, London, EC4M 6YH.





Alexandra Park and Palace Charitable Trust

Independent auditor's report to the Trustee of Alexandra Park and Palace Charitable Trust

We have audited the financial statements of Alexandra Park and Palace Charitable Trust for the year ended 31 March 2015 which comprise the Consolidated and Trust Statement of Financial Activities, the Consolidated and Trust Balance Sheets, the Consolidated Cash Flow Statement and the related notes 1 to 27. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustee, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Trustee and the auditor

As explained more fully in the Statement of Trustees' Responsibilities, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and the parent charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charity's affairs as at 31 March 2015, and of the group's incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011 and The Alexandra Park and Palace (Public Purposes) Act 1900.

Alexandra Park and Palace Charitable Trust

Independent auditor's report to the Trustees of Alexandra Park and Palace Charitable Trust
(continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept by the parent charity; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Deloitte LLP

Chartered Accountants and Statutory Auditor
London, United Kingdom
15 July 2015

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

Alexandra Park and Palace Charitable Trust

Consolidated statement of financial activities for the year ended 31 March 2015

	Notes	Unrestricted funds £'000	Restricted funds £'000	Total 2015 £'000	Total 2014 £'000
Incoming resources:					
Incoming resources from generated funds					
Voluntary income	3	-	543	543	1,872
Activities for generating funds	4	9,283	-	9,283	8,330
Investment income	6	5	-	5	7
Incoming resources from charitable activities					
	5	276	-	276	342
Other incoming resources					
	20	51,032	-	51,032	-
Total incoming resources		60,596	543	61,139	10,551
Resources expended:					
Cost of generating funds					
Fundraising trading cost of goods sold and other costs		8,113	-	8,113	7,137
Charitable activities					
		3,950	691	4,641	3,535
Governance costs					
		144	-	144	139
Total resources expended	7	12,207	691	12,898	10,811
Net (outgoing)/incoming resources before other recognised gains and losses and transfers					
		48,389	(148)	48,241	(260)
Transfers	21	493	(493)	-	-
Actuarial gain/(loss) on pension scheme	23	17	-	17	(132)
Net movement in funds					
		48,899	(641)	48,258	(392)
Opening fund balance as at 1 April					
		(46,570)	724	(45,846)	(45,454)
Closing fund balance as at 31 March	23	2,329	83	2,412	(45,846)

The notes on pages 38 to 52 form an integral part of these financial statements. All of the above amounts are derived from continuing activities.

Alexandra Park and Palace Charitable Trust

Trust statement of financial activities for the year ended 31 March 2015

	Notes	Unrestricted funds £'000	Restricted funds £'000	Total 2015 £'000	Total 2014 £'000
Incoming resources:					
Incoming resources from generated funds					
Voluntary income	3	-	543	543	1,872
Investment income	6	1,130	-	1,130	1,140
Incoming resources from charitable activities					
	5	276	-	276	342
Other incoming resources					
	20	51,032	-	51,032	-
Total incoming resources		52,438	543	52,981	3,354
Resources expended:					
Charitable activities					
		3,950	691	4,641	3,535
Governance costs					
		126	-	126	122
Total resources expended	7	4,076	691	4,767	3,657
Net (outgoing)/incoming resources					
before transfers					
		48,362	(148)	48,214	(303)
Transfers	22	493	(493)	-	-
Net movement in funds					
		48,855	(641)	48,214	(303)
Opening fund balance as at 1 April					
		(45,817)	724	(45,093)	(44,790)
Closing fund balance as at 31 March	23	3,038	83	3,121	(45,093)

The notes on pages 38 to 52 form an integral part of these financial statements. All of the above amounts are derived from continuing activities.

There were no other recognised gains or losses in either year except for those dealt with above.

Alexandra Park and Palace Charitable Trust
Consolidated and trust balance sheet at 31 March 2015

	Notes	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Fixed assets:					
Tangible assets	13	4,711	4,413	4,342	4,139
Investments	14	-	-	-	-
		4,711	4,413	4,342	4,139
Current assets:					
Stocks	15	106	108	-	-
Debtors: due within one year	16	1,548	2,097	1,163	2,330
Cash at bank and in hand		2,039	1,813	-	-
		3,693	4,018	1,163	2,330
Creditors: amounts falling due within one year	17	(3,980)	(3,214)	(896)	(1,104)
Net current (liabilities) / assets		(287)	804	267	1,226
Total assets less current liabilities		4,424	5,217	4,609	5,365
Creditors: amounts falling due after more than one year	18	(1,509)	(1,732)	(1,488)	(1,711)
Provisions for liabilities	20	-	(48,747)	-	(48,747)
Net assets/(liabilities) excluding pension scheme liability		2,915	(45,262)	3,121	(45,093)
Defined benefit pension scheme liability	25	(503)	(584)	-	-
Net assets/(liabilities) including pension scheme liability		2,412	(45,846)	3,121	(45,093)
Accumulated funds:					
Unrestricted funds		464	(48,218)	670	(48,050)
Designated capital funds		2,368	2,233	2,368	2,233
Pension deficit funds		(503)	(585)	-	-
	21	2,329	(46,570)	3,038	(45,817)
Restricted funds	22	83	724	83	724
Total surplus/(deficit)	23	2,412	(45,846)	3,121	(45,093)

Approved by the Board of Trustees on 2015 and signed on its behalf by:



Councillor Joanna Christophides

The notes on pages 38 to 52 form an integral part of these financial statements.

Alexandra Park and Palace Charitable Trust

Consolidated cash flow statement for the year ended 31 March 2015

	Notes	Group 2015 £'000	Group 2014 £'000
Net cash inflow from operating activities		1,449	965
Returns on investments and servicing of finance:			
Interest received		5	7
Interest paid		(65)	(67)
Net cash inflow		1,389	905
Capital expenditure:			
Fixed asset additions		(747)	(1,158)
Cash inflow/(outflow) before financing		642	(253)
Loan repayments		(213)	(153)
Increase/(decrease) in cash in the year		429	(406)
Cash at 1 April		1,550	1,956
Cash at 31 March		1,979	1,550
Represented by:			
Cash at bank and in hand		2,039	1,813
Overdraft	17	(60)	(263)
		1,979	1,550

Note to the consolidated cash flow statement

	Group 2015 £'000	Group 2014 £'000
Reconciliation of net outgoing resources to net cash inflow from operating activities:		
Net incoming/outgoing resources before other recognised gains and losses and transfers	48,241	(260)
Depreciation	449	434
Charges less than pension contributions	89	(32)
Interest receivable	(5)	(7)
Interest payable	65	68
(Increase)/decrease in stocks	2	(25)
(Increase)/decrease in debtors	549	(1,480)
Increase in creditors	806	1,134
Increase/(decrease) in provisions	(48,747)	1,133
Net cash inflow from operating activities	1,449	965

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015

1. Basis of accounting

The financial statements have been prepared under the historical cost convention (with the exception of pension assets which are held at fair value) and have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005 as updated), and applicable United Kingdom accounting standards.

Alexandra Park and Palace Charitable Trust is a going concern due to the ongoing financial support of the corporate trustee, London Borough of Haringey. It is the Council's current policy to continue to provide funding to the Alexandra Park and Palace Charitable Trust until such time as the support of the Council is no longer required. The Council has confirmed in writing that it has considered and approved within its budgets funding, including ongoing revenue support, for the Trust for a period of not less than twelve months from the date of signing the accounts. Taking this and any possible uncertainties into consideration, the trustees believe it is appropriate to prepare these accounts on a going concern basis.

2. Accounting policies

Basis of consolidation

The consolidated financial statements comprise those of the Trust and its wholly-owned subsidiary, Alexandra Palace Trading Limited. The results of the subsidiary are consolidated on a line by line basis.

Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Trust for a particular purpose. The aim and use of each restricted fund is set out in the notes to the financial statements.

The designated capital fund represents the net book value of fixed assets purchased with capital grant funding from the Council since 2009/10.

The unrestricted fund represents the accumulated surpluses and deficits of the Group. The funds generated by the Trust are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the trust is legally entitled to the income, it is virtually certain that the incoming resource will be received and the amount can be quantified with reasonable accuracy. The financial statements therefore reflect income due to the Group but not received by the end of the year.

Income from events and trading activities is recognised at the date of the event. Income from leases is recognised over the period of the lease.

Funds received for the purchase of fixed assets are accounted for as restricted income. Once the acquisition discharges the restriction of the grant then the assets will be held in designated funds. A transfer of the fixed assets from restricted funds will therefore be made to the designated fund in the year of purchase. Deferred income within creditors is made up of advance lease payments, together with payments

that have been received for events that will take place in future years. The bulk of this sum relates to the charity's trading company, Alexandra Palace Trading Limited.

Resources expended and the allocation of expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to this category. Where costs cannot be attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources. Allocated costs have been allocated on the average of floor area basis and head count basis.

Governance costs are the costs associated with the governance arrangements of the charity which relate to the general running of the charity as opposed to those costs associated with fundraising or charitable activity. Included within this category are costs associated with the strategic as opposed to day-to-day management of the charity's activities, and includes audit fees, professional fees and an allocation of support costs.

Support costs are those costs incurred in support of the expenditure on the objects of the Trust. These support costs are allocated across the categories of charitable expenditure, governance costs and the cost of generating funds.

Investments

Fixed asset investments are shown at cost less provision for impairment in value in the Trust's accounts.

