

NOTICE OF MEETING

ALEXANDRA PALACE AND PARK BOARD

Tuesday, 6th December, 2016, 7.30 pm - CUFOS, Top of The Avenue, London, N10 2QE

Members: Councillors Joanna Christophides (Chair), Tim Gallagher (Vice-Chair), Bob Hare, Jennifer Mann, Liz McShane and Anne Stennett

Non Voting Members: Gordon Hutchinson, Colin Marr and Nigel Willmott

Quorum: 3

1. FILMING AT MEETINGS

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

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

2. APOLOGIES FOR ABSENCE

3. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear. New items will be dealt with at items 13 & 20 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. MEMBERSHIPS

- i. To note the appointment of Councillor Jennifer Mann to the Alexandra Palace and Park Board, as approved by Full Council on 21 November 2016.
- ii. To appoint a member of the Alexandra Palace and Park Board to the vacancy on FRAC and APTL.

7. MINUTES (PAGES 1 - 18)

- i. To approve the unrestricted minutes of the Alexandra Palace and Park Board held on 19 July 2016 and 29 September 2016, as a correct record of the meeting.
- ii. To receive the minutes of the Joint Statutory Alexandra Park and Palace Advisory Committee and Consultative Committee held on 30 June 2016 and 29 September 2016, and to consider any recommendations from that Committee.

8. CHIEF EXECUTIVE OFFICER'S REPORT (PAGES 19 - 28)

To update the Board on current issues and projects at Alexandra Park and Palace.

9. TRUST FINANCIAL RESULTS (PAGES 29 - 34)

This paper sets out the results for Alexandra Park and Palace Charitable Trust for 6 months to 30/09/2016.

10. EAST WING RESTORATION UPDATE

TO FOLLOW

11. FRIENDS OF THE THEATRE CONSTITUTION (PAGES 35 - 40)

This report seeks the Board approval of amendments to the constitution of the Friends of the Alexandra Palace Theatre.

12. BOARD WORK PROGRAMME (PAGES 41 - 42)

To note the Board Work Programme.

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

14. FUTURE MEETINGS

14 February 2017
25 April 2017

15. EXCLUSION OF THE PUBLIC AND PRESS

Items 16-20 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 3 - information relating to the business or financial affairs of any particular person (including the authority holding that information).

16. MINUTES (PAGES 43 - 52)

To confirm the exempt minutes of the Alexandra Palace and Park Board held on 19 July 2016 and 29 September 2016 as an accurate record of the proceedings.

17. EXEMPT VERBAL UPDATE ON EAST WING PROJECT STAGE 2 CONTRACT AWARD

18. EXEMPT CHIEF EXECUTIVE REPORT (PAGES 53 - 106)

19. REPORTS OF FRAC AND APTL BOARD - FOR NOTING (PAGES 107 - 130)

To note the minutes of the Finance, Resources and Audit Committee (FRAC) meeting held on 22 November 2016 (*to follow*) and approve the recommendations by the following reports:

- a. Exempt Ticketing Service Contract
- b. Exempt Procurement of Auditors
- c. Exempt Development Board proposals
- d. Exempt H&S Policy
- e. Exempt Annual Policy Review Schedule

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

Felicity Foley, Principal Committee Co-ordinator
Tel – 0208 489 2919
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Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Monday, 28 November 2016

MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON TUESDAY, 19TH JULY, 2016

PRESENT:

Councillors: Joanna Christophides (Chair), Patrick Berryman, Bob Hare, Liz McShane and Anne Stennett

Non-Voting Members: Gordon Hutchinson and Nigel Willmott

1. FILMING AT MEETINGS

Noted.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gallagher and Colin Marr.

3. URGENT BUSINESS

None.

4. DECLARATIONS OF INTERESTS

None.

5. QUESTIONS, DEPUTATIONS OR PETITIONS

None.

6. ACKNOWLEDGEMENT OF 2016-17 MEMBERSHIPS OF BOARDS, COMMITTEES AND SUB COMMITTEES

RESOLVED that

- i. The membership of the Alexandra Park and Palace Advisory Committee be noted;**
- ii. The membership of the Alexandra Park and Palace Consultative Committee be noted;**
- iii. The membership of the Alexandra Palace Trading Limited Board, including the appointment of Anna D'Alessandro as an officer of the Council, be noted; and**
- iv. The membership of the Finance, Risk and Audit Committee, with the addition of Anna D'Alessandro, be noted.**

7. MINUTES

Alexandra Palace and Park Board – 12 April 2016

RESOLVED that the minutes of the Alexandra Palace and Park Board held on 12 April 2016 be approved as a correct record of the meeting, subject to the rewording of resolution vii, minute number 101, which shall read “An options appraisal report shall be provided”.

Statutory Advisory Committee – 5 April 2016

RESOLVED that the minutes of the Statutory Advisory Committee held on 5 April 2016 be noted.

Joint Statutory Advisory Committee and Consultative Committee – 5 April 2016

RESOLVED that the minutes of the Joint Statutory Advisory Committee and Consultative Committee held on 5 April 2016 be noted.

8. CHIEF EXECUTIVE OFFICER'S REPORT

Louise Stewart, Chief Executive, Alexandra Park and Palace, introduced the report as set out.

The following arose from discussion of the report:

- a. The position statement of Alexandra Park and Palace Charitable Trust in regard to the Wood Green regeneration was included in the exempt agenda pack, as it was felt that until Members had approved this statement it should not be included in the public section of the agenda.
- b. HR review – an audit and staff survey had been undertaken, and the data would be fed back to staff once an action plan had been devised.
- c. Security in the East carpark had been trialled, and there had been a reduction in Anti-Social Behaviour. However, permanent security staff are not affordable in the long term, so the team were looking into more cost effective solutions.

RESOLVED that

- i. **The contents of the report be noted;**
- ii. **The Trust's current position in relation to the Wood Green Regeneration be approved; and**
- iii. **The scope and methodology for the Governance Review be approved.**

9. PARK ACTIVITIES REPORT

Mark Evison, Park Manager, Alexandra Park and Palace, introduced the report as set out.

The following arose from discussion of the report:

- a. Go Ape – final discussions were taking place to finalise the lease. AP and Go Ape would be contacting residents to outline adaptations made to respond to issues raised during the planning process.

- b. Commemorative benches – further to the advice provided by the Joint Statutory and Consultative Committees, the Board agreed that a policy needed to be put in place. Comments from the Board for the team to consider were: contact with plaque owners should be made after 15 years rather than 10 and that notices be put on benches where contact had been lost, in case other park users were able to provide contact information.
- c. Quietway cycle network – Members were advised that the recommendation was for the Board to give approval for discussions to take place with Sustrans. Further information would be provided to the Board once proposals had been developed further. Members requested that this information included details on the management of multi-use of the pathways in the park, speed control, lighting proposals and timescales.

RESOLVED that the report and comments made by the Board be noted.

10. LEARNING & PARTICIPATION PROGRAMME REPORT

Emma Dagnes, Deputy Chief Executive, Alexandra Park and Palace, introduced the report as set out.

RESOLVED that the contents of the report be noted.

11. COMMERCIAL DIRECTOR'S REPORT

Lucy Fenner, Commercial Director, Alexandra Park and Palace, introduced the report as set out.

There had been 52 events and 8 major exhibitions in the first quarter. Targets for the Bar & Kitchen had been exceeded in April and May. The main focus for July was the Summer Festival.

RESOLVED that the report be noted.

12. FINANCIAL RESULTS

Dorota Dominiczak, Director of Finance and Resources, Alexandra Park and Palace, introduced the report as set out.

There were no major variances to report. In terms of cashflow for the restoration project, financing was challenging due to the delay of HLF payments, however there were no cashflow issues.

RESOLVED that the performance of the Trust be noted.

13. EAST WING RESTORATION UPDATE

Emma Dagnes, Deputy Chief Executive, Alexandra Park and Palace, introduced the report as set out.

The project status was red, which was mainly due to the discovery of additional asbestos. However, following assessment and review, the overall project was still within budget, and the final tender from the Contractor would be presented to the Board in October 2016.

RESOLVED that progress on the East Wing Restoration Project be noted.

14. BOARD WORK PROGRAMME

NOTED.

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

There was no such business.

16. FUTURE MEETINGS

Noted.

17. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that the press and public be excluded from the meeting as agenda items 18-24 contained exempt information as defined in Section 100a of the Local Government Act 1972; Para 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).

18. MINUTES

RESOLVED that the exempt minutes of the meeting held on 12 April 2016 be approved as a correct record of the meeting.

