

# **MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON THURSDAY, 2ND NOVEMBER, 2017, 19:30**

## **PRESENT:**

**Councillors: Joanna Christophides (Chair), Ann Waters (Vice-Chair), Bob Hare, Anne Stennett, Charles Wright.**

**Non-Voting Members: Nigel Willmott, Duncan Neill Jason Beazley and Val Paley**

**ALSO ATTENDING: Louise Stewart (CEO, APPCT), Emma Dagnes (Deputy CEO, APPCT), Philip Slawther (Democratic Services Officer, Haringey Council), Natalie Layton (Executive Assistant, APPCT)**

## **149. FILMING AT MEETINGS**

The Chair referred those present to agenda Item 1 as shown on the agenda in respect of filming at this meeting and asked that those present reviewed and noted the information contained therein.

## **150. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **151. URGENT BUSINESS**

The Chair advised the Board that there was one item of exempt urgent business, which had been circulated to Board members via email. This report would be considered under Item 34.

## **152. DECLARATIONS OF INTERESTS**

Cllr Waters advised that she was previously a trustee of CUFOS for around 20 years.

Cllr Mann and Cllr Waters advised that they were members of the Planning Committee and declared a prejudicial interest in relation to Item 23 on planning application responses.

## **153. QUESTIONS, DEPUTATIONS OR PETITIONS**

There were no questions, deputations or petitions.

## **154. UPDATE ON MEMBERSHIP OF COMMITTEES**

The Chief Executive, introduced a report which set out the membership of Alexandra Park and Palace Charitable Trust Board, as well as setting out the membership of other Committees and Boards related to the APPCT for the financial year 2017/18.

## **RESOLVED**

- I. To note membership of the Alexandra Park and Palace Advisory Committee, as set out in appendix 1 of the report;
- II. To note the membership of the Alexandra Park and Palace Consultative Committee, as set out in appendix 2 of the report;
- III. To note the membership of the Alexandra Palace Trading Limited Board, as set out in appendix 3 of the report;
- IV. To note the membership of the Finance, Risk and Audit Committee, as set out in appendix 4 of the report.

## **155. MINUTES**

### **RESOLVED**

The Board agreed the unrestricted minutes of the Alexandra Palace and Park Board held on 18<sup>th</sup> July 2017 as an accurate record of the meeting.

## **156. CHIEF EXECUTIVE'S REPORT**

Louise Stewart, Chief Executive introduced a report which provided an update on current issues and projects at Alexandra Park and Palace, as set out.

The following arose from the discussion of the report:

- The Board noted its congratulations to the Parks team on the achievement of several awards as part of the London in Bloom Awards.
- *East Wing Restoration Project* – In response to a query about the hidden features found, the Board was advised that this related to informing Haringey's Planning service of the hidden sleeper walls which Board members were aware of. The Board also noted that the contractors working on the ceiling were due to submit their methodology to the management team by the end of the week.
- *Parks Update* - In response to a question about the 'Quick Jump' free fall section of the Go Ape course, the Board was advised that this was a four-storey drop whilst attached to a zip line.

The Board noted the information contained in the report.

## **157. RISK MANAGEMENT POLICY**

Louise Stewart, Chief Executive introduced the report which sought approval of the Risk Management Policy.

The following arose from the discussion of the report:

- a. The Board requested that a further workshop on risk management be held in future, it was suggested that this coincide with the new Board membership in 2018/19.
- b. The Board suggested that the policy should state that the Board had final approval of which risks were contained in the Risk Register. The CEO agreed to amend the report accordingly. **(Action: Louise Stewart).**

## **RESOLVED**

That the Board approved the Risk Management Policy, subject to the amendment outlined above.

### **158. WHISTLE BLOWING POLICY**

Louise Stewart, Chief Executive introduced the report which sought approval of an amendment to the Whistleblowing policy adopted by the Board on 18<sup>th</sup> July 2017. The amended Whistleblowing policy incorporated new guidance on the Code of Practice for Fundraising.

## **RESOLVED**

That the Board approved the amended Whistleblowing Policy at Appendix 1 of the report.

### **159. OUTDOOR EVENTS MONITORING FRAMEWORK**

Louise Stewart, Chief Executive introduced the report which proposed an outdoor events monitoring framework to monitor and record the effect of events on the parkland, and the Trust's management of those impacts.