Valuation of fixed assets

The freehold and fixed assets of the Trust include the Grade II listed Victorian Palace building and its contents, including the Willis organ, and the 196 acres of parkland. Under the terms of the Alexandra Park and Palace Act 1985, the freehold and fixed assets of the Trust cannot be disposed of.

In the past no value has been put on the Park and Palace as this is deemed to be an inalienable asset as the Act of Parliament places restrictions on its disposal. This policy has been continued as reliable cost information is not available, conventional valuation approaches lack sufficient reliability and significant costs would be involved in obtaining a valuation which would be onerous compared with the additional benefit derived by users of the accounts. For new assets the Trust has adopted a policy of capitalising improvements to the buildings and other assets purchased.

All other tangible fixed assets are shown at cost, less accumulated depreciation to date. Depreciation is provided on all tangible fixed assets and is calculated at rates designed to write off the cost of fixed assets over their expected useful lives. The rates applied are as follows:

Improvements to Palace and Park:	-	on a straight-line basis over 10 to 25 years
Plant and machinery:	-	on a straight-line basis over 10 years
Motor vehicles:	-	on a straight-line basis over 5 years
Office equipment, furniture and fittings:	-	on a straight-line basis over 5 years

The minimum capitalisation threshold is £500.

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

2. Accounting policies (continued)

Valuation of stocks

Stocks consist of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value.

Bank account

The Alexandra Park and Palace bank account is included in the arrangements for the Council's pooled account.

Provisions and contingent liabilities

These accounts reflect a decision of the Corporate Trustee, London Borough of Haringey, and the Trust that the amount of a revenue support (contribution) from the Borough advanced to the Trust since 1980 and up to 31 March 2015 will not be repayable in whole or in part by the Trust unless and until full financial provision has been made for the obligations and contractual commitments of the Trust for the foreseeable future. Any assessment of these obligations and commitments must be to the satisfaction of both the Trust and the Borough before any such repayment is initiated. On this basis the Trust has concluded that payment in the foreseeable future is not probable and have therefore released the provision and disclosed the amounts potentially due at some unknown point in the future as a contingent liability.

Related party transactions

Because of the close and unique relationship between Haringey Council and Alexandra Park and Palace, there are a significant number of transactions between the two parties. The extent of this relationship is detailed in Note 27 to the financial statements.

The Trust has taken advantage of the exemption under FRS8(3) from disclosing transactions with its wholly-owned subsidiary.

Leased assets

All leases are operating leases and the annual rentals are charged to the Statement of Financial Activities over the period in which the cost is incurred.

Pension contributions

The Group operates a defined benefit pension scheme on behalf of certain employees of Alexandra Palace Trading Limited (APTL). The scheme is administered by Haringey Council, although the pension funds relating to the APTL employees are held in a separately managed pool within the overall Haringey scheme. The deficit on the scheme is included within the balance sheet at 31 March 2015.

The difference between the fair value of the assets held in the defined benefit pension scheme and the scheme's liabilities measured on an actuarial basis using the projected unit method are recognised in the Group's balance sheet as a pension scheme asset or liability as appropriate.

Changes in the defined benefit pension scheme assets or liabilities arising from other factors than cash contributions by the Group are charged to the Statement of Financial Activities in accordance with FRS 17.

The Group also operates a defined benefit pension scheme on behalf of certain employees of Alexandra Park and Palace Charitable Trust,

also administered by Haringey. However, the pension funds relating to the APPCT employees are not included in a separate pool and as such, it is not practical for a full FRS 17 valuation for the Trust staff to be disaggregated from the London Borough of Haringey pension fund. For this reason, the scheme has been treated as a defined contribution scheme for the purpose of the financial statements.

The Group also operates a defined contribution pension scheme on behalf of certain employees. For defined contribution schemes the amount charged to the Statement of Financial Activities in respect of pension costs and other post-retirement benefits is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

3. Voluntary income

Voluntary income represents unrestricted and restricted donations to the Trust and includes a £493,000 (2014: £692,000) restricted capital grant from London Borough of Haringey for priority capital works to the building.

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

4. Activities for generating funds

Group	2015 £'000	2014 £'000
Income from trading activities	9,283	8,330

5. Incoming resources from charitable activities

Group and Trust	2015 £'000	2015 £'000
Income from the Park	123	209
Income from the Palace	141	129
Income from Learning & Community	12	4
	276	342

During the year Alexandra Park and Palace Charitable Trust reviewed the categories of charitable income and expenditure used to describe its activities. The prior year comparatives have been restated accordingly.

6. Investment income

Group	2015 £'000	2014 £'000
Bank interest	5	7
Trust only		
Gift aid from subsidiary	940	950
Licence fee from subsidiary	190	190
	1,130	1,140

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

7. Analysis of total resources expended

Group	Direct costs £'000	Support costs £'000	Total 2015 £'000	Total 2014 £'000
Costs of generating funds:				
Expenditure of trading subsidiary	8,113	-	8,113	7,137
Charitable expenditure:				
Running and maintaining the Park	512	44	556	589
Running and maintaining the Palace	2,027	173	2,200	2,233
Learning and Community	91	8	99	22
Regeneration	1,645	141	1,786	691
	4,275	366	4,641	3,535
Governance costs:				
Wages and salaries	-	66	66	50
Professional fees	41	-	41	53
Audit fees	37	-	37	36
	78	66	144	139
Total for group	12,466	432	12,898	10,811
Trust only				
Charitable expenditure:				
Running and maintaining the Park	512	44	556	589
Running and maintaining the Palace	2,027	173	2,200	2,233
Learning and Community	91	8	99	22
Regeneration	1,645	141	1,786	691
	4,275	366	4,641	3,535
Governance costs:				
Wages and salaries	-	66	66	50
Professional fees	41	-	41	53
Audit fees	19	-	19	19
	60	66	126	122
Total for Trust	4,335	432	4,767	3,657

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

8. Support costs

Group and Trust:	Note	2015 £'000	2014 £'000
Wages and salaries		310	263
Overheads		122	109
	10	432	372

9. Net outgoing resources

	2015 £'000	2014 £'000
Net outgoing resources is stated after charging:		
Fees payable to the charity's auditor for the audit of the charity's annual accounts	19	18
Fees payable to the charity's auditor for other services:		
The audit of the charity's subsidiary, pursuant to legislation	17	17
Tax compliance services	4	4
Tax advisory services	10	-
Operating lease rentals - land and buildings	6	6
Operating lease rentals - plant & machinery	36	40
Depreciation	449	434

10. Support Costs

Group and Trust		Running & maintaining the park £'000	Running & maintaining the palace £'000	Learning & Community £'000	Regeneration £'000	Governance £'000	Total 2015 £'000	Total 2014 £'000
Costs directly allocated to activities	Basis of allocation							
Support costs allocated to activities:								
General Office	Pro rata to expenditure	29	115	6	94	66	310	263
Office Management including Finance & HR	Pro rata to expenditure	15	58	2	47	-	122	109
Total support costs		44	173	8	141	66	432	372

Cost allocation includes an element of judgement and the charity has had to consider the cost benefit of detailed calculations and record keeping. To ensure full cost recovery on projects the charity adopts a policy of allocating costs to the respective cost headings through the year. This allocation includes support costs where they are directly attributable. Therefore, the support costs shown are a best estimate of the costs that have been so allocated.

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

11. Staff costs

	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Wages and salaries	2,616	2,537	544	554
Social security costs	225	219	53	57
Pension costs	163	156	91	83
Agency staff costs	357	356	3	3
	3,361	3,268	691	697

The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 were:

	2015 Number	2014 Number
£60,000 - £70,000	1	1
£70,000 - £80,000	1	2
£80,000 - £90,000	1	-
£110,000 - £120,000	-	1
£120,000 - £130,000	1	-

Employer contributions to the defined contribution pension scheme for employees earning over £60,000 in the year were £48,000 (2014: £38,000) relating to two (2014: two) employees. The number of employees earning over £60,000 to whom retirement benefits accrued under defined benefit schemes was two (2014: two).

The average number of employees, analysed by function, including both permanent employees and casual staff calculated on a full-time equivalent basis (number of permanent employees only illustrated by the bracketed figures) was:

	Group 2015 Number	Group 2014 Number	Trust 2015 Number	Trust 2014 Number
Cost of generating funds	73 (51)	73 (51)	-	-
Running the Park	1 (1)	1 (1)	1 (1)	1 (1)
Running the Palace	1 (1)	1 (1)	1 (1)	1 (1)
Learning and Community	1 (1)	1 (1)	2 (2)	1 (1)
Regeneration	3 (3)	3 (3)	3 (3)	3 (3)
Management and administration	12 (12)	12 (12)	4 (4)	4 (4)
	91 (69)	91 (69)	11 (11)	10(10)

The trustees did not receive any remuneration or reimbursement of expenses during the year (2014: £nil).

12. Taxation

Alexandra Park and Palace Charitable Trust is a registered charity. As such its sources of income and gains, received under Part 10 of the Income Tax Act 2007 or Section 256 of the Taxation of Chargeable Gains Act 1992, are exempt from taxation to the extent that they are applied exclusively to its charitable objectives. The trading subsidiary donates its taxable profits to the Trust under Gift Aid. No tax charge has arisen in the year.