19. EXEMPT - TRUST POSITION IN RELATION TO WOOD GREEN REGENERATION

This item was approved as part of minute item 8 during the public meeting.

20. EXEMPT - FIREWORKS FESTIVAL PROPOSAL

The recommendations in the report were approved.

21. EXEMPT - EVENT EQUIPMENT STORAGE SOLUTION REPORT

The recommendations in the report were approved.

22. EXEMPT - BUSINESS PLAN QUARTERLY PROGRESS DATA

The recommendations in the report were approved.

23. EXEMPT - APPROVAL OF REPORTS AS RECOMMENDED BY THE FINANCE, RESOURCES AND AUDIT COMMITTEE (FRAC) & ALEXANDRA PALACE TRADING LIMITED (APTL) BOARD

The recommendations in the report were approved.

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

There was no such business.

CHAIR: Councillor Joanna Christophides

Signed by Chair

Date

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MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON THURSDAY, 29TH SEPTEMBER, 2016

PRESENT:

Councillors: Joanna Christophides (Chair), Tim Gallagher (Vice-Chair), Patrick Berryman, Bob Hare, Liz McShane and Anne Stennett

Non-Voting Members: Gordon Hutchinson and Colin Marr

25. FILMING AT MEETINGS

Noted.

26. APOLOGIES FOR ABSENCE

Apologies for absence were received from Nigel Willmott.

27. DECLARATIONS OF INTERESTS

None.

28. URGENT BUSINESS

As it was a special meeting, under the Council's Constitution, Part 4, Section B, Paragraph 17, no new items of urgent business were admitted.

29. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that the press and public be excluded from the meeting as item 6 was likely to contain exempt information as defined in Section 100a of the Local Government Act 1972; Para 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).

30. ALEXANDRA PARK PREMISES LICENCE APPLICATION

The Board discussed the report, and the request for approval to submit a premises licence application for the park. A number of topics were considered – the comments and concerns of the SAC/CC, the number of event days, the types of events, the potential impact on the park, and the measures that would be taken to mitigate this.

Following a vote it was

RESOLVED that:

- i) the request for submission of a premises licence application for the Parkland to the Licensing Authority be approved, with the following conditions:**

- the application shall be for 43 event days - however, it was recognised that if the application was successful and a licence is granted the Trust should not aim to reach this level immediately and that a more gradual approach would enable the Board to ensure that the increased number of events were being monitored and managed effectively. Therefore the Board agreed that the maximum number of event days that the Board shall allow to take place is capped at 30 for 17/18 and shall not be exceeded in future years without the permission of the Board. (This total applies to licensable events and includes AP own brand and 3rd party events).
- ii) the AP Outdoor Event Strategy shall be completed to include the management and monitoring approach for these events, including impact metrics, and that the completed document be presented to the Board at a future date, no later than July 2017 .
- iii) the Board, whilst recognising the constraints on resources, directed the executive to ensure that appropriate measures and resources, to manage the impacts on the Park and surrounding areas, were included in the Business Plan for 17/18.

CHAIR: Councillor Joanna Christophides

Signed by Chair

Date

MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE & PARK CONSULTATIVE COMMITTEE, HELD ON THURSDAY 30 JUNE 2016

Present:

**italics denotes absence*

Statutory Advisory Committee Members:

Councillors *James Patterson, Clare Bull*, Viv Ross, Adam Jogee, Mark Blake, Stephen Mann, Stuart McNamara and Charles Wright

Jane Hutchinson (Alexandra Residents Association), *Ken Ranson* (Bounds Green & District Residents Association), Duncan Neill (Muswell Hill & Fortis Green Association), *Kevin Stanfield* (Palace Gates Residents Association), *Elizabeth Richardson* (Palace View Residents Association), David Frith (The Rookfield Association), *Jason Beazley* (Three Avenues Residents Association), and *Jim Jenks* (Warner Estate Residents Association)

Consultative Committee Members:

Councillors *Patrick Berryman*, Joanna Christophides, Tim Gallagher, Liz McShane, *Anne Stennett* and Bob Hare

Gordon Hutchinson (Chair) (Friends of Finsbury Park), *Jenny Bourne-Taylor* (Alexandra Palace Allotments Association), *Hugh Macpherson* (Alexandra Palace Organ Appeal), John Thompson (Alexandra Palace Television Group), *Dermot Barnes* (Alexandra Residents Association), Colin Marr (Alexandra Park & Palace Conservation Area Advisory Committee), *Jonathan Smith* (Campsbourne School), Nigel Willmott (Friends of the Alexandra Palace Theatre), David Cole (Heartlands Primary School), Rachael Macdonald (Hornsey Historical Society), Vacancy (Muswell Hill & Fortis Green Association), John Boshier (Muswell Hill Metro Group), Val Paley (Palace View Residents Association), *Frances Hargrove* (St Mary's CE Primary School) and *Richard Hudson* (Warner Estate Residents Association)

Also present:

Jeff Probst – substitute for Jim Jenks (Warner Estate Residents Association)

Jack Nouch – substitute for Richard Hudson (Warner Estate Residents Association)

Louise Stewart - Chief Executive, Alexandra Park and Palace

Emma Dagnes – Deputy Chief Executive, Alexandra Park and Palace

Simon Fell - Director of Event Operations, Alexandra Park and Palace

Mark Evison – Park Manager, Alexandra Park and Palace

Felicity Foley – Clerk, LB Haringey

1. FILMING AT MEETINGS

Noted.

2. APOLOGIES FOR ABSENCE

MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE

THURSDAY, 30 JUNE 2016

Apologies for absence were received from Jenny Bourne-Taylor, Jane Hutchinson, Gordon Hutchinson, Richard Hudson, Jim Jenks, Liz Richardson and Councillors Jogie, McNamara and C Bull.

3. URGENT BUSINESS

As an agenda item to nominate a Chair for the Municipal Year 2016-17 had been omitted from the agenda, it would be taken under Urgent Business.

Colin Marr, as Vice-Chair of the Consultative Committee, and in place of Gordon Hutchinson as outgoing Chair, took the Chair and invited nominations. It was unanimously agreed that Gordon Hutchinson would continue as Chair of SAC-CC for the Municipal Year 2016-17.

In the Chair's absence, Colin Marr continued as Chair for the remainder of the meeting.

4. DECLARATIONS OF INTEREST

None.

5. MINUTES

Joint Statutory Advisory and Consultative Committee

RESOLVED that the minutes of the Joint Statutory Advisory and Consultative Committee held on 2 February 2016 and 5 April 2016 be approved as a correct record of the meetings.

Statutory Advisory Committee

RESOLVED that the minutes of the Statutory Advisory Committee held on 2 February 2016 and 5 April 2016 be approved as a correct record of the meetings.

Alexandra Palace and Park Board

RESOLVED that the approved minutes of the Alexandra Palace and Park Board meetings held on 17 November 2015, 26 November 2015 and 16 February 2016 be noted.

The Chair added that there had been an amendment made to the wording of the minutes of the 16 February 2016 in respect of the Palace's submission to Crossrail 2, as follows: "Colin Marr objected to the submission having been made on behalf of the Trust as he felt that there hadn't been adequate consideration by the Board, and asked for his dissent to the submission be minuted."

MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE

THURSDAY, 30 JUNE 2016

Post meeting note – the minutes of the 16 February 2016 have since been amended and uploaded to the Haringey Council website.

6. CHIEF EXECUTIVE OFFICERS REPORT

RECEIVED the report of Louise Stewart, Chief Executive, Alexandra Park and Palace.

The following matters arose from discussion of the report:

- Governance / Strategic Vision – the initial scoping had taken place for the Governance Review, although it would be 3-4 months until initial findings would be documented. The Palace was currently procuring advisors for the development of the Strategic Vision.
- Planning application for the West Yard storage – the planning application was due to be discussed at the Council's Planning Committee on 11 July. However, the Alexandra Palace and Park Board had yet to make a final decision as to whether to proceed with the project, and this would be discussed at the meeting on 19 July. Following a request from the Board, a feasibility study had been carried out to look at additional potential options, and this would be presented to the Board on 19 July. In response to comments made online in respect of the application, the Trust is aware of them and where appropriate is taking them into account. Commemorative benches – members liked the idea of keeping old plaques in a central display. One member questioned whether a ten year display period was too short, and it was explained that this could be renewed if plaque owners stayed in contact.
- Cycle network / quietways proposal – a comment from the Friends of Alexandra Park had been submitted by email (due to Gordon Hutchinson being unable to attend the meeting), which read as follows:

The Friends of Alexandra Park discussed this at a recent committee meeting and there was support for the Quietway proposal, provided that surfaces were improved, no additional lighting would be introduced into the Park, and steps would be taken to reinforce the importance of cyclists being considerate of pedestrians on shared use paths. The downhill sections of the route can lead to cyclists riding at high speed and measures may be needed to safeguard other park users.