The following arose from discussion of the report:

- a. In response to a query, the senior management team advised that returning the park to its original condition within 48 hours of an event had always been an informal timescale that staff had worked towards, and that the framework formalised this timescale in writing.
- b. It was clarified that the KPI target of 80% was for each individual event.
- c. Noise monitoring was undertaken independently for each event as required by the licence conditions. This was recorded separately from the monitoring framework. Noise monitoring would be reported back to the SAC as part of the monitoring of the Parks Licence.
- d. The Board noted concerns around an increase in the number of events and the potential that this would increase the number of days that the park was being put back to normal.

## **RESOLVED**

- I. To approve the outdoor event monitoring framework;

- II. That overall performance be reported to the Board annually, with updates throughout the year as necessary to the Board and the Statutory Advisory Committee/ the Consultative Committee.

## **160. TRUST'S FINANCIAL RESULTS**

The Board considered a report which set out the results for Alexandra Park and Palace Charitable Trust for July 2017, including the annual forecast of incoming and outgoing resources.

The following matters arose from the discussion of the report:

- a. The Board sought assurances around APPCT being able to meet its liabilities. In response, the Director of Finance and Resources advised that the claims due would be paid on time. In addition, the Board was advised that the £4.467m cash held against the HLF Project account was more than the remainder of financial obligations for the current year.
- b. The Board noted that the variance against the construction fees regeneration budget line was largely as a result of a time-lag arising between the enabling phase to the main works phase.
- c. The Board requested that energy efficiency savings as a result of the lighting loan be shared with the Board. **(Action: Emma Dagnes).**
- d. The Board requested that figures be provided for the previous year's income and expenditure, as per appendix 1 of the report, which will be provided for comparison in future reports. **(Action: Dorota Dominiczak).**
- e. The Board requested that the East Wing Project Cash flow graph at appendix 2 of the report be amended to better differentiate the information contained therein. The Board also requested that the axis be labelled. **(Action: Dorota Dominiczak).**

### **RESOLVED**

The Board noted the information contained in the report

## **161. POLICIES REVIEW REGISTER**

### **RESOLVED**

That the Board approved the amended policy review register.

## **162. NEW ITEMS OF URGENT BUSINESS**

None.

## **163. EXCLUSION OF THE PRESS AND PUBLIC**

### **RESOLVED**

That the press and public be excluded from the meeting as agenda items 17-36 contained exempt information as defined in Schedule 12A of Part 1 Local Government Act 1972; Paragraph 3 - information relating to the business or financial affairs of any particular person (including the authority holding that information).

**164. FUNDRAISING UPDATE**

The Board received and noted the update.

**165. BBC WING FORWARD PLAN**

The recommendations in the report were approved.

**166. COST OF LIVING PAY AWARD**

The recommendations in the report were approved.

**167. CUFOS LEASE REPORT**

The recommendations in the report were approved.

**168. COLLECTIONS STRATEGY**

The recommendations in the report were approved.

**169. STRATEGIC RISK REGISTER**

The recommendations in the report were approved.

**170. GOVERNANCE REVIEW**

Noted

**171. PLANNING APPLICATION RESPONSES**

The recommendations in the report were approved.

**172. COLLECTIBLES**

Noted.

**173. ARTS FESTIVAL**

Noted

**174. EXEMPT 2017/18 BUSINESS PLAN PROGRESS REPORT Q2**

The recommendations in the report were approved.

**175. PENSIONS UPDATE**

Noted.

**176. BOARD WORK PROGRAMME**

Noted.

**177. BOARD DECISIONS TRACKER**

Noted.

**178. DRAFT FRAC MINUTES**

Noted.

**179. DRAFT APTL MINUTES**

Noted.

**180. EAST WING RESTORATION PROJECT PROGRAMME BOARD**

Noted.

**181. MINUTES**

The Board agreed the exempt minutes Alexandra Palace and Park Board held on 18<sup>th</sup> July 2017 as an accurate record of the proceedings

**182. NEW ITEMS OF EXEMPT URGENT BUSINESS**

Noted.

**183. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

None

**184. FUTURE MEETINGS**

Future meeting dates are noted as:

- 20<sup>th</sup> February 2018
- 26<sup>th</sup> March 2018

CHAIR: Councillor Joanna Christophides

Signed by Chair .....

Date .....