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

13. Tangible fixed assets

Group	Improvements to Palace and Park £'000	Plant and machinery £'000	Office equipment, furniture and fittings £'000	Motor Vehicles £'000	Total £'000
Cost					
At 1 April 2014	4,012	1,460	1,039	11	6,522
Additions	539	22	186	-	747
Disposals	(197)	(451)	(361)	-	(1,009)
At 31 March 2015	4,354	1,031	864	11	6,260
Depreciation					
At 1 April 2014	711	724	672	2	2,109
Charge for year	201	105	141	2	449
Disposals	(197)	(451)	(361)	-	(1,009)
At 31 March 2015	715	378	452	4	1,549
Net book value					
At 31 March 2015	3,639	653	412	7	4,711
At 31 March 2014	3,301	736	367	9	4,413

Trust only	Improvements to Palace and Park £'000	Plant and machinery £'000	Office equipment, furniture and fittings £'000	Total £'000
Cost				
At 1 April 2014		4,012	1,433	678
Additions		539	11	9
Disposals		(197)	(451)	(361)
At 31 March 2015		4,354	993	326
Depreciation				
At 1 April 2014		711	724	549
Charge for year		201	99	56
Disposals		(197)	(451)	(361)
At 31 March 2015		715	372	244
Net book value				
At 31 March 2015		3,639	621	82
At 31 March 2014		3,301	709	129

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

14. Fixed asset investments

Trust only	2015 £	2014 £
Shares in trading subsidiary at 1 April and 31 March	2	2

The Trust owns the entire share capital of its trading subsidiary Alexandra Palace Trading Limited, a company registered in England and Wales. Alexandra Palace Trading Limited raises funds for Alexandra Park & Palace Charitable Trust through the hiring of halls and catering for exhibitions, banquets, conferences, weddings and other events and the running of The Bar and Kitchen and the ice rink.

2015 gift aid payable by Alexandra Palace Trading Limited to Alexandra Park & Palace Charitable Trust is £940,000 (2014: £950,000). The net income attributable to the group is consolidated on a line by line basis in the consolidated statement of financial activities. A summary of the results is shown below:

	2015 £'000	2014 £'000
Turnover	9,283	8,330
Cost of sales	(7,499)	(6,741)
Gross Profit	1,784	1,589
Administrative expenses	(819)	(594)
Operating profit	965	995
Interest receivable and other similar income	5	7
Other finance (costs)	(3)	(11)
Profit payable via gift aid to the trust	(940)	(950)
Result for the financial year	27	41
Retained deficit brought forward	(753)	(662)
Actuarial loss on pension fund	17	(132)
Retained deficit carried forward	(709)	(753)

15. Stocks

	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Food and beverages	83	88	-	-
Disposables	23	18	-	-
Other	-	2	-	-
	106	108	-	-

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

16. Debtors: amounts falling due within one year

	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Trade debtors	1,312	980	50	13
Other amounts due from subsidiary undertaking	-	-	67	402
Gift aid due from subsidiary undertaking	-	-	940	950
Other debtors	32	1	30	-
Prepayments and accrued income	204	1,116	76	965
	1,548	2,097	1,163	2,330

17. Creditors: amount falling due within one year

	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Trade creditors	823	1,157	106	618
Taxation and social security	258	190	-	11
Other creditors	775	56	-	-
Accruals	776	509	465	196
Deferred income	1,065	826	42	23
Overdraft	60	263	60	43
Ice rink refurbishment loans	223	213	223	213
	3,980	3,214	896	1,104

18. Creditors: amount falling due after more than one year

	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Ice rink refurbishment loans	1,488	1,712	1,488	1,711
Deferred income	21	20	-	-
	1,509	1,732	1,488	1,711

The ice rink refurbishment loans comprise two unsecured long-term loans from London Borough of Haringey to refurbish the ice rink facility, of which £223,000 is repayable within one year (2014: £213,000). £67,000 of the original loan was for five years at zero interest until April 2016. The remainder was for a twelve year period at an interest rate of 3.5%. £667,000 is repayable in more than five years (2014: £897,000 was repayable in more than five years).

19. Deferred income

	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Reconciliation of movement:				
Balance brought forward	826	496	23	18
Amount released to SOFA during the year	(826)	(496)	(23)	(18)
Amount deferred during the year	1,065	826	42	23
Balance carried forward	1,065	826	42	23

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

20. Provisions and contingent liabilities

	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Haringey Council: Indemnification	51,032	48,747	51,032	48,747
Reconciliation of movement:				
Balance brought forward	48,747	47,614	48,747	47,614
Deficit support	2,024	1,711	2,024	1,711
Funding of working capital increases	48	(731)	48	(731)
Loan repayment/(increase)	213	153	213	153
Other incoming resources (contribution from Corporate Trustee)	(51,032)	-	(51,032)	-
Balance carried forward	-	48,747	-	48,747

Historical information

Prior to 31st March 2015 the accounts reflected the decision of the Attorney General that Haringey Council was entitled to indemnification for the revenue deficits for 1991/92 to 2013/2014. Haringey Council might have also been entitled to indemnification for the years 1988/89 to 1990/91, and this amount had also been previously included in provision for liabilities.

Provision for liabilities also included interest charged for the outstanding revenue deficits at the Council's Loan Pool Rate, up to 2004/05. No interest was charged between 2005/2006 and 2014/2015 as the Council had subsequently written off the debt in its accounts but had not discharged the debt on the basis that it would still collect should the Trust be in a position in the future to fully or partially repay.

Release of provision

As reflected in the accounts for the year ended 31 March 2015, the Corporate Trustee, London Borough of Haringey, and the Trust have agreed that the amount of a revenue support (contribution) from the Borough advanced to the Trust since 1980 and up to 31 March 2015 will not be repayable in whole or in part by the Trust unless and until full financial provision has been made for the obligations and contractual commitments of the Trust for the foreseeable future. Any assessment of these obligations and commitments must be to the satisfaction of both the Trust and the Borough before any such repayment is initiated.

Prior to this agreement the deficit incurred each year formed part of the provision due to the Borough and was shown as a provision on the Balance Sheet. Following the above agreement, the Trustees have determined that repayment of the liability is not probable in the foreseeable future. The amount provided for up to 31 March 2015 of £51,032,000 has therefore been released and is recognised in the Statement of Financial Activities as income and shown as 'Other incoming resources'.

To reflect the potential for this amount to be repayable at some unknown point in the future, it is disclosed as a contingent liability to the value of £51,032,000.

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

21. Accumulated unrestricted funds

	Balance 1 April 2014 £'000	Incoming resources £'000	Resources expended £'000	Transfers £'000	Actuarial gain £'000	Balance 31 March 2015 £'000
Unrestricted deficit funds	(48,218)	60,596	(11,914)	-	-	464
Pension deficit funds	(585)	-	65	-	17	(503)
Designated capital funds	2,233	-	(358)	493	-	2,368
	(46,570)	60,596	(12,207)	493	17	2,329

22. Restricted funds – Group and Trust

	Balance 1 April 2014 £'000	Incoming resources £'000	Resources expended £'000	Transfers £'000	Balance 31 March 2015
Haringey capital grant	-	493	-	(493)	-
Environment Agency Grant	1	-	-	-	1
English Heritage	3	-	-	-	3
Heritage Lottery Fund	720	-	(691)	-	29
J Getty Foundation	-	50	-	-	50
	724	543	(691)	(493)	83

The restricted funds balance at 31 March 2015 is represented by accrued income of £29,400 and cash at bank of £54,000.

The Haringey capital grant represents funds received for the purchase of fixed assets.

The Environment Agency Grant Fund relates to monies raised for the Boating Lake.

The English Heritage Fund relates to monies raised for restoration work to the Theatre.

The Heritage Lottery Fund relates to monies raised for restoration of our derelict Theatre and Television Studios and the development of an educational programme.

The J Getty Fund relates to monies raised for restoration the East Court, Theatre and Television Studios.

Once an acquisition discharges the restriction of the grant then the assets will be held in designated funds. A transfer of the fixed assets from restricted funds will therefore be made to the designated fund in the year of purchase. £493,000 was transferred from restricted to designated funds in 2014/15 in relation to this.

23. Total funds

	Group 2015 £'000	Group 2014 £'000	Trust 2015 £'000	Trust 2014 £'000
Opening deficit fund balance	(45,846)	(45,454)	(45,093)	(44,790)
Surplus/(deficit) in year	48,241	(260)	48,214	(303)
Actuarial gain/(loss)	17	(132)	-	-
Closing deficit fund balance	2,412	(45,846)	3,121	(45,093)

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

24. Commitments under operating leases – Group only

	2015 £'000	2014 £'000
Payments due within one year on leases expiring:		
Land and buildings		
Within 1 year	6	6
Equipment		
Within 1 year	5	5
Within 2-5 years	24	17
	35	28

25. Pension Scheme

Trust:

(a) Defined benefit scheme

The Trust operates a defined benefit pension scheme for the benefit of its employees. The assets of the Scheme are in a fund independent from the Trust and are administered by Haringey Council under the provisions of the Local Government Superannuation Act of 12 June 2000. The pension fund assets and liabilities relating to the employees of the Trust are included within the overall Haringey fund and as such, it is not practical or relevant to produce a full FRS17 valuation at the balance sheet date. For this reason, the scheme is treated as a defined contribution scheme for the purposes of the Trust financial statements. This treatment is consistent with previous years.

The Fund is independently valued every three years by a firm of actuaries to assess the adequacy of the Fund's investments and contributions to meet its liability. The last triennial valuation took place as at 31 March 2013. The valuation was carried out in accordance with Guidelines GN9: Funding Defined Benefits – Presentation of Actuarial Advice published by the Board for Actuarial Standards. The valuation was carried out using the Projected Unit Method.