Regarding the option to bring part of the route into the Park instead of along North View Road, the Friends also supported this, with the same provisos, and on the basis that it is part of a hard-surfaced pedestrian path along the southern side of the Park, as floated in the Park Vision discussions. The Friends of the Park would welcome consultations on the detail of any new paths.

RESOLVED that the contents of the report be noted.

MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE

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7. 2016 FIREWORKS PROPOSAL

RECEIVED the report of Simon Fell, Director of Event Operations, Alexandra Park and Palace.

The following matters arose from discussion of the report:

- The fireworks display had grown from a capacity of 30,000 to 50,000 since 2013. It was now felt that 50,000 people was the upper limit of capacity for the event, however, negative feedback had been received following the last event that people had been unable to buy tickets, due to it being sold out. Therefore, it was proposed that the event be increased to a two day event.
- Alexandra Palace Way would be closed for 48 hours, and the W3 bus would be re-routed during this time. Members asked whether the bus could be routed around Muswell Hill so that this area would not be cut off by the re-routing. Simon advised that he would be meeting with the Safety Advisory Group, and would raise this with the TfL representative. Any re-routing would be advertised to the public, as it was for the Red Bull event.
- With regards to the fences at the South-East corner of the park, this area would continue to be fenced off, as it was not suitable to be used as an entrance especially if there was bad weather, which would cause damage to the grass. It was noted that there had not been any complaints made by people attending the event with regard to not having an entrance at the South-East corner.

RESOLVED that the report be noted and comments be provided to the Alexandra Palace and Park Board.

8. EAST WING RESTORATION PROJECT REPORT

RECEIVED the report of Emma Dagnes, Deputy Chief Executive, Alexandra Park and Palace.

The following matters arose from discussion of the report:

- The discovery of more asbestos than was originally anticipated had caused a delay of 12 weeks to the programme. To mitigate this, some Phase 2 works had been brought forward into the enabling stage.
- The fundraising campaign for the theatre would begin in July, and the second phase would begin in November, to tie in with the 80th anniversary of the BBC.
- In regard to the 80th anniversary, the Palace were currently producing a programme for a ticketed event in the BBC studios.

**MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY
ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE
COMMITTEE**

THURSDAY, 30 JUNE 2016

RESOLVED that the contents of the report be noted.

9. NON-VOTING BOARD MEMBERS FEEDBACK

The Chair and Nigel Willmott updated members on the matters raised at the Alexandra Palace and Park Board meeting held on 12 April 2016, namely the work which was being undertaken on the website; the Business Plan which had been approved and was now available on the Alexandra Palace website; and the Board workshop which took place on 24 May and looked at the Wood Green Regeneration and Alexandra Palace governance review.

10. ITEMS RAISED BY INTERESTED GROUPS

None.

11. NEW ITEMS OF URGENT BUSINESS

None.

12. DATES OF FUTURE MEETINGS

Noted.

CHAIR: Colin Marr

Signed by Chair

Date

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MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE & PARK CONSULTATIVE COMMITTEE HELD ON THURSDAY 29 SEPTEMBER 2016

Present:

**italics denotes absence*

Statutory Advisory Committee Members:

Councillors James Patterson, Clare Bull, Viv Ross, *Adam Jogee*, Mark Blake, Stephen Mann, *Stuart McNamara* and Charles Wright

Jane Hutchinson (Alexandra Residents Association), Ken Ranson (Bounds Green & District Residents Association), Duncan Neill (Muswell Hill & Fortis Green Association), Kevin Stanfield (Palace Gates Residents Association), *Elizabeth Richardson* (Palace View Residents Association), *David Frith* (The Rookfield Association), Jason Beazley (Three Avenues Residents Association), and Jim Jenks (Warner Estate Residents Association)

Consultative Committee Members:

Councillors Patrick Berryman, Joanna Christophides, Tim Gallagher, Liz McShane, Anne Stennett and Bob Hare

Gordon Hutchinson (Chair) (Friends of Finsbury Park), *Jenny Bourne-Taylor* (Alexandra Palace Allotments Association), *Hugh Macpherson* (Alexandra Palace Organ Appeal), *John Thompson* (Alexandra Palace Television Group), Dermot Barnes (Alexandra Residents Association), Colin Marr (Alexandra Park & Palace Conservation Area Advisory Committee), *Jonathan Smith* (Campsbourne School), *Nigel Willmott* (Friends of the Alexandra Palace Theatre), *David Cole* (Heartlands Primary School), Rachael Macdonald (Hornsey Historical Society), Vacancy (Muswell Hill & Fortis Green Association), *John Boshier* (Muswell Hill Metro Group), Val Paley (Palace View Residents Association), *Frances Hargrove* (St Mary's CE Primary School) and *Richard Hudson* (Warner Estate Residents Association)

Also present:

Antonia Denford – substitute for Richard Hudson (Warner Estate Residents Association)
Louise Stewart – Chief Executive, Alexandra Park and Palace
Emma Dagnes – Deputy Chief Executive, Alexandra Park and Palace
Mark Evison – Park Manager, Alexandra Park and Palace
Simon Fell – Director of Events Operations, Alexandra Park and Palace
Lucy Fenner – Commercial Director, Alexandra Park and Palace
Erica Wilkinson – Company Secretary, Alexandra Park and Palace
Felicity Foley – Clerk, LB Haringey

13. FILMING AT MEETINGS

Noted.

14. APOLOGIES FOR ABSENCE

Apologies for absence were received from Liz Richardson, David Frith, Nigel Willmott, John Boshier, Richard Hudson, John Thompson and Councillors Jogee and Wright.

MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE

THURSDAY, 29 SEPTEMBER 2016

15. DECLARATIONS OF INTEREST

None.

16. URGENT BUSINESS

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

17. ALEXANDRA PARK PREMISES LICENCE APPLICATION

Louise Stewart, Chief Executive, Alexandra Park and Palace, introduced the report as set out. This was a proposal for the Trust to apply for a premises licence for the Park. The role of the SAC-CC was to provide advice to the Board, who would in turn make a decision as to whether the Trust shall be allowed to apply for a licence. The application proposed an increase in event days of 34 per year (to 43), which would not include set up or break down of events.

The Chair asked for comments from the Committee:

- a. The Park needed investment in the infrastructure before extra events could be permitted, although it was also questioned whether it was possible for an increase in events to work in the Park.
- b. Extra events would lead to an increase in noise disturbance to local residents. It would be important for the Trust to work with local neighbours in order to provide assurances that measures would be taken to mitigate the noise from events.
- c. Committee Members expressed concern that there would not be a balance between the number of events and public use of the Park.
- d. A Committee Member stated that local residents already experienced a number of issues around events – the stewarding, rubbish accumulation, areas of the Park being used as a toilet, lack of access to the Park during events and the impact on the Park. Residents needed confidence that existing events would be managed better before there was any increase.
- e. Another member of the Committee expressed that they felt events were well managed.
- f. The Chair expressed his disappointment that this was the first time Committee Members had seen this proposal as a licensing application, as he felt that it could have been discussed at an earlier meeting, before submitting an application. The Chair provided feedback from the Friends of Alexandra Park, where the main concerns were the loss of use of areas of the Park and the potential impact of this on local people, particularly where this was the only access to green space; the concerns over the constraints in the open areas of the Park if vehicles were driving through to set up or take down events, and the associated dangers with this; the cumulative impact to bio-diversity and wildlife in the Park; the damage and deterioration to existing physical infrastructure. It was suggested that there be a substantial reduction in the number of events.
- g. Jim Jenks provided feedback from Warner Estate Residents Association – the need to generate income must be balanced with the need to maintain the resource as an area of peaceful enjoyment in a city, as well as the need to preserve the natural environment; 'noise creep' from any events with amplified

MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE

THURSDAY, 29 SEPTEMBER 2016

- sound needed to be addressed, with some independent mediation if required; the impact on local streets with parking overspill and crowds of people leaving events must be considered when reviewing any events in the Park.
- h. The Committee were positive about the consideration of holding smaller events in the Park, which would bring diversity in the events held.

