

# **MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON TUESDAY, 20TH FEBRUARY, 2018, 7.30 pm**

## **PRESENT:**

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

**Non-Voting: Nigel Willmott, Jason Beazley and Val Paley.**

## **185. FILMING AT MEETINGS**

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

## **186. APOLOGIES FOR ABSENCE**

Apologies for absence were noted from Duncan Neill.

## **187. URGENT BUSINESS**

The Chair advised the Board that there was one new item of urgent business on the garden centre, this contained exempt information and would be taken at items 16 and 32.

## **188. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

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

Jacob O'Callaghan, Friends of Alexandra Park and Palace Conservation Area Advisory Committee, submitted a number of questions to the Board.

- a. The Trustees were requested to consider, whether all parts of all of the items listed as exempt should be classified as exempt.
- b. Whether the Trustees would reconsider plans for the Theatre, which did not include provision for physical infrastructure so that community theatre groups could perform in the theatre.
- c. Whether the Trustees would support the implementation of the London Living Wage for all employees of the Charity and its subsidiaries as it was in the best interests of the Charity.

The Chair advised that the Board was required to make decisions as a collective entity; not based on individual trustees. The Chair made the following points in response to the questions raised.

- a. That the designation of items as being exempt was done in accordance with statutory guidance and that the determination was made in conjunction with Democratic Services and Legal Services at Haringey Council. Furthermore, the Chair commented that whilst the Board was a Council Committee, the Trustees of the Board were required to make decisions in the best interests of the Charity. Recent ICO (Information Commissioners Office) findings determined that where a local authority was the corporate trustee of a charity, that charity law governance had primacy, and that the draft reports between executive staff and trustees were not subject to Freedom of Information requests.
- b. The need for a lighting and PA system is recognised and an item included on the fundraising list.
- c. It is the stated ambition of the Trustees and Directors of the Trading Subsidiary to sign up to the London Living Wage and we have been working towards this. The majority of staff are currently paid on or over this level but we have not yet created a sufficiently robust financial situation to be able to achieve 100%. The Trust and the Trading Subsidiary review pay annually. It was last looked at in October 2017 and the Directors of the Trading subsidiary and Trustees supported the undertaking of a review of pay across both organisations, which aims to complete in 2018/19.

## **190. MINUTES**

The minutes of the meeting on 2<sup>nd</sup> November were agreed as an accurate record.

## **191. CHIEF EXECUTIVE OFFICER'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:

- a. In response to a question about communications staff, the Board noted that a Communications Manager had been employed and that most of their work would focus around the Trust.
- b. In response to a question around the response levels to the volunteer programme, the Board was advised that responses had been good and that there had been a lot of interest in volunteering.

The Board noted the information contained in the report.

## **192. 2018/19 BUDGET OVERVIEW**

Dorota Dominiczak, Director of Finance and Resources introduced a report which set out the draft 2018-19 Budget for APPCT. The following arose from the discussion of the report:

- a. The Director of Finance advised that there were some key underlying assumptions within the budget: That the LBH capital and revenue grants remain the same in

2018/19 and that the West Yard and East Wing projects are scheduled to be completed by Summer 2018. In order to balance the finances for the East Wing project; the Trust may have to use the fundraising balance from the reserves, as agreed with LBH.

- b. In response to a question as to whether there would be any expected increases to leases and rents in next year's budget, the Board was advised that that turnover from leaseholder rents was lower than the same point last year, however these tended to be variable and could be significantly impacted by the weather, for instance.
- c. The Chief Executive agreed to breakdown the costs of the Strategic Leadership line on the budget report to the March Board. **(Action: Louise Stewart).**

The Board noted the draft APPCT budget.

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

The Board received and noted a report which set out the APPCT financial performance including an annual forecast for 2017-18.

The Board was advised that they were welcome to meet with the Executive team and go through the financial results on a one-to-one basis if they wished (Board to note).