Economic and statistical assumptions were used. The assumptions which have the most significant effect on the results of the valuation are:

	Nominal % per annum
Rate of pensionable salary increases (excl. increments)	4.3% per annum compound
Rate of price inflation/pensions increases	2.5% per annum compound
Discount rate	4.6% per annum compound

Following this valuation, the Actuary agreed that the Trust's contribution would be 23% for the three years of the triennial period.

Trading company:

(b) Defined benefit scheme

The trading company operates a defined benefit pension scheme for the benefit of scheme members who transferred to the trading company, from Alexandra Park and Palace Charitable Trust, on 1 November 1999. There are three (2014: three) scheme members still in the employment of the trading company as at 31 March 2015. The assets of the Scheme are in a fund independent from the trading company and are administered by Haringey Council under the provisions of the Local Government Superannuation Act. The Scheme is accounted for in accordance with FRS 17.

The Fund is independently valued on a regular basis by a firm of actuaries. The purpose is to assess the adequacy of the Fund's investments and contributions to meet its liability. The last actuarial valuation took place as at 31 March 2015. The valuation was carried out in accordance with the Guidelines GN9: Funding Defined Benefits – Presentation of Actuarial Advice published by the Board for Actuarial Standards. The valuation was carried out using the Projected Unit Method.

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

25. Pension Scheme (continued)

Economic and statistical assumptions were used. The assumptions which have the most significant effect on the results of the valuation are:

	Nominal % per annum
Rate of pensionable salary increases (excl. increments)	4.3% per annum compound
Rate of price inflation/pensions increases	2.5% per annum compound
Discount rate	4.6% per annum compound

Alexandra Palace Trading Limited employer's contribution is 23.9% of salary. The pension contribution for the year was £24,000 (2014: £22,000). In addition APTL paid £44,000 (2013: £43,000) towards reducing the fund deficit.

The actuarial valuation described above has been updated at 31 March 2015 by a qualified actuary using revised assumptions that are consistent with the requirements of FRS 17. Investments have been valued, for this purpose, at fair value using the current bid price.

The major assumptions used for the actuarial valuation were:

	Nominal % per annum	
	2015	2014
Rate of pensionable salary increases (excluding increments)	4.0%	4.4%
Rate of price inflation/pensions increases	2.1%	2.6%
Discount rate	3.1%	5.1%
Expected rate of return on assets	3.1%	6.0%

The expected rate of return on assets is based on the long-term future expected investment return for each asset class as at the beginning of the period.

Assumptions relating to the average future life expectancy of members at age 65 were as follows:

	Males	Females
Current pensioners	21.9 years	24.1 years
Future pensions	24.2 years	26.5 years

For the year ended 31 March 2015, the expected return on the above assets was £139,000 (2014: £117,000), less the interest on pension scheme liabilities of £117,000 (2014: £124,000) gives a net finance cost of £22,000 (2014: £7,000). Therefore overall the net cost to the statement of financial activities for the year ended 31 March 2015 is £3,000 (2014: £29,000) after deduction of the current service cost.

Recognition in the statement of financial activities

	2015	2014
	£'000	£'000
Current service cost	25	22
Interest cost	117	124
Expected return on employer assets	(139)	(117)
	3	29

The actual return on plan assets was £393,000 (2014: £113,000).

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

25. Pension scheme (continued)

Reconciliation of defined benefit obligation

	2015 £'000	2014 £'000
Opening Defined Benefit Obligation	2,901	2,788
Current service cost	25	22
Interest cost	117	124
Contributions by members	6	5
Actuarial losses	237	62
Benefits paid	(103)	(100)
	3,183	2,901

Reconciliation of fair value of employer assets

	2015 £'000	2014 £'000
Opening fair value of scheme assets	2,317	2,303
Expected return on assets	139	117
Contributions by members	6	5
Contributions by the employer	68	62
Actuarial (losses)/gains	254	(70)
Benefits paid	(103)	(100)
	2,681	2,317

Amounts for the current and four previous accounting periods are as follows:

	2015 £'000	2014 £'000	2013 £'000	2012 £'000	2011 £'000
Fair value of employer assets	2,681	2,317	2,303	2,011	1,925
Present value of defined benefit obligation	(3,183)	(2,901)	(2,788)	(2,477)	(2,274)
Deficit	(503)	(584)	(485)	(466)	(349)
Experience gains/(losses) on assets	254	(70)	200	(62)	56
Experience gains/(losses) on liabilities	32	15	4	(34)	(25)

None of the above liabilities derive from schemes that are wholly unfunded.

Alexandra Park and Palace Charitable Trust

Notes to the financial statements for the year ended 31 March 2015 (continued)

25. Pension scheme (continued)

Fair value of employer assets:

	2015 £'000	2014 £'000
Equities	1,877	1,808
Bonds	536	324
Property	241	162
Cash	27	23
Total	2,681	2,317

Analysis of amount recognised within net movement in funds in the SOFA:

	2015 £'000	2014 £'000
Actuarial gain/(loss)	17	(132)

The cumulative amount of actuarial losses recognised in the statement of financial activities is £475,000 (2014: £492,000). Contributions of £68,000 are expected to be paid into the scheme during the year to 31 March 2016.

(c) Stakeholder personal pension scheme

For new employees to the trading company since 1 September 1999, the trading company has established a stakeholder pension and contributes personal pension contributions into this scheme. The employer's contribution is 10% of salary and the pension contribution for the year was £72,000 (2014: £40,000). There were no unpaid pension contributions as at 31 March 2015 (2015 £nil).

26. Controlling party

The charity's ultimate controlling party is the London Borough of Haringey. The parent undertaking of the largest and smallest group, which includes the charity and for which group accounts are prepared, is the London Borough of Haringey. Copies of the group financial statements of the London Borough of Haringey are available from Haringey Council, Civic Centre, High Road, Wood Green, London N22 8LE.

27. Related Party Transactions

The Council of the London Borough of Haringey is Trustee of the Trust. The Council delegates the entire function of trustee to the Alexandra Park and Palace Board. The Council elects individual members to sit on the Alexandra Park and Palace Board to act as the charity trustees. The charity trustees are those persons having the general control and management of the administration of the Trust. All employees of the Trust are employees of Haringey Council as trustee and are included in the Council's pension arrangements.

Due to the nature of the relationship between the Trust and Haringey Council there are a number of significant related party transactions. These amounts are consolidated into the Trust's financial statements. However, due to the unique nature and structure of the relationship it is thought appropriate to disclose the amounts paid by Alexandra Park and Palace Charitable Trust to Haringey Council: general rates of £60,000 (2014: £59,000); exhibition licences of £51,000 (2014: £51,000); public liability insurance £41,000 (2014: £40,000); APTL liability insurance of £21,000 (2014: £20,000); legal and professional fees £7,000 (2014: £20,000); printing and other sundry items of £nil (2014: £2,000).





Alexandra Park and Palace Board

15th July 2015

Report Title: **Regeneration Director's Report**

Report of: **Tot Brill, Interim Regeneration Director, Alexandra Park and Palace Charitable Trust**

1. Purpose

1.1 To update the Board of progress since the last meeting of the Board
55

2. Recommendations

2.1 The Board of APPCT are asked to note the contents of the report

Report Authorised by: **Emma L Dagnes, Interim Chief Executive, Alexandra Park and Palace**



Contact Officer: **Tot Brill, Interim Regeneration Director, Alexandra Palace & Park,
Alexandra Palace Way, Wood Green N22 7AY Tel No. 020 8365 4335**

3. Executive Summary

3.1 This paper informs the Board about key dates and progress for the Heritage Lottery Fund Project.

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 N/A

6. Background

- 6.1 The “Reclaiming the People’s Palace” project to restore the former BBC studios, the theatre and the East Court has been awarded £18.8m by the Heritage Lottery Fund (HLF). LB Haringey are providing a funding contribution of £6.8m. The Trust was asked to raise a further £1.04m. We intend to be on site with enabling works in the autumn of this year. The main building contract will start in June 2016 and should complete by the end of autumn 2017.

7. Project Timetable

- 7.1 Table One, below, sets out the project build timetable as of June 2015. Variations from the previously reported timetable are shown in **bold**. These are due, in main, to the change in procurement route. The timetable is, of course, subject to revision, and departures from the timetable will be reported to future meetings.

Table One

Date		Phase 1
June 2015	HLF confirmed in writing Permission to Proceed	
		Phase 2
Jan – Mar 2015	Surveys	
		Phase 2 Procurement
May 2015	Contractors’ Open Day	
May 2015	Expressions of Interest preparation	
May – July 2015	Tender documentation preparation	
End June 2015	Deadline for return of Expressions of Interest	
July 2015	Shortlist	
June – October 2015	Clear BBC areas and theatre backstage	
August	Issue Tender	
August - September	Tender period	
End August	Mid tender review	
September 2015	Tender analysis	Phase 2 Enabling works
October 2015	Award of Contract	
October	Vacant possession	
October – November 2015	Contractor mobilisation	
November 2015	Enabling works start on site	Phase 2 Main works
Jun 2016 – Sep 2017	Main works on site	
Sep – Dec 2017	Handover	Returned to APPCT
Quarter 1 2018	Open to the public	

- 7.2 We hope to be able to carry out some further survey work in the theatre in September/October this year before the contractor takes possession of the site.