The Trust Management provided the following in response to comments made:

- i. The Designated Premises Supervisor for the Park would be the same as it currently was for the Palace – a member of staff from the Catering department.
- j. In order to invest money into the Park, income would need to be generated, and increasing the number of events held would enable this.
- k. The number of events permitted under the licence would be the maximum number of events allowed, and it was not suggested that the maximum would be used in 2017/18. Consideration was being given to holding events throughout the year, not just in the summertime, and also to a range of ticketed and non-ticketed events.
- l. It would not be practical to reduce the number of event days applied for, as this number may be further reduced by the Licensing Committee during the application process, if it wished to do so, and it would lead to further licence applications in the future in order to increase this number, at further cost to the Trust.
- m. In regard to the setting up and down of events, there was no intention of this taking place overnight.

The Chair thanked the Committee for their comments and summed up the general consensus as that the Committee still had concerns over the levels of increase in activity in the Park, and that any application made for a Premises Licence should reduce the number of events as proposed. There were also still concerns that even with good management, the impact on the local community would be too great. The Committee requested that the Board ask Alexandra Palace for an indication of the lower level limits of events over the next few years, along with frequency and size of events.

18. DATES OF FUTURE MEETINGS

Noted.

CHAIR: Gordon Hutchinson

Signed by Chair

Date

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Alexandra Palace

ALEXANDRA PARK AND PALACE **CHARITABLE TRUST BOARD**

6th December 2016

Report Title: Chief Executive Officer's report

Report of: Louise Stewart, CEO, APPCT

Report Authorised by: Louise Stewart, Chief Executive Officer, Alexandra Park and Palace Charitable Trust (APPCT)

Contact Officer: Natalie Layton, Executive Assistant, APPCT
Email: Natalie.layton@alexandrapalace.com , Telephone: 020 8365 4335

Purpose: To update the Board on current issues and projects at Alexandra Park and Palace.

Local Government (Access to Information) Act 1985

N/A

1. Recommendations

1.1 To note the information.

2. Governance Review

2.1 An overview of the initial findings of the APPCT Governance Review will be presented to the Board at a workshop in January, date to be arranged. This will provide an opportunity for Board members to assess our governance arrangements, identify areas of concern or further investigation and discuss the need and ability to make any required changes or improvements.

3. Strategic Vision

3.1 The consultants (BOP) continue with their work on creating a Strategic Vision. Trustees attended a workshop on 7th November to meet the consultancy team and be briefed on their work to date; and for the Board to share their perspectives on the future for APP.

3.2 To further understand the impact of Alexandra Park and Palace to the local area and to London as a whole BOP have published a survey seeking views on the economic impact, visitor experience and customer impact.

4. East Wing Restoration Project

There is a separate report updating on the East Wing Restoration Project on this meeting's agenda.

5. West Yard Storage

5.1 Progress

5.1.1 The first stage works to prepare most of the site and remove the porta-cabins was completed by the Summer. Work will start again in late November in preparation for the construction of the new storage facility, office area (which will also re-support the North Wall) and restoration of the North West Tower. Careful and close collaboration is necessary between the Palace and Kier Construction to minimize the impact of events and construction affecting both the operating space in the West Yard and the construction area necessary for building. The two images at Appendix 1 show how the wall currently looks and the expected finished product.

5.2 Planning Consent

5.2.1 The Planning Application was amended to change the previous function space in the new building to ancillary office space.

5.2.2 Trustees previously considered this change at their Trust Board Meeting on the 19th July 2016, along with an update that the roof terrace had been omitted from the planning application following adverse comments following the consultation. It is expected that this amendment will be considered at the Planning Sub Committee on the 12 December 2016.

5.2.3 There have been delays as a result of discussions with Haringey as to the most appropriate way to deal with this minor amendment. The Architects, Purcell's will be making this submission on our behalf, with updated drawings and amended supporting information very shortly

5.2.4 The decision to proceed and approve the final scheme still rests with the Chief Executive, in consultation with the Chair of Trustees. They asked that the final report seeking the approvals is circulated to Trustees in advance of making that decision. The report was circulated for comment on 22/11/16.

6. BBC 80th Anniversary celebration events

6.1 To mark 80 years since the launch of the BBC's regular television service on 2nd November 1936, AP hosted a range of events onsite and online.

6.2 Learning and Participation partnered with BAFTA to run 2 workshops in the Transmitter Hall for 210 pupils from local schools - Lindsay Russell (*Blue Peter*) and Ben Shires (*Officially Amazing*) fronted a fun mix of live demonstrations, behind-the-scenes films and interviews highlighting the talent behind the cameras and providing a window on the exciting world of television presenting.

6.3 An afternoon celebration for 100 *Pally Pioneers*, APTS members, friends, family and supporters in the Palace Suite dressed with mid-century BBC set designs, featured

engaging presentations by BBC History, the British Vintage and Wireless Society and Google Arts & Culture, with supporting archive and photographic displays.

- 6.4 Ticketed evening comedy performances for members of the public and invited guests were accompanied by 1930s inspired cocktails and canapes. The audience were treated to two short lectures by prominent experts followed with a set by improv artistes *Do Not Adjust Your Stage*. Alongside the show, guests were able to browse the AP online archive, 3 digital exhibitions and get a preview of the latest innovation in Ultra High definition television provided by the BBC R&D team.
- 6.5 Google provided 8 interactive stations with 30 inch screens for exploring the newly launched Alexandra Palace Google Arts and Culture platform showcasing access to the digitised archives <https://www.youtube.com/watch?v=fB5G7bwB61I> and 3 online exhibitions https://www.google.com/culturalinstitute/beta/exhibit/3wJCLw9Ah9_wLA
- 6.6 All this was set under the spectacularly lit transmission mast atop the BBC tower, signifying to the whole of North London Alexandra Palace's crucial role in this historic moment.
- 6.7 Media Coverage included:
- Alexandra Palace featured on Friday Night is Music Night
 - BBC London, BBC national news and 2 pieces on BBC breakfast with Nick Higham
 - 3 page feature in Radio Times 29 Oct – 4 Nov edition including interview with Helen Clare (a performer who first appeared on BBC's "Cabaret Cartoons" in 1937) <http://www.bbc.co.uk/blogs/genome/entries/b27f6e67-80e1-4da4-b65a-835d4bc4a286>

7. Google Partnership

- 7.1 The Trust has been working closely with Google to digitise our archives including assets held at Bruce Castle Museum. The partnership was launched on 2nd November and can be seen at this link: <https://www.google.com/culturalinstitute/beta/partner/alexandra-palace>

8. Business Plan Progress and Performance Management

- 8.1 The quarter 2 update of the Business Plan is now complete and shows the progress to the end of quarter 2 (July – September).
- 8.2 Note of amendment to Q1 document – the actual percentage for KPI 22 (percentages of Fabric Maintenance Plan completed and percentage of Services repaired/ replaced) had been omitted from the Q1 performance reporting document and are now included in the Q2 document as follows:

8.1% of Fabric maintenance plan completed – **actual 3.2%**
27.4% of Services repaired/ replaced – **actual 29.5%**

- 8.3 Trust performance highlights:
- Communication: 5 strategic information points are in place in the Park and Palace
 - Energy consumption is being monitored to improve efficiency

- Grounds maintenance work is up to date
- Green Flag and Green Heritage Awards achieved in July
- London in Bloom Gold and Category Winner- Large Park (over 25 acres)

8.4 Business planning for 17/18 is about to start and the Board will be consulted in February 2017.

9. Human Resources

9.1 The two year fixed term position of Head of HR and Organisational Development and a HR Executive was advertised externally the successful candidate will join us in January.

10. Village on Stilts 2017

10.1 APPCT was approached by a local artist with a proposal to create a contemporary Village on Stilts (sponsored by Arup), based on the original 1875 model in the Boating Lake, the images of which can be seen at Appendix 2.

10.2 The project aims to raise the profile of the artist, location and history and will provide a space for free recreation and will include a programme of education and interpretation.

10.3 5 artists/architects were invited to present proposals for a temporary pavilion inspired by the water village of 1875 and the history of Alexandra Palace & Park and on 10th November a Panel appointed an artist and funding will be sought by the local artist who is leading the project. The Panel included Gordon Hutchinson in his capacity as Chair of the Friends of Alexandra Park.

11. Commercial Update

11.1 Board members was presented with a summary of the commercial events for Q3 and Q4 in the SACCC report of 22nd November. In addition, the popular game show Deal or No Deal, hosted by Noel Edmonds, was filmed in Palm Court in October and will be televised in December.

