

NOTICE OF MEETING

ALEXANDRA PALACE AND PARK BOARD

Monday, 19th December, 2016, 7.30 pm - The Canteen, Ground Floor, South East Building, Alexandra Palace, Alexandra Palace Way, N22 7AY

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

Co-optees/Non Voting Members: Gordon Hutchinson (Friends of Alexandra Park), Colin Marr (Alexandra Park and Palace Conservation Area Advisory Committee) and Nigel Willmott (Friends of the Alexandra Palace Theatre)

Observer: Councillor Charles Wright

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**

It being a special meeting under Part 4, Section B, Paragraph 17 of the Council's Constitution no other business shall be discussed.

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 appoint a member of the Alexandra Palace and Park Board to the vacancy on FRAC and APTL.
- ii. To appoint a substitute member to the APPCT East Wing Project Programme Board.

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 Palace and Park Advisory Committee and Consultative Committee held on 30 June 2016 and 29 September 2016, and to consider any recommendations from that Committee.

8. FRIENDS OF THE THEATRE CONSTITUTION (PAGES 19 - 24)

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

9. FUTURE MEETINGS

14 February 2017
25 April 2017

10. EXCLUSION OF THE PUBLIC AND PRESS

Items 11 & 12 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).

11. MINUTES (PAGES 25 - 34)

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.

12. FINANCE, RESOURCES AND AUDIT COMMITTEE - 22 NOVEMBER 2016 (PAGES 35 - 58)

- i. To note the minutes of the meeting held on 22 November 2016
- ii. To approve the recommendations in the following reports:
 - a) Exempt Procurement of Auditors
 - b) Exempt Development Working Group proposals and attached Terms of Reference
 - c) Exempt Health and Safety Policy

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

Friday, 09 December 2016

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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

THURSDAY, 30 JUNE 2016

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

19TH 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
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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 particular 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.

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

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