- 7.3 The contractor's open day was a success, with all but one of the contractors' on the relevant framework attending. As this paper is being written before the deadline for the return of Expressions of Interest we will update the Board verbally on contractor interest in the project at the July meeting.
- 7.4 We are currently in a period of preparation, aligning and refining budgets, running the Framework procurement process, archiving, triaging and moving documents and objects from the areas that will be taken over by the contractors in November, putting the communications strategy in place and preparing to launch the public fundraising campaign (see section 9. below)

8. Other Regeneration Projects

- 8.1 As well as the immediate focus on the HLF Reclaiming the People's Palace project the Regeneration team, in partnership with the London Borough of Haringey, continues to explore the opportunities opened by the possibility of a hotel on site at Alexandra Palace. There is much to understand and determine, but we hope to seek expressions of interest from potential developers and operators later this year. Once we have a draft timetable, and a clear sense of the workable options we will return to this Board for your agreement to the way forward.

9. Fundraising

- 9.1 We have a strategy to raise £1.04m by the end of 2017. Our priority to date has been on fundraising from Trusts and Foundations. As of mid-June we have been successful in raising £50,000 towards our grant target from this source, and another £1k from public fundraising. We are now prioritising community fundraising via a public fundraising campaign and corporate / major donor support.

Internal Support

- 9.2 We will need support from everyone connected with Alexandra Palace to reach our current £989k. Having strong internal support for the project will set an example to and instil confidence in our external funders.

We will start the process with a staff ambassadors' programme in July.

Public Fundraising Campaign

- 9.3 The campaign will raise awareness of the fundraising target and provide a number of ways in which the public can support the project.

The campaign will launch onsite in July in time for the Summer Festival with a full PR launch in September.

We aim to find a well-known figure to support and help to promote the campaign in the media.

Corporate and Major Donors

- 9.4 We will hold the first cultivation event in September for influential individuals, philanthropists and corporates to build a wider supporter network.
- 9.5 A separate paper at this meeting describes the fundraising strategy in greater detail and sets out how Trustees can contribute to the project.

10. Legal Implications

- 10.1 The Council's Assistant Director Corporate Governance has been consulted in the preparation of this report and has no comments.

11. Financial Implications

- 11.1 The Council's Chief Financial Officer has been consulted in the preparation of this report and has no additional financial implications to raise.

12. Use of Appendices

- 12.1 There are none

Alexandra Park and Palace Board

15th July 2015

Report Title: Fundraising for the Heritage Lottery Funded Restoration Project

Report of: Tot Brill, Interim Regeneration Director, Alexandra Park and Palace Charitable Trust

1. Purpose

1.1 To seek the Board's agreement to support the fundraising programme.

2. Recommendations

2.1 The Board of APPCT are asked to agree the fundraising commitment in Sections 8 and 9 of the report and the recommendation at paragraph 9.3

Report Authorised by: **Emma L Dagnes, Interim Chief Executive, Alexandra Park and Palace**



Contact Officer: **Tot Brill, Interim Regeneration Director, Alexandra Palace & Park,
Alexandra Palace Way, Wood Green N22 7AY Tel No. 020 8365 4316**

3. Executive Summary

3.1 This paper informs the Board about the fundraising programme for the HLF project and seeks the Trustee's commitment to the campaign.

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 N/A

6. Background

- 6.1 The £26.64m Re-claiming the People's Palace project has a budgeted shortfall of £1.04m which we will meet by fundraising from trusts, foundations, individual donors, and companies. The £1.04m fundraising target has been agreed by the Board of APPCT and by the Heritage Lottery Fund, our main funder.
- 6.2 At the middle of June we had raised £51K against that 3 to 4 year target of £1.04m.

7. The Strands of the Strategy

- 7.1 The Fundraising Strategy has 3 strands:
- Trusts and Foundations
 - Individual Donors and Companies
 - Community Fundraising

Trusts and Foundations

- 7.2 We have made 14 applications to trusts and foundations, with a single successful outcome of a grant of £50,000. Trusts and foundations are the main route for cultural organisations to raise funds, so we were initially disappointed at our lack of success. We have had feedback from one of the charitable trusts that they decided not to fund our project because in comparison to other projects and organisations applying "we didn't really need the money" as we had received a substantial lottery grant. While the glory of Alexandra Palace is that it has been a place of entertainment since the nineteenth century, we might be seen as lacking in sufficient cultural gravitas to be the beneficiary of trust and charitable funding. Following the Art Council's strategic decision to focus funding outside of London, some trusts and foundations appear to be following their lead and prioritising outside-of-London applications
- 7.3 We haven't given up on charitable trusts and foundations. We are still waiting to hear the outcome from 4 previously submitted applications. We have another 2 large applications to submit and will make up to 348 smaller applications this year. We still hope to raise £140,000 in this strand over 3 years. Successful applications are more likely when a Trust is warm to the project through their Trustees, personal introductions and existing relationships. This is an area where we will need the help of the Board of APPCT, Senior Management and supporters to increase our chances of success.

Individual Donors and Companies

- 7.4 We will start our campaign for individual donors of significant sums and for companies with a cultivation event in September this year. We are open to companies donating through their corporate giving or social responsibility programmes or by buying naming rights and other benefits.

- 7.5 We will set up a small steering group of well-connected people to advise the Individual Donors and Companies programme. Our target for this strand is £550,000 with £17K to be raised in this financial year.

Community Giving- Make a Future Memory

- 7.6 We have already started a low key community giving programme and will kick it off at the Summer Festival in July followed by an official public launch in September. We will be contacting community groups, friends' groups, and supporters' groups to fundraise for the project and provide them with fundraising packs. We will also promote giving by individuals and families with a sponsors' roll of gratitude, the opportunity to have your name painted around the East Court floor and the opportunity to name a gallery theatre seat.
- 7.7 A presentation on the visuals and scope of the Make a Future Memory campaign will be presented to this meeting
- 7.8 At the PR launch in September we will announce the patron of the campaign, and launch the programme. The launch is our opportunity to demonstrate our commitment to the future of Alexandra Palace and bring the public to stand beside us in supporting Ally Pally.
- 7.9 Our target for this strand is £260.95K with £35.85K to be raised in this financial year.

8. Setting an example

- 8.1 It is received wisdom in charitable fundraising that those with the greatest commitment to the organisation should demonstrate that commitment by leading the fundraising campaign. For why should the public put their hands in their pockets to support a cause when the leaders and senior staff who work for it do not?
- 8.2 It is important then, that the Board of APPCT, the people responsible for looking after Alexandra Palace, should be visible as leading the fundraising campaign by making their own individual donations to the campaign.
- 8.3 The Senior Staff at Alexandra Palace, too, should set an example to other staff and to the public and make donations to the campaign.
- 8.4 We have set up a JustGiving page to encourage public donations to the Reclaiming the People's Palace fundraising target. JustGiving is the recognised portal for charitable giving and is popular, easy to use and well-liked by users and charities.
- 8.5 By the time of the PR launch in September we aim to have the name of every Board Member, and staff Executive Team member listed on our JustGiving page as having made a donation to the future of Alexandra Palace. We will then use that proof of commitment to ask the public to join hands with us to raise the rest of the £1million and ensure the full restoration of the BBC Studios, the East Court and the Victorian Theatre.
- 8.6 By January 2016 we aim to have added the names of Alexandra Palace's Senior Management Team, the contractors and designers employed on the HLF project and our key supporters to the list on our JustGiving page.
- 8.7 While the amount of any individual donations can be kept private, we need our primary supporters to be proud of their commitment and have their names visible on our JustGiving page. Those who are happy to have the amount of their donation public are welcome, as it sets benchmarks for others' donations.

9. The Role of APPCT Trustees in Relation to the Fundraising Campaign

- 9.1 The Board of Trustees of APPCT has not, in the past, been seen as responsible for actively fundraising for the organisation. While this is common now in most charitable trusts, the unique position of APPCT where the local authority is the Trustee has meant that the Board have not been asked to take a hands on approach to fundraising.
- 9.2 The Institute of Fundraising, in its leaflet "The Trustee's Guide to Fundraising" says

“Whatever level of involvement you decide upon, there are a number of ways in which you and your fellow trustees can contribute to fundraising success. They include:

- *Sharing your address book with the charity and helping raise funds from those contacts*
- *Hosting an event*
- *Offering your skills and expertise in finance, PR, law, government relations, mentoring developing business plans*
- ***Making a donation yourself and, if you’re a taxpayer, donating through Gift Aid or using the other tax reliefs***
- *Helping your charity obtain access to local companies whose employees could contribute via Payroll Giving*
- *Keeping abreast of changes in external fundraising sources”*

9.3 The Board of Trustees are asked to collectively support the Fundraising campaign and, individually, make financial contributions to the campaign through the campaign’s JustGiving website at <https://www.justgiving.com/alexandrapalace>

10. Legal Implications

- 10.1 The Council's Assistant Director of Corporate Governance, has been consulted in the preparation of this report and has no comments.

11. Financial Implications

- 11.1 The Council's Chief Financial Officer has been consulted in the preparation of this report and notes the fundraising strategy as set out. Further, the Chief Financial Officer notes that the progress of the fundraising activities will require careful monitoring and reporting to the Board; potential shortfalls being highlighted at the earliest opportunity to ensure sufficient time to allow a revision to the strategy should that be necessary.

12. Appendices

- 12.1 There are none.