11.2 Highlights:

- The Board is asked to approve the In-House Events Growth Plan under item 15 (Exempt CEO's report) on this agenda.
- The reporting process for Q2 has been completed and has been considered by the FRAC and APTL Board. Progress against sales targets have been positive.
- Appointment of Head of Health and Safety, Graeme Timms, work has started on a site wide health and safety plan. This plan is expected to be in place by the start of the next financial year. A Health and Safety Policy Statement was presented to FRAC on 22nd November and is before the Board today for adoption.
- Digital marketing campaigns have been tailored to specific audiences and as a result click through rates and increased by 4% compared with last year. The database gained 15,500 new contacts in Q2 and open rates are well above the industry average.

- The new website launch is behind schedule due to pressures of delivering short term marketing activity and the creation of detailed microsites. The website is due to be delivered in Q3.
- APPCT joined the institute of customer service and dedicated customer service assistant has been recruited to provide capacity in this area.
- Alexandra Palace's social media presence continues to grow and the customer database now exceeds over 125,000 contacts. Current figures are as follows

<u>Channel</u>	<u>Followers</u>
Facebook	67,000
Instagram	8,148
Twitter	21,700
Snap Chat	1,000

- Completed catering review and actions undertaken to improve operating processes and standards.
- The growth plan for the Phoenix Bar & Kitchen is being developed. In the meantime improvements to look and feel are being implemented with new signage, menus and a staff dress code.
- The relocation of the ice rink entrance in September has resulted in increased footfall.

11.3 Premises Licence

The Outdoor Events Strategy will be presented to the Board in February 2017 and the Board and SACCC were consulted on an application for an outdoor licence.

APP are working with the Licensing Authority on the final detail needed for the application and will be submitting this in the new year so it will be in place and enable APTL to deliver events under this licence.

11.4 Fireworks

11.4.1 More than 90,000 tickets were sold for the fireworks display and ancillary activities. The event was attended by 24,000 (31,000 sold) on Friday and 42,000 on Saturday (50,000 sold) (Saturday's figure was similar to 2015). In total the event grew by over 60% proving to be London's most popular paid display. The event itself passed off with few issues, no reported crime and only a handful of minor medical issues, a majority of which took place in the ice rink.

11.4.2 Due to the prevailing wind a few tweaks needed to take place on Saturday for safety reasons which meant the display was not as aerial as the Friday display but this was only a minor change and not obvious.

11.4.3 The Day of the dead parade was well received by those in attendance and proved a great spectacle for the event. Due to feedback from 2015's event we doubled the amount of available food units to 50 across site. These were again very busy at peak times so the team will be looking at how they can make improvements in this area again. The new street food village in the pavilion was a huge success and harboured a great atmosphere.

11.4.3 Despite keeping areas of the park open on Friday and Saturday and returning the Park to public use on Sunday morning there were issues raised by residents regarding park access during the Friday, a key build day where most of the site is a working area for construction. The team will be looking at ways to improve communication to stakeholders for the 2017 event.

11.4.4 All in all a very successful event. The Police and London Ambulance Service were based in the control room throughout both days and were very complimentary about the event and its delivery.

11.5 Ice Rink

11.5.1 The ice rink's autumn campaign has launched and includes numerous promotional materials, flyers, posters, Facebook advertising, featured digital advertising, social media support and e-shots.

11.5.2 Beauty & the Beast Panto on ice public sessions are now sold out. 80% of the school panto shows are already sold out.

11.5.3 Due to low ticket sales the promoters have cancelled the 'Vanilla Ice on ice' performances from 20th - 22nd of December.

11.5.4 Club de Fromage will continue on the last Saturday of every month and the next event date is 26th November 2016.

12. Park Updates

12.1 HLF Endowment Fund

12.1.1 The Trust had intended to submit an application to the Heritage Lottery Fund for a £1m grant to setup an endowment fund for the Park. HLF designed the fund for 'better managed heritage' – specifically, heritage that has previously benefited from an HLF grant. The total total funding available is £10m and each organisation can apply for £1m so competition would be strong.

12.1.2 The Park Manager and Director of Fundraising attended a workshop, started drafting the application, and sought specific advice from HLF, however, they have concluded that this is not the right time to apply for this fund, as there are a few large risks that could not be alleviated before the 24 November deadline:

- We do not have a track record in legacy giving or gifts from major donors which we could apply to this application
- We do not have a development board or high level advocates in place yet
- We do not have an agreed strategic vision for the park

12.1.3 It is possible that future funding for endowments will be launched by the HLF from 2019, but this is not confirmed.

12.1.4 Legacy funding will form part of our future fundraising strategy, and be advertised as an opportunity on our new website, but at the moment we lack resources to develop this. Legacy fundraising is very much a medium to long term strategy, and at the moment we are focused on short term opportunities.

12.2 Go Ape

12.2.1 On 9th December 2014 the Board agreed to delegate the approval of the Go Ape lease (subject to a satisfactory valuation under section 119 of the Charities Act 2011) to the Chair of the Board and to instruct, through officers, the Head of Haringey Council's Legal Services to seal the final lease document, subject to planning consent. The Chair of the Board approved the final version of the lease and acknowledged the satisfactory Charities Act Report signed by Strutt & Parker on 30 September 2016. The lease has now been sealed by Haringey Council. The construction schedule has slipped and the course opening is anticipated to be in early 2017.

13. Learning and Participation (L&P) Team Updates

13.1 Board members was presented with a summary of the L&P activities for Q2 in the report to the Advisory and Consultative Committees (SACCC) on 22nd November.

13.2 The following paragraphs provide the key information and any updates:

- April-October 2016, 1,036 pupils have visited
- 620 pupils booked in until the end of the December.
- L&P Team have exceeded last year's total visitor figure (1,651)
- To mark the 80th Anniversary - held 2 workshops with BAFTA to run 2 workshops for 210 pupils hosted by Lindsay Russell (Blue Peter) and Ben Shires (Officially Amazing). To maximise the impact of the event, numbers from each school were capped and 2 new schools were engaged. This was the first multiple schools event held. Discussions are already underway about future events, in particular to make the 75th anniversary of BAFTA next year.
- October half term activities held to link in with national Big Draw)
- As part of the Palace's Fireworks Festival the L&P Team partnered with Haringey Sixth Form College to create props for the Day of the Dead Parade on the 4th and 5th November. The success of this first project initiated a meeting with the Principal to discuss how the college could become more involved with the Palace as part of the East Wing project.
- The Open House event (17th September) sold out - tours of the basement for visitors to see the original Victorian storage rooms and the bunk beds and workshop machinery from the First World War. Planning is underway to increase the numbers of tours from 2017 onwards to include the Park, Palace and the East Wing when it opens in 2018.
- Newly appointed Head of L&P (Sarah James) and the team have been working on revising the Activity Plan to create a holistic approach to Learning across both the Park and Palace. The programme will launch in January 2017 following internal consultation with staff in December and meetings across the borough to secure partnerships with cultural, creative and academic institutions.

14. Reception Relocation

14.1 On 5th December the BBC reception will become a staff only access area. This will allow us to create more office space on the ground floor. The main business and public reception for the Park and Palace will be relocated to the Palm Court where a new reception has been created. We have recruited a Customer Services Executive starting

Monday 28th November who will be based at the new reception but will also undertake a range of customer service duties reporting to Martin Keane, Head of Marketing.