Alexandra Park and Palace

On 15th July 2015

Report Title: **Commercial Director's update**

Report of: Lucy Fenner, Commercial Director

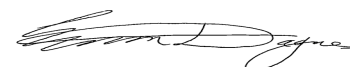
1. To update the Board on the recent developments and activities, in particular

- Commercial activity update
- The events calendar (Appendix 15.1)

2. Recommendations

- 2.1 That the Board notes the contents of the report and gives its views where appropriate.
- 2.2 That the Board notes the Park Activity
- 2.4 That the Board notes that planning for the 2015 fireworks event is underway

Report Authorised by: **Emma L Dagnes, Interim Chief Executive, Alexandra Park and Palace**



Contact Officer: Lucy Fenner, Commercial Director, Alexandra Palace Trading Ltd, Alexandra Palace Way, Wood Green N22 7AY Tel: 0208 365 4326

3. Executive Summary

- 3.1 This report highlights the activity taking place across the commercial areas of the trading company
- Including the Ice rink, Events and catering including the Bar and Kitchen.
- 3.1 Future Events Forward focus on upcoming events
- 3.2 Park Activity: A review of events and activity within the Park over the next 6 months (appendix)
- 3.4 License Variation Summary
- 3.5 Fireworks Summary: Preliminary information regarding proposed date, opening times, display times, road closure schedule, capacity, and ticket prices for the 2015 event for review

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 N/A

6. EVENT SALES HIGHLIGHTS April 2015 – June 2015

- 6.1 In April APTL launched the brand new in-house event Spring Fest to tie in with the bank holiday weekend. The event sold out and was a huge success. We are already planning to move this event into the Great Hall next year.
- 6.2 Ben Howard performed three sold out nights in the Great Hall and we received positive feedback from both the promoter and customers.
- 6.3 Two Prodigy concerts took place with one late night (3am) finish. The concerts in total were attended by just under 20,000 fans. The police were in attendance and alongside our security team dealt with some minor incidents.
- 6.4 The Tattoo Show returned on 23rd – 24th May. Attendance figures were slightly down on previous years but the organizer was happy. The client is considering changing the location of the after show party (held for 1,000 tattoo artists) as the West Hall was probably too large and the atmosphere not quite right. The Tattoo Show ran alongside our own in-house craft beer festival on the Beach and despite the rain early on there was a great turnout which resulted in good business for the Bar & Kitchen and the Park catering team.
- 6.5 RSPCA hosted their first dog walk and there was a good turnout in spite of the wet weather. Following a positive experience this client is looking to rebook the same event next year.
- 6.6 The final live music night of the summer was Axwell Ingrosso on 6th June. This event finished at 1am and we only received one noise complaint, and this was prior to the main act being on stage. Over 8,000 people attended and due to thorough planning the egress was smooth and the site was cleared quickly.
- 6.7 The charity Jewish Care is the largest provider of health and social care services for the Jewish community in the UK and they celebrated their 25th anniversary with a major fundraising dinner in the West Hall. This included performances and speeches from VIPS which had to be executed with sensitivity and complete confidentiality.

- 6.8 Cancer Research UK are organising a fundraising event on 22nd August. The event will incorporate a 100 metre waterslide on the south slope. A successful test of the slide was carried out on Thursday 4th June and they will be launching the actual event at the end of June.
- 6.9 Les Mills returned for its second year in June. Les Mills Fitness Event is designed to introduce the new Les Mills exercise programme to their instructors and key fitness personal within the industry. This was a one day event, with 1,500 participants and included a fully packed schedule with taster sessions and classes run throughout the day. There were some technical difficulties with microchipped wristbands which impacted on guest registration but this was a client not venue issue which we supported in resolving.
- 6.10 Amongst the variety of events we hosted also included a number of small film shoots and unit bases.

7. FUTURE EVENTS

- 7.1 A brand new show for Alexandra Palace will take place across 24th -25th June from the organiser ABTT the Theatre Show. This event will take place in the West Hall with tours of the Victorian Theatre planned with support from the Friends of the Theatre. Haringey Police will host their annual community amateur boxing event to be aired on London Live TV. Alongside this event we will run our 2nd Craft beer festival of the summer on the south terrace.
- 7.2 Cyprus Wine will be returning on the 27th-28th June 2015. Throughout the weekend there will be plenty of entertainment including traditional Cypriot dance, food and talent.
- 7.3 The Great Hall is scheduled to be used as a rehearsal space for 8 days for a corporate client, and the West Hall is booked as studio space for digital channel *Dave*.
- 7.4 On Friday 3rd – Sunday 5th July the Foodies Festival will celebrate its 10th anniversary and it will be the first time that this event has been hosted at Alexandra Palace. Situated on the lower field (old race course) the event will include the following: Chef's theatre, Children's Cookery, Tasting, Cake and Bake, Wine and Champagne, Craft Beer, Vintage tea, Chilli Food Market, and a Feasting Tent. The site will be 100m x 120m and the area will be ticketed and fenced off.
- 7.5 Redbull returns on Sunday 12th July with an expected 20,000 visitors. This unique, non-motorised racing event challenges both experienced racers and amateurs alike to design, build & race soapbox dream machines. Concession stands and soapbox viewing is at the East side of the Palace. 100 complimentary tickets have been provided to local schools.
- 7.6 We have now launched the Ally Pally Summer Festival taking place on 25th July celebrating the Park and Palace alongside the 25th anniversary of the Ice

Rink. The event will be free entry but there are ticketed elements including the waterslide (in conjunction with cancer research), a screening of Dirty Dancing, silent disco, craft beer, street food, organ concerts, history tours, ice rink gala, boating lake activities, fun fairs and stalls for local groups to promote their products and activities. We welcome all to attend.

7.7 In addition to our drive in cinema that will continue to take place throughout the summer in the Pavilion car park, we launched 2 nights of Luna cinema screenings on the south slope featuring Bird Man one evening and the Goonies on the other. Tree climbing, Segway and the regular funfair will also be accommodated in the Park and a full break down of all Park activity including areas of use & timings is also listed below in Appendix 13.2.

7.8 Between now and the beginning of September the Palace will host 17 weddings varying from 50-1200 capacity.

8. SALES & CATERING

8.1 The Commercial team have been proactively driving new business and I am delighted to confirm that we have now secured 22 nights of music in this financial year. This is record breaking amount of nights and we still have more provisional bookings to secure in the diary. The proactive approach does not end with music and the sales team have secured numerous team away days, summer parties, film shoots, a couple of corporate banquets and are now even looking ahead to 2016 and beyond.

8.2 To coincide with the amount of concerts we are looking to host from September a tender process was carried out in May to secure a live music bar operator as the current contract comes to an end this July. Details of the proposed award are presented under the exempt section of the meeting.

8.3 The Bar & Kitchen and Park catering have exceeded both their revenue and profit targets for both the months of April and May. This can be attributed to the (occasional) nice weather, and increased number of concerts during this period (6 additional nights in comparison to last year 1 concert), busy events and exhibitions, and the additional footfall achieved during our own craft beer festival.

8.4 The Bar & Kitchen has launched a new summer menu for all to enjoy and Park catering are working with a variety of street food units to improve this offer.

9. ICE RINK & ICE CAFE

9.1 The ice rink celebrates its 25th anniversary in the summer and to mark the occasion they will be hosting a gala evening and activities during the Ally Pally Festival.

9.2 Unlike Park catering and the Bar & Kitchen, the ice rink usually sees a down turn in attendance when the sun is shining and therefore the above initiative will help to drive footfall to this unit. We have targeted our marketing efforts to

generate more awareness to improve attendance and June ticket sales have already started to reflect the positive impact of this campaign.

- 9.3 The ice café revenue is also impacted when footfall is varied in the rink itself. However they have managed to come in just under budget in the first quarter. The ice café is also working on improving its current menu.

10. EVENT OPERATIONS

10.1 License Variation

In order to support our clients and maximise footfall to events we are currently reviewing the capacity of event spaces, including the West Hall. This work is being carried out with the input of Haringey Licensing and the London Fire Brigade who have been positive in supporting our recommendations.

In line with the work above and an overall capacity review we will be looking to vary our Premises license to accommodate these changes. We have used this opportunity to make several changes to existing conditions to bring them in line with accepted events management practice. The license variation has now been submitted. We hope that the license variation will be confirmed at the beginning of July after a 28 day consultation period.

10.2 Firework update

Planning for the 2015 Fireworks event is now well underway. Two Safety Advisory Group (SAG) meetings have already taken place with all the major agencies and local authority bodies. Top line information was discussed and agreed including the date, opening times, display times, road closure, capacity, and content of the festival i.e. street food, family area, bonfire, and funfair. Ticket prices are detailed below. The German Bier festival will also be returning and the Events team are working on making this a ticketed event with a maximum capacity of 6,000.

- 14.3 A full overview of the Firework event operations is included in Appendix

Top Line Fireworks information

Date	7th November 2015
Opening time	15:00
Display time	19:30
Capacity	50,000 (an increase from 40,000)

Ticket Prices listed below

Type	2015 Charge	(net)	2014 price
Adult Early Bird	£6.00	(£5.00)	(£6.00)
11-15yrs Early Bird	£4.00	(£3.33)	(£4.00)
Adult Standard	£9.00	(£7.50)	(£8.00)
11-15yrs Standard	£6.50	(£5.42)	(£5.50)
Ice Rink	£6.50	(£5.42)	£5.00
German Bier Festival early bird	£10.00*	(£8.33)*	(£10.00)*
German Bier Festival	£12.00	(£10.00)*	(£12.00)*
Under 10'	FREE	FREE	FREE

Adults are 16 year and above.

*German Beer Festival will be strictly over 18 years and challenge 25 will be in place.