15. Legal Implications

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

16. Financial Implications

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

17. Use of Appendices

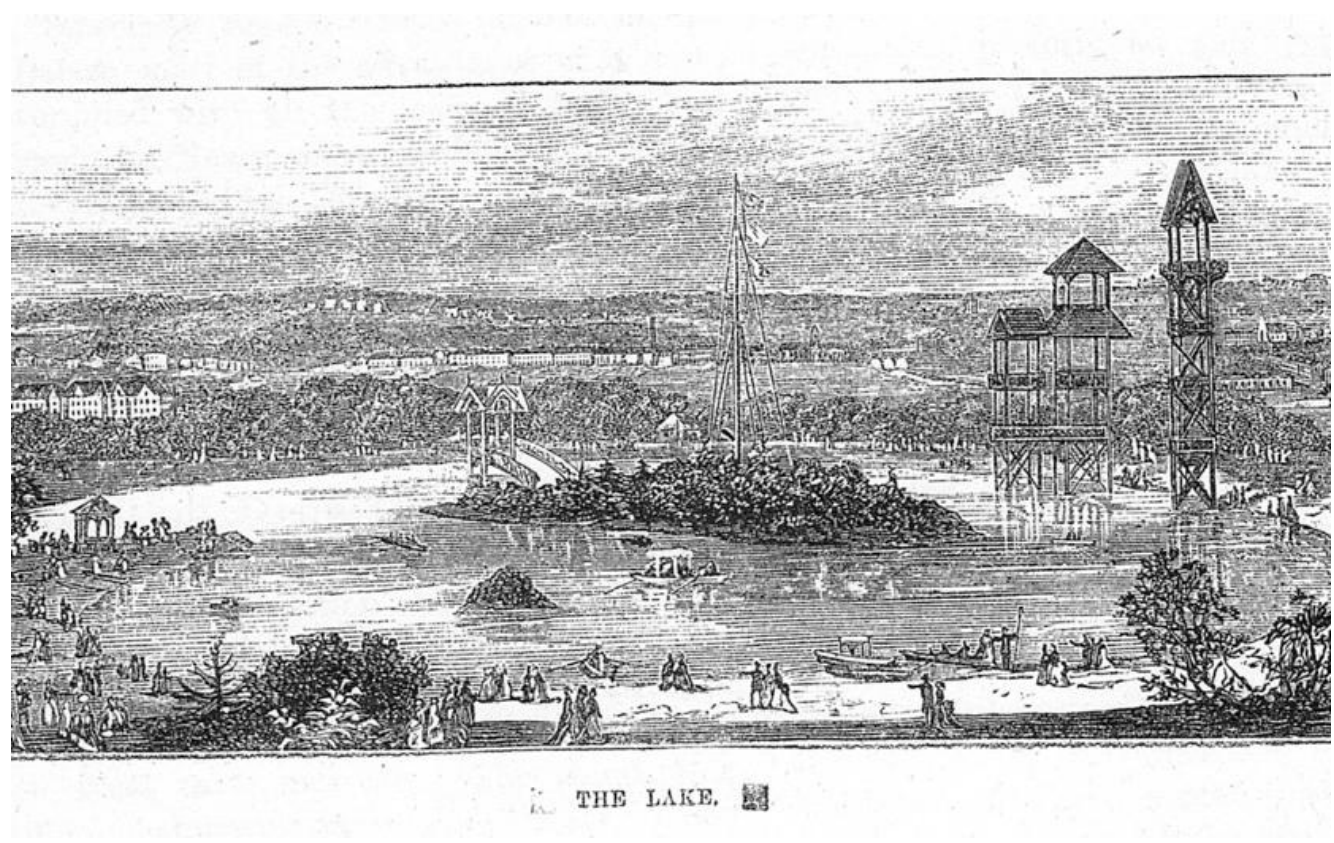
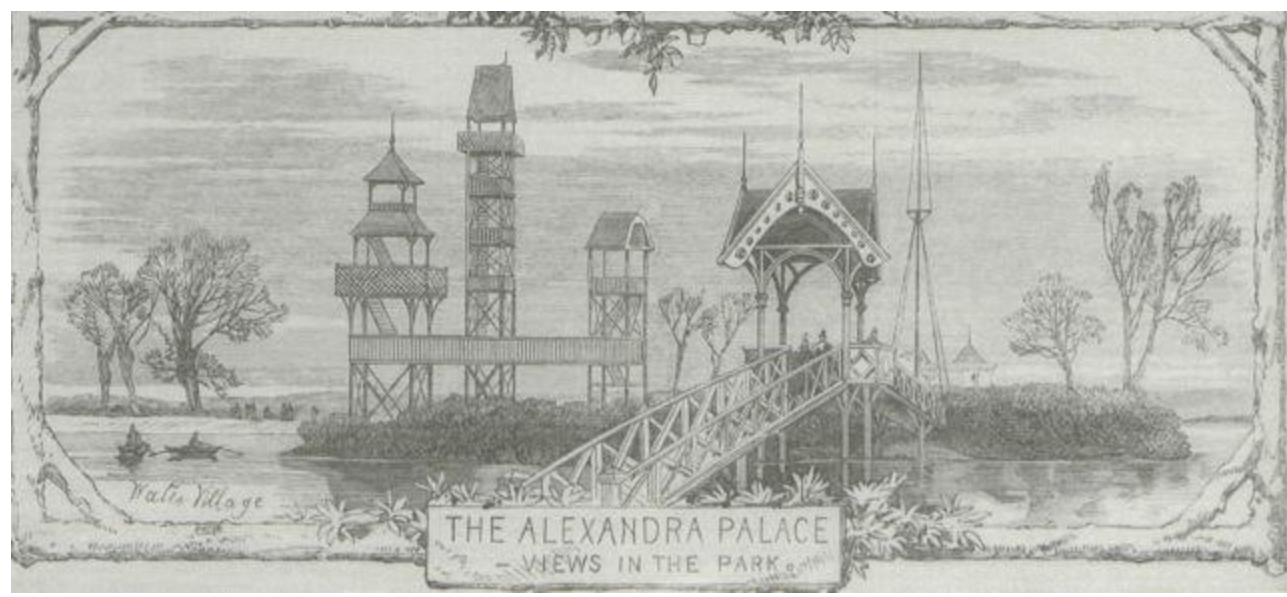
Appendix 1 – West Yard Storage Project images

Appendix 2 – Village on Stilts, 1875, illustrated in The Official Guide to Alexandra Park and Palace

Appendix 1 – West Yard Storage Project



Appendix 2 – Village on Stilts, 1875, illustrated in The Official Guide to Alexandra Park and Palace



Alexandra Palace

ALEXANDRA PARK AND PALACE CHARITABLE TRUST **BOARD**

Tuesday 6th December 2016

Report Title: Alexandra Park and Palace Charitable Trust Financial Results with annual forecast

Report of: Dorota Dominiczak, Director of Finance and Resources

Report Authorised by: Louise Stewart, Chief Executive Officer, Alexandra Park and Palace Charitable Trust (APPCT)

Contact Officer: Natalie Layton, Executive Assistant, APPCT
Email: Natalie.layton@alexandrapalace.com , Telephone: 020 8365 4335

Purpose:

This paper sets out the results for Alexandra Park and Palace Charitable Trust for 6 months to 30/09/2016.

1. Recommendations

To note the performance of the Trust.

2. Results for 6 months to 30/09/2016

Unrestricted Activities

- 2.1 Income of the Trust in the first 6 months does not show significant variances on budget. This period is mainly funded from the LBH's operating grant. The grant has been paid to us in pre-agreed instalments and up to the end of September £1.85m was received. The funding of the remaining months to 31 March 2017 will be from a transfer of the 2015-16 Gift Aid of £1.3m. The APTL Board on 22 November will approve the Gift Aid payment to the Trust and a cash transfer is scheduled for the end of November for the Trust to meet its various liabilities. Other sources of income include leases received from the tenants in the Park and Palace and no significant variances are noted in the first 6 month period.
- 2.2 Moving on to the 2016-17 Projection a significant decrease in funds coming in is noted. This is explained by a lower than budgeted Trading profit forecast by the Trading Company in 2016-17.
- 2.3 The current forecast of 2016-17 trading profit is £448,000 under budget. The reasons for this shortfall are mainly: an increase in Cost of Sales and therefore a lower Gross Margin achieved due to a different type of shows secured in the current year (for example fewer music nights which generate more margin than weddings, banquets and smaller exhibitions), lower footfall to the major exhibitions (which has an impact on the secondary spending), and a closure of the Great Hall and West

Hall for 3 weeks and therefore a lost business which can't be gained anywhere else (in reality this is indirectly a cost of the East Wing Regeneration project which is quantified as £200,000 loss).

- 2.4 It is worth noting that the above will have a negative impact on cash funds available to the Trust in 2017-18 (as the Gift Aid is transferred in cash 9 months after the year-end).
- 2.5 Overhead spent in the first 6 months shows some variances due to timing of the expenditure occurring and overall the overheads for the year are on target with the exception of Professional fees which include a provision for the Strategic Vision review of £90,000,; and Marketing fees which include a provision of £30,000 for Communications.

3. Capital Expenditure – LBH's capital grant (restricted)

- 3.1 Capital Projects (outside the East Wing Project and the West Yard Project) are funded from the LBH's capital grant. The 2016-17 grant is £400,000 but the total funds available for 2016-17 are £515,000 including a sum carried forward from 2015-6.

3.2 Capital Expenditure – Trust

Expenditure	£ amount
Fire Alarm Replacements (various areas of Palace)	£37,490
Level 5 refurbishments (WYP – move required)	£2,178
Light Well Entrance (New Ice Rink Entrance)	£48,573
Wifi in BBC Tower	£4,174
Palm Court New Reception Area	£1,500
Battery system for emergency lighting	£23,976
Lightfittings	£4,956
Tank for generator	£9,601
Urinal pipework replacement	£7,170
Total spending to 30/9/2016	£139,618
Committed but not spent in the first 6 months(*a)	£150,000
Still to be committed before 31 March 2017	£225,382
Target capital spending in 2016-17	£515,000

- 3.3 (*a) Some of the items committed but not spent to the end of September are:

New boiler	£68,000
West Service Yard flat roof repair	£13,000
West Yard Level 5 conversion into staff space	£23,000

- 3.4 The Trust Capital and Revenue Repairs and Projects Budgets 2016/17 have been revised to prioritise the priorities. The major change is to conduct critical repair works to the spaceframer (trusses) but to defer painting the trusses. Capital works for the Park have also been cut back to resurfacing works only which are now urgent.

- 3.4 A number of urgent repairs amounting to £58,000 (listed below) have been identified beyond the £515,000 budget. However, without available resources to fund them,

they will remain on the priority list for next year 2017/18 unless funds become available. Capital spending is closely monitored and reported monthly to the Executive.

- £8,500 South Terrace paving
- £10,000 Repointing fixing gaps between steps
- £9,000 North Yard Railway bridge
- £1,000 BBC Tower Elevation Inspection
- £1,000 SW colonnade cherry picker access cost
- £7,000 SW Tower Roof Repairs
- £2,000 West Service Yard Flat roof above Star Suites
- £20,000 Palm Court Glazing repairs and render

4. East Wing Project

- 4.1 The progress of the East Wing Project is reported separately. This report covers expenditure to date only.
- 4.2 The cash funds for the project are kept in a separate bank account to ring fence the funds for its restricted purpose only. A balance at the end of September 2016 was £817,000 and was in line with the Project cash projection to date.
- 4.3 To the end of October the expenditure on the project in the preliminary phase was £2.5m. It is worth noting that the total contracted sum for preliminary works was originally £1,145,983. Current anticipated costs for preliminary works stands at £3,645,846 (as per the latest Mott MacDonald report October 2016). This is because some works were brought forward from the construction phase, for example works in the Theatre and East Court of approximately £1m and removal of asbestos (unbudgeted i.e. unidentified before the works started) at a cost of £1,000,000 plus loss and expense costs of approximately £400k. The re-profiled budget for the enabling works is likely to be £4m. Of the £1.855m contingency fund there is less than 10% left, which could cause problems in the Stage 2 main works.

5. West Yard Project

- 5.1 The progress of the West Yard Project is reported separately. This report covers expenditure to date only.
- 5.2 The Project is funded by a loan from LBH. All funds of the loan of £2.5m were received in June 2016. The funds are kept on a separate bank account to ring fence the funds for its purpose only. To date (end of September) spending on the Project was rather limited and amounted to £35,000 available balance of £2,465,000.

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 has the following comment:
- 7.2 Although APTL have a good trajectory of income over the medium term and are doing a lot of work in an attempt to maximise the income, there is a gap in funding for the Trust which will need to be met by Haringey Council.
- 7.3 In addition the Trust will not be able to live within the reduction in operating grant from the Council of £250k anticipated for 2007/18. A savings plan of cost reduction activities have been agreed between the Council and the Trust and there will be regular and ongoing dialogue over the short to medium term to ensure that this is delivered and the Trust can be financially sustainable.

6. Appendices

Appendix 1 – Trust financial results YTD and Forecast

APPCT YTD and Forecast For 6 Mths Ending September 2016	Cumm 30/09/2016			Year 2016/17		
	Budget	Actual	Diff	Budget	Forecast	Diff
Unrestricted Activities						
Trust Income	£	£	£	£	£	£
LBH Grant - Operational	1,850,000	1,850,000	0	1,900,000	1,900,000	(0)
LBH Grant - Capital	0	0	0	0	0	0
Palace APTL Licence	150,000	150,000	0	300,000	300,000	0
Palace Leases	44,600	35,157	(9,443)	67,100	57,657	(9,443)
Park Leases	56,173	57,364	1,191	118,872	120,063	1,191
Learning & Community	20,250	2,684	(17,566)	30,100	9,261	(20,839)
Gift Aid	0	0	0	1,320,795	872,228	(448,567)
Other	4,000	25,581	21,581	23,495	45,076	21,581
	2,125,023	2,120,785	(4,238)	3,760,362	3,304,284	(456,078)
Regeneration Grants	0	0	0	0	0	0
Match Funding	0	0	0	0	0	0
	0	0	0	0	0	0
Total Incoming Resources	2,125,023	2,120,785	(4,238)	3,760,362	3,304,284	(456,078)
Overheads						
Cost of Sales	3,300	689	(2,611)	6,810	5,189	(1,621)
Wages & Salaries (including pension & Ni)	452,278	431,099	(21,179)	931,283	923,970	(7,313)
Other staff related costs	31,380	6,405	(24,975)	76,196	49,815	(26,381)
Maintenance - Palace	189,000	153,812	(35,188)	384,000	358,812	(25,188)
Maintenance – Park (contract)	192,954	194,217	1,263	323,768	325,031	1,263
Repair & Maintenance Other locations	83,399	62,508	(20,891)	227,100	216,309	(10,791)
Security Control Contract - Estate	246,650	245,748	(902)	488,100	493,198	5,098
Cleaning & Pest	9,360	10,378	1,018	14,960	15,978	1,018
Rates & Insurance	178,912	179,385	473	342,624	343,817	1,193
Office expenses various	46,670	37,985	(8,685)	95,060	91,165	(3,895)
Utilities (15% of Organisation bills)	61,380	42,808	(18,572)	122,760	111,688	(11,072)
Software & IT	38,192	20,796	(17,396)	64,584	59,848	(4,736)
Sundries, Meeting & Subscriptions	3,140	6,920	3,780	7,189	11,822	4,633
Marketing, Advertising & Design	68,002	43,705	(24,297)	113,150	126,003	12,853
Legal & Professional	143,550	104,485	(39,065)	323,200	385,435	62,235
Depreciation (Unrestricted are loan Assets)	61,176	60,234	(942)	122,352	120,468	(1,884)
Interest on Loan Assets	33,812	40,011	6,199	107,624	107,691	67
Banking Costs	300	(43)	(343)	600	257	(343)
APTL Cost recharges	39,030	39,030	0	78,060	78,060	0
Contingency	0	0	0	0	0	0
Total Outgoing Resources	1,882,485	1,680,170	(202,315)	3,829,420	3,824,555	(4,865)
Result	242,538	440,615	198,077	(69,058)	(520,271)	(451,213)

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Alexandra Palace

ALEXANDRA PARK AND PALACE CHARITABLE TRUST

BOARD

6TH DECEMBER 2016

Report Title: Friends of the Alexandra Palace Theatre Constitution

Report of: Louise Stewart, Chief Executive Officer, (APPCT)

Report Authorised by: Louise Stewart, Chief Executive Officer, Alexandra Park and Palace Charitable Trust (APPCT)

Contact Officer: Natalie Layton, Executive Assistant, APPCT
Email: Natalie.layton@alexandrapalace.com , Telephone: 020 8365 4335

Purpose:

This report seeks the Board approval of amendments to the constitution of the Friends of the Alexandra Palace Theatre.

Local Government (Access to Information) Act 1985

N/A

1. Recommendations

1.1 To approve the amendments to the Friends of the Alexandra Palace Theatre constitution document.

2. Background

2.1 In March 2016 the Chair of the Friends of the Alexandra Palace Theatre ('the Friends'), and APPCT Board Member, Nigel Willmott, contacted members notifying them of two proposed changes to the Friends' constitution detailed below:

- a new committee post of membership secretary; and
- tidying up some anomalies about how the Friends' accounts are held and reported

2.2 Members of the Friends were notified of the amendments in March 2016.

2.3 At the Annual General Meeting (AGM) held on 18th May 2016 the required two-thirds majority vote was obtained and the decision was published in order to meet the two months' notice period.

2.4 The amendments are now required to be approved by the APPCT Board of Trustees.

2.5 As the Friends look ahead to a period of fundraising to match fund the Heritage Lottery grant for the regeneration of the East Wing of the building, it was felt to be important to clarify the these points.

3. **Post of Membership Secretary**

3.1 With more than 800 members and supporters, there was a need for an officer to cope with the growing workload.

3.2 The paragraph 'Officers' in the original document stated:

"Friends of the Theatre shall have four officers, namely;

Chair
Secretary
Press & Publicity Officer
Treasurer"

3.3 The proposal was to amend this to:

"Friends of the Theatre shall have five officers, namely;

Chair
Secretary
Press & Publicity Officer
Treasurer
Membership Secretary"

3.4 The paragraph 'Membership' in the original document stated:

"Applications for membership should be sent to the secretary"

3.5 The agreed amendment was:

"Applications for membership should be sent to the membership secretary"

4. **Management of funds**

4.1 Under the existing constitution written in 2002, all income was to be held and managed by the AP Trust but since then, the Friends has set up its own bank account and manages its own financial affairs, reporting annually to the Friends AGM. Monies raised remain for the benefit of the Theatre.