11. Legal Implications

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

12. Financial Implications

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

13. Use of Appendices

13.1 Events Schedule: June – October 2015

Event	Public Event	Date
Haringey Box Cup	Live Sport	19 th -21 st June
Street food and craft beer festival	Outdoor event	20 th June
ABBT Theatre Show	Exhibition	24 th -25 th June
Cyprus Wine Festival	Exhibition	27 th -28 June
Foodies Festival	Park event	3rd-5th July
Redbull Soapbox Race	Outdoor event	12th July
Summer Festival	Outdoor event	25 th July
Luna Cinema	Outdoor event	1 st -2 nd August
Street food and craft beer festival	Outdoor event	22 nd August
Cancer research Waterslide	Outdoor event	22 nd August
Brand New	Live Music	11 th Sep
Antiques	Exhibition	13 th Sep
Big Stamp and Scrapbooking Show	Exhibition	19th-20th Sep
Florence and the Machine	Live Music	21-25 th September
Wombats	Live Music	1 st October
Knitting & Stitching	Exhibition	8 th -11 th October
Major Lazer	Live Music	17 th October
Vans Warped Tour	Love music	18 th October
Mind Body and soul	Exhibition	23 rd -25 th October
Classic Car show	Exhibition	28 th October – 1 st Nov

13.2 Park Events

Month	Event Name	Park Area	Open Day(s)	Event Open Times	Capacity	Description
May	Drive In Cinema	Pavilion	9-14th, 18th-19th	18:30-23:00	100	Outdoor screening in the Pavilion Car Park for 100 cars
	Street Food and Craft Beer Festival (FREE ENTRY)	Outside Pub on the beach Park	23rd	11:00-23:00	5,000	London's largest outdoor beer garden is gearing up for summer and to celebrate this we are giving you the chance to experience summer the right way with a series of Street Food & Craft beer festivals
	RSPCA dog walk	Park	31st	09:30-15:00	2,000	Part of the Big Walkies London series this 3k and 5k charity dog walk raises money for the RSPCA. Places can be secured via the RSPCA website.
JUNE	Drive In Cinema	Pavilion	8th-10th, 12th, 14th-25th, 29th-30th	18:30-23:00	100	Outdoor screening in the Pavilion Car Park for 100 cars.
	Waterslide testing day	South slope	4th	10:00-15:00	300	Cancer Research UK will be hosting a series of events across the UK in order to raise money for children and teens with cancer. The waterslide will be set up for testing prior to being opened to the public on the 22 nd August, Dimensions of slide: 2 slides x 100m long x 3 m wide
	Classic Tours	Beach + B&K	10th	08:00-10:00	500	500 Cyclist will leave from B&K to raise money for Nordoff Robins music charity
	Street Food and Craft Beer Festival (FREE ENTRY)	Outside Pub on the beach Park	20th	11:00-23:00	5,000	Summer street food and craft beer events run in-house by the Alexandra Palace commercial team.

	Yoga Event	Upper Field	21st	04:00-08:00 for members 08:00-20:00 For public	2,000	This year will see the first ever International Yoga Day, celebrated the world over on the summer solstice, Sunday 21st June. The upper field will be open to meditation and Yoga activities.
JULY	Drive In Cinema	Pavilion	8th-10th + 12th + 14th-25th + 29th - 3rd	18:30-23:00	100	Outdoor screening in the Pavilion Car Park for 100 cars
	Foodies Festival	Park	3rd - 5th	11:00 - 19:00	20,000 (5,000 at any one time)	This is the 10th Anniversary of the Foodies Festival and the first time it has been held at Alexandra Palace. Situated on the lower field the event will play host to the following: Chef's theatre, Children's Cookery, Tasting, Cake and Bake, Wine and Champagne, Craft Beer, Vintage tea, Chilli Food Market, and a Feasting Tent. The site will be 100m 120m - the area will be ticketed and fenced off.
	Redbull Soapbox Race	Race takes place down Alexandra Palace Way & further Facilities within East car park	12th	12:00 - 18:00	20,000	Red Bull Soapbox Race is an international event in which amateur driver's race homemade soapbox vehicles. This unique, non-motorised racing event challenges both experienced racers and amateurs alike to design, build & race soapbox dream machines. Concession stands and soapbox viewing is at the East side of the Palace. This event is ticketed. 100 complimentary tickets have been provided to local schools.
	AP Summer Festival (FREE ENTRY)	All areas of the Park	25th	11am-10pm	8,000	Alexandra Palace will be hosting a Summer Festival celebrating the Park and Palace alongside the 25th Anniversary of the Ice Rink. Site entry will be Free. The following activities will be taking place across the site:
						THE GROVE Bandstand Silent Disco

						<p>Pimms and wine bar</p> <p>SOUTH SLOPE Waterslide Cinema screening (tickets charged at £15 including headphones)</p> <p>SOUTH TERRACE Street party craft beer on the Beach</p> <p>THE PAVILLION Segway Funfair Boating lake free kids and family activities from 4pm hosted by Learning & Community</p> <p>THE PALACE History tours around the Palace Ice Rink session</p>
	Waterslide	South slope	25th	11:00-19:00		As part of Alexandra Palace's Summer Festival 2 slides will be placed on the south slope; kids slide on the left, adults on right Each session will be 15 minutes with 20 people and each person will get 2-3 runs each
AUGUST	Luna cinema	South slope	1-2nd	19:30-23:00	2,000	Build up from 11:30, Bird Man & Goonies, Ticketed and fenced off. Film Start @21:00 after watershed. Access during build time 08:00- 19.00
	AP Craft beer festival (FREE ENTRY)	Outside Pub on the beach Park	22nd	11:00-23:00	5,000	The final Alexandra Palace run beer and food festival of the summer

	Waterslide	South slope	22nd	11:00-19:00	1,000	Cancer Research UK will be hosting a series of events across the UK in order to raise money for children and teens with cancer. The waterslide will be open to the public on this day on the south slope. Dimensions of slide: 2 slides x 100m long x 3 m wide. All money raised will go to the charity.
NOV	Fireworks	Park	7th	15:00-23:00	50,000	Annual fireworks display in the Park, with a German bier festival in the Palace. The event is ticketed.

13.3 FIREWORKS DETAILED OVERVIEW

EVENT OVERVIEW

The 2014 fireworks proved a great success. Complaints were down from over 300 to just 20 all of which were minor, there was no reported crime, no significant or medium medical issues and the event was well received by all stakeholders. The feedback from those in attendance, the local statutory authorities and the press has been very positive.

The fireworks will continue to run as a paid, ticketed event, with added ticketing option to access the German beer festival and ice rink.

As with any events, improvements should always be made and are required to keep the event fresh and attract more visitors for future years the following report outlines the proposed overview for the 2015 event.

OPERATIONAL DELIVERY

Alexandra Park & Palace fireworks event is the only event in the country that operates an indoor offer (Beer Festival and Ice Rink) with an outdoor display. This is done to allow for the event to raise funds for Alexandra Palace Charitable Trust. To deliver such a complex event a lengthy planning and multi-agency consultation process is undertaken in the run up, throughout and post event. Stakeholders and Partners who will be part of the planning and delivery include:

- Haringey Council
- Licensing
- Metropolitan Police
- London Ambulance Service
- London Fire Brigade
- Transport for London
- Capital Connect
- Alexandra Palace Events Team
- Contractors: Fireworks team, production, security, health safety etc

Alexandra Palace will remain the lead organisation for the event ensuring consistency in delivery across both the Fireworks Display, Ice Rink offer, and the German Beer Festival. As with all large scale events in the Palace key members of the above will form the Emergency Liaison Team (ELT) which provides the principle decision making body pre, during and post event.

The ELT will be chaired by APTL alongside an independent Health and Safety Consultant with experience in large scale outdoor / indoor events. The ELT will also be made up of the following:

- Event security

- Metropolitan Police
- London Ambulance Service
- Event Medical
- LBH Licensing Enforcement Officer
- LBH Building Control officer
- Event Production Manager
- Head of Event Operations AP

INITIAL SAFETY ADVISORY GROUP (SAG) MEETING

The first SAG was held on 21st April 2015. At this meeting a top line presentation was delivered by Alexandra Palace outlining the review of 2014, lessons learnt and proposals for the 2015 event. The agenda for the SAG was as follows:-

- Review Presentation of 2014
- Proposals for 2015
- Stewarding / Security
- Marketing / Communications
- Customer Service
- Entry Fee and Ticketing System
- Traffic Management (Park Access, Car Parking, Road Closures, Curfews)
- Disabled parking and viewing areas
- The German Beer and Food Festival
- Funfair and Family Zone
- Ice Rink
- South Terrace / Alexandra Palace Way
- The event footprint including fence line, sterile zones, and disabled viewing
- Production (site infrastructure)
- New content (bonfire and theatre company performance)
- Opening times and access during the event
- Continuous review of lessons learnt from 2014

CAPACITY INCREASE

It is proposed that the ticket allocation will increase to 50,000 including under 10's to ensure as many people as possible can attend and enjoy the event. The beer festival capacity will be increased to 6,000 from 4,500. To Support with this increase:

- Additional areas of the park will be opened, including Zone 6. This zone is situated in the Lower field
- Production and content will be improved in the lower fields
- The family area helped to eliminate areas of high density in 2014 with event sell-out, which in previous years had been on the south slope.
- The Family area will be developed even further to support with additional capacity in 2015

PROPOSED ENTRY FEE / TICKETING

- All tickets will be sold prior to the event and there will be strong communication stating that no tickets will be available to purchase on the gates
- The early bird price will be as per 2014 event, which will give everyone the opportunity to buy tickets at the lower rate once again
- An increase of £1.00 will be added to standard tickets which will be re-invested into the production and the content of the display. In turn will allow us to open up a larger part of the site and give additional capacity to the event by encouraging people to gather on the lower field
- Ticketing will be run through Alexandra Palace's official ticketing partner SEE Tickets, reaching a database of three million Londoners. There will be a £1 booking fee per ticket purchased (apart from the Under 10's free tickets)
- The early bird offer will be in place for four weeks, after which the standard price will apply
- An optional ticket (after purchase of a fireworks ticket) for the Beer Festival will be implemented at a cost of £10 (early bird) or £12 standard ticket. This will also give exclusive access to the South Terrace as per 2014
- An optional ticket (after purchase of a fireworks ticket) for the Ice Rink sessions will also be implemented at an additional £6.50 per head and will operate as per 2014

All tickets are summarised in the table below for reference.