4.2 On Finance, the original document stated:

"All funds and assets shall be held, paid out and applied by Alexandra Palace and Park Trustees. All funds raised, fall within the definition of "restricted" funds and may only be applied to the theatre refurbishment project. The charity's auditor as part of the annual audit of the charity's accounts will audit the restricted fund account"

4.3 The agreed amendment was:

“All funds and assets shall be held, paid out and applied by the Friends of Alexandra Palace Theatre. The Accounts will be presented at the Friends of Alexandra Palace Theatre’s AGM.”

5. Legal Implications

- 5.1 The Council’s Assistant Director of Corporate Governance has been consulted in the preparation of this report, and makes the following comments:
- 5.2 The Friends Constitution does prescribe the method by which amendments to any of its provisions can be made, namely by convening an AGM to debate the proposed changes, obtaining a resolution of two thirds majority present at the meeting, and thereafter by giving two months’ notice of the change, before submitting the proposed changes to the Trust Board for ratification.
- 5.3. As all of the steps in the above process have been followed, there is no legal reason why the Board cannot adopt the recommendation contained in the report.

6. Financial Implications

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

7. Use of Appendices

Appendix 1 – Constitution of the Friends of the Theatre – Alexandra Palace

Friends of the Theatre – Alexandra Palace Constitution

Trustees Powers

Under the Alexandra Park and Palace Act 1985 the trustee's charitable objects are to maintain the Park and Palace and other lands and make them available for the free use and recreation of the public forever. Within this remit the Trustees have the power to engage in activities which in their judgement promote the use and enjoyment of the park and palace. It is within these objects that the Friends of the Theatre group is being created to enhance and promote the use of the Victorian theatre. The group operates under the powers devolved from the board of trustees.

Mission Statement

The group is being formed to assist the trustees of Alexandra Palace and Park Charitable Trust to raise awareness in, raise funds for and develop the Victorian theatre. It is a vehicle to gain interest within the local and theatre communities, raise funds in order to refurbish the theatre and consider uses consistent with contemporary requirements and public safety.

Purpose

The purpose of Friends of the Theatre is to, provide the focus necessary to guide the refurbishment of the theatre by:

- * Advise on the programme of works necessary to bring the theatre into effective use.
- * Generate funds to support the programme of works.
- * Explore and advise on the range of uses.

Membership

Membership is open to individuals and representatives from organisations with an interest in theatre and historical buildings. Applications for membership should be sent to the secretary. Members shall be admitted on payment of the appropriate annual subscription.

Officers

Friends of the Theatre shall have four officers, namely;

- * Chair
- * Secretary
- * Press & Publicity Officer
- * Treasurer

Elections

The officers shall be elected annually at the AGM by and from the members of Friends of the Theatre. Any vacancy arising among the officers may be filled by an election at an ordinary meeting. A further four persons from the wider membership will be elected on to the committee. Three will be elected at the AGM, the fourth position will be nominated by the board of trustees of Alexandra Palace and Park.

Committee

The officers, together with the other four members elected at the AGM shall form the committee who shall have the powers to co-opt other members to the committee, if they deem necessary. The patrons automatically become co-opted members on agreement to serve as patrons.

The committee shall be responsible for:

- * The general management of affairs of Friends of the Theatre.
- * Determining the membership or exclusion of individuals or organisations.
- * Ensuring meetings are accessible to all regardless of race, sex or disability.
- * Resolving any disputes related to Friends of the Theatre arising between members.
- * Enacting the decisions of the meetings of Friends of the Theatre.
- * Producing an annual report for consideration by the membership at the AGM.
- * To produce quarterly reports to the General Manager for consideration by the Alexandra Palace and Park Board of Trustees.
- * To produce a regular newsletter.

The committee shall have the powers to:

- * Call meetings for Friends of the Theatre.
- * Take up issues and respond to matters of consultation on behalf of Friends of the Theatre.
- * Delegate or authorise individuals to act on behalf of Friends of the Theatre.
- * Invite non-members to attend meetings.
- * Publish articles and newsletters of interest to members.
- * Decide all questions regarding membership of Friends of the Theatre.
- * Make recommendations to the trustees on matters falling within its purview; and in particularly any expenditure of the funds raised.

Subscriptions

Membership subscription shall be determined annually and agreed by the membership at an AGM. Subscriptions shall be paid annually and will fall due on the anniversary of the AGM. When a membership remains unpaid for six months the membership will be deemed cancelled. The committee may reinstate a cancelled membership on payment of the outstanding subscriptions.

Finance

All funds and assets shall be held, paid out and applied by Alexandra Palace and Park Trustees. All funds raised, fall within the definition of "restricted" funds and may only be applied to the theatre refurbishment project. The charity's auditor as part of the annual audit of the charity's accounts will audit the restricted fund account.

Meetings

Friends of the Theatre should meet every 2 months. The committee may call additional meetings as and when required. The chair should determine the agenda for the meetings. One of the meetings should be the Annual General Meeting, normally to be held in March. The committee shall convene a meeting for a special purpose if requested by a minimum of 8 members, excluding the four officers. Matters to be considered at any meeting must be notified to the secretary two weeks in advance. Decisions shall be reached on a resolution by a simple majority of those present and voting. The quorum for any meeting shall be the committee and an equal number of members.

Amendments

Recommendations on changes to this constitution shall only be made on a resolution of at least two-thirds majority of those present and voting at the AGM and following at least two months' notice of any such change. No changes can be made to the constitution without the approval of the Board of Trustees.

Winding Up

The Friends of the Theatre may be wound up on a resolution of at least two-thirds majority of the total membership at the time. In the event of winding up any unexpended balance of grant or funds raised by or made by public or other bodies shall either remain within the "restricted" fund within Alexandra Palace accounts for future work on the theatre or shall be refunded.

Alexandra Palace

2016/17 APPCT Board work programme

Meeting Date	Agenda item & details	Reason/background
Special Meeting January 2017	<ul style="list-style-type: none"> East Wing Project Stage 2 Contract Award 1st/2nd week in January 2017, will be urgent	
Early 2017 TBC	Governance Review Workshop (provisional items) <ul style="list-style-type: none"> Board calendar/ work programme Board Communications Strategy Scheme of Delegation Governing Documents summary Finance Presentation (to include FRAC & APTL) Board Member JDs 	Actions arising from Trustee strategy away day
Tuesday 14 February 2017	Standing Items <ul style="list-style-type: none"> CEO Report including commercial, park and L&P Exempt CEOs report including Business Plan Quarterly progress Q3 Restoration Project Update Board work programme Decisions Tracker Board Development session Additional items <ul style="list-style-type: none"> SV update (LS) and presentation by BOP Governance Review recommendations/ update EXEMPT Charities act reports for the leases of the Old Station Building (ME) FRAC & APTL referrals <ul style="list-style-type: none"> Commercial Contracts (if any for approval) (updates in CEOs report) (Kevan Mayor) Nominations and Remunerations Committee (NRC) Terms of Reference Outdoor events strategy Draft Business Plan (if available) (LS) Outturn Projections (DD) Financial Results (DD) FMP/ Repairs & maintenance detailed report (Neil Coe) <i>deferred from Dec to include summary of Purcells document and other docs</i> 	<p>Standing items are information reports for noting and for any recommendations to be considered</p> <ul style="list-style-type: none"> Information and feedback Lease approval <p>To consider any recommendations from the Finance, Risk and Audit Committee (FRAC and Alexandra Palace Trading Limited Board (APTL))</p>
Tuesday 25 th April 2017	Standing Items <ul style="list-style-type: none"> CEO Report including commercial, park and L&P Exempt CEOs report including Business Plan Quarterly progress Q4 Restoration Project Update Board work programme Decisions Tracker Board Development session Additional items <ul style="list-style-type: none"> SV update Governance Review Update Business Plan for approval 	<p>Standing items are information reports for noting and for any recommendations to be considered</p> <ul style="list-style-type: none"> SV & Gov Review: to note and approve any recommendations For approval

To be programmed

May 2017 – Annual report on digitisation project
Reserves Policy Review
Additional Board Development sessions

** Please note that this is a working document, dates and agenda items listed above are subject to change*

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