Ticket Type	2015 Charge	(net)	2014 price
Adult Early Bird	£6.00	(£5.00)	(£6.00)
11-15yrs Early Bird	£4.00	(£3.33)	(£4.00)
Adult Standard	£9.00	(£7.50)	(£8.00)
11-15yrs Standard	£6.50	(£5.42)	(£5.50)
Ice Rink	£6.50	(£5.42)	(£5.00)
German Bier Festival early bird	£10.00	(£8.33) *	(£10.00)*
German Bier Festival	£12.00	(£10.00)*	(£12.00)*
Under 10'	FREE	FREE	FREE

Adults are 16yrs and above

**German Beer Festival will be strictly over 18 years and challenge 25 policy will be in place*

PARK ACCESS, ROAD CLOSURES AND CURFEWS

- As per 2014 the road will be closed from 22:00pm on the Friday, most of the park will also be closed from this time. An area by Campsbourne School (gate 3) will remain open for dog walkers until 1pm on the Saturday. The grove will remain open as per 2014. Access and closure times will be communicated to regular Park users via clear signage one month prior to the event.
- At the end of the display from the hours of 20.25pm-20.55pm we are seeking support from the council to enable us to close the road between Bedford road roundabout and the AP station roundabout for 30 minutes. This will support with crowd dispersal at the end of the night as this area is highly congested and the ELT now see this as a safety requirement.
- The event itself will start at 15:00pm and the display at 20:00pm
- There was an extremely late walk up in 2014 it is unclear if this was due to transport disruption in the local area or uncertainty from the public on the start time of the display. In 2014 it was decided by the ELT to delay the display by 30 minutes to 20:00pm to ensure as many ticket holders could enjoy it.

- Display time will be proactively communicated prior to the event with further advice and recommendations on good times to arrive. This will also be supported by further activities around the site throughout the day encouraging an earlier walk up.
- There was huge demand on both Gate 6 (Lower Road) and Gate 10 (Dukes Avenue) up until the opening times, potentially heightened by late walk ups. These gates are traditionally used by 'locals' so its assumed that many of these people lived locally and arrived late to avoid the queues but in fact created the queues.
- Both these gates (6 &10) will be increased to allow for greater capacity and to reduce the queueing time. Gate 11 will also be opened on to the Avenue to reduce further congestion on Dukes Avenue. Senior managers from the security company will be present at these gates with experience of making decisions in dynamic crowd flow scenarios.
- There will be a pedestrian gate open to allow for access from Redstone Fields. This will be gate 5. Gate 5 will have 4 lanes to ensure all visitors from this side of the local community can access the site easily.
- The Children's playground situated off the Avenue will be open on the day of the event with access from The Avenue only. This playground will be closed 1hour prior to the event opening.
- The area labelled as Zone 6 which remained out of bounds in 2013 & 2014 will now be open as an additional viewing area for visitors, additional content will be provided.

DISABLED VIEWING AREA

- A dedicated disabled viewing area within the outdoor beer garden space also known as "The Beach" will be provided. A car park will be available on site with ease of access to the disabled viewing area, however due to the nature of the event and safety restrictions including access to site in cars, spaces will need to be pre-booked.

KEY PRODUCTION ASPECTS /IMPROVEMENTS FOR THE 2015 DISPLAY

- There will be several changes and improvements made to the production element of the 2015 display. It's important the event establishes itself as London best Firework display to support with our long term aims and adding rich exciting content will ensure that this happens
- The display itself will run for another 5 minutes so the display will be 25 minutes long
- The lasers will be reintroduced; sky scanners last year did not meet expectations. The lasers will be based in the firing zone and set on to the venue. They will also be used in the lower viewing areas to give an aerial effect and to light the tree line

- There will be a significantly improved sound system to ensure good coverage and appropriate sound levels are achieved across the site throughout the display
- To ensure there is good crowd displacement across the site throughout the event it is vital each area is rich in content
- In the newly opened Zone 6 it is proposed a bonfire will be lit. In conjunction with the parks team the plan is to dig the earth but replace and re-turf the area post event, the bonfire itself will have a fenced safety cordon, secure perimeter and dedicated security
- The street food area will grow in size and as per last year the “adult” funfair will also be situated within this space (East car park)
- Mutiod waste who played a key role in the Olympic Ceremony, a regular fixture at Glastonbury festival and recently performed at the secret cinema held here at the Palace, are keen to add further visual content and excitement. Themed vehicles have been adapted and trained actors will entertain audiences to resemble a post-apocalyptic Mad Max style world

It is proposed the convoy will start around 18.00pm on the lower road by Gate 2, moving slowly up AP Way through the family zone, temporarily disembarking in zone 6 for a 10 minutes theatre show and finishing in the lower section of the firing zone. At this point they will line up and appear to start the display with flame effects

- Site lighting will be improved via sodium coloured light or festoons, so the actual site has a better aesthetic with particular attention paid to the lighting on the lower road areas

GERMAN BEER FESTIVAL

- The German Bier Festival proved to be a success once again in 2014 and the content and production of this will be similar in 2015
- The event will be ticketed at a cost of £10 early bird & £12 standard tickets per person. Tickets can only be purchased with a ticket to the Fireworks. This will avoid confusion and guarantee access to all ticket holders
- Beer Festival ticket holders will be given exclusive access to the South Terrace along with those who buy hospitality tickets to the Panorama Room as per 2014. This will assist with crowd management during and after the display. Tickets to the event will be increased on last year but still limited to 6,000
- The Beer Festival Bars would be delivered by our Live Music Bar Provider who is used to dealing with large numbers

- A table service operation will be in place in the Great Hall with music and entertainment with further bars and food stalls set up in the West Hall

FUNFAIR AND FAMILY ZONE

- Two funfairs will be in operation at the 2015 event. The family funfair will be sited in the Paddocks car park to the west of the event site. Rides will be suitable for the whole family and will be near the family viewing area
- The second funfair will be located on the pavilion with rides in this area aimed at an older crowd.
- Stronger communication messages explaining that although Alexandra Palace has indoor space the event is first and foremost an outdoor fireworks display and access to the palace is for the Beer Festival ticket Holders only.
- Encourage families to prepare for being outdoors for a number of hours (should they wish to arrive early)
- On request only Re-admittance to the Park for people who attend the site early will be allowed

PARK FACILITIES

- Toilet numbers will increase on last year and will be sited as per 2014 around the park to ensure people have easy access to facilities
- Facilities including baby changing units will also be in place, however communication will remind families that this event does take place in an outdoor space and therefore will not have the same level of facilities as an indoor event
- The number of disabled toilets will be increased and sited in appropriate locations for ease of access
- Communication will be clear for members of the public to bring cash to the event. We will be encouraging the larger vendors to also accept card payment but this will be based on the facilities that they have already built into their units

CUSTOMER SERVICE & CROWD MANAGEMENT

- The service provider for crowd management will be experienced in managing large outdoor events. Their staff will be selected on knowledge of the park, venue and our customer service standards from their previous experience at Alexandra Palace working on our live music events and the previous firework display

- Alexandra Palace will also deploy our customer service team who work alongside us during live music events assisting customers with issues including providing maps, information on location of toilets, food outlets and general customer service
- Communication in regards to the site map via the website and direct to ticket holders will also be established

MARKETING / COMMUNICATION STRATEGY

- We will be implementing a robust and transparent communication plan of the event. The event will be launched in September 2015. "Hold the date" will be issued shortly
- Detailed Information on our website and through social media will continuously be updated reminding people of the nature of the event, content of the event, timings and the facilities that are and aren't available on site
- Signage and Park closure times will be erected one month prior to the event.

LEGAL ADVICE

- The advice of Bates Wells Braithwaite, APPCT lawyers in connection with right to close the park is:-

That it is permissible under the 1985 Act to close almost the whole of the Park for the fireworks display

except those parts already licensed or let to third parties. The terms of the Act allow us to close "*any part of the palace and park for not more than fourteen days in any one year.*" The proposal is for closure of less than 24 hours and excludes areas such as the Grove;

We must follow the public notice and advertisement requirements of the 1900 and 1985 Acts (requiring public notices to be displayed at the principal entrances at least two weeks in advance and advertisements to be placed in a London daily newspaper in each of two successive weeks) and consult the Statutory Advisory Committee (SAC-CC meeting 20th October will have an oral update in regards to fireworks plans and a detailed report is due to be tabled at APPCT Board on 15th July 2015)

This page is intentionally left blank

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is exempt

This page is intentionally left blank

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is exempt

This page is intentionally left blank