### **194. ARTS FESTIVAL CONTENT PRESENTATION**

The Board received a presentation on the Kaleidoscope Arts festival. The following points were noted in response to the discussion of the report:

- a. The Board was advised that there would be a road closure in place from Thursday to Sunday; the Board would be informed of the timings of the closures when agreed by the Safety Advisory Group. A comparison, in terms of size of the event, was made with Red Bull Soap Box race.
- b. The Board was advised that noise monitoring would be conducted throughout the festival and that there would be a dedicated phone number to report incidents.
- c. In relation to a question about the position of the stage and seating area, the Board was advised that the stage would be facing the Palace and that the embankment would form a natural amphitheatre. There would also be a disabled access platform.
- d. The CEO reminded the Board that the Trust, when applying for the Park event licence, had stated that the growth of events in the Park would be gradual.

### **195. FUNDRAISING UPDATE**

Louise Stewart, Chief Executive introduced a report which provided an update on the fundraising campaign to support the East Wing Restoration Project and wider charitable objectives.

The following arose from the discussion of the report:

- a. In response to a question, the Board was advised that a number of possible candidates had been identified for the development board but that no decisions had been made yet. The Board would have an opportunity to provide an input into this before any final decisions were taken.

- b. In response to a question about whether Google had been approached about getting involved with the BBC studio project, the CEO advised that a number of large organisations had been approached and work was continuing to develop relationships.
- c. In response to a query about receiving funding as part of the Community Infrastructure Levy (CIL), the CEO advised that APPCT had submitted responses to planning applications and in relation to Wood Green regeneration plans, which outlined the impact on the park and set out a list of items that the Trust would like to be funded through CIL.
- d. In relation to difficulties in securing additional funding from trusts and foundations, the CEO advised that it was an extremely competitive environment and the project was viewed as being already well funded.

#### **196. HEALTH AND SAFETY POLICY**

The Board received the Health and Safety Policy and cover report. The CEO advised that, in contrast to previous iterations, the Policy reinforced the personal responsibilities of the directors of APPCT and APTL as the controlling mind of the organisation.

##### **RESOLVED**

- I. That the APPCT Board approves the updated Health and Safety Policy attached at Appendix 1 of the report.

#### **197. COMPLAINTS POLICY**

##### **RESOLVED**

- I. That the APPCT Board approves and supports the implementation of the proposed Complaints Policy as set out at appendix one of the report.

#### **198. CONFLICTS OF INTEREST POLICY**

The Board considered the Conflicts of Interest Policy as set out. The Chair advised that FRAC had raised concerns with the fact that Board members may be unaware of APTL's suppliers and it was proposed that this would be set out to future Board members as part of their induction.

##### **RESOLVED**

- I. That the Board approved the Conflicts of Interest Policy
- II. That individual Board Members complete the Conflict of Interests Disclosure Form, taking into account the list of suppliers attached at Appendix 2 of the report.

#### **199. POLICIES REVIEW REGISTER**

##### **RESOLVED**

- I. The Board noted the Board Level Policy Review Register.

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

The Board received a presentation on the planning application for the Alexandra Palace Garden Centre redevelopment. The following points were raised by the Board in response to the presentation and also reflected comments and advice from the SAC & CC.

- a. The Board emphasised the need to ensure that the development is carried out in accordance with the agreed plans.
- b. The Board stipulated that the covered areas should not be permanently enclosed.
- c. The Board raised a general concern about creeping extension to the development's footprint.
- d. The Board emphasised the need to ensure that the gradient for the path through the landscaped/wild flower area was done in such a way as to prevent a steep drop off. The Board also highlighted wider safety issues around the access point; specifically about ensuring that it was wheelchair accessible and that it was away from the road and vehicular traffic.
- e. Concerns were raised about disabled access to the public toilets and whether there would be a sufficient gap between the toilets and the proposed office building. In response, management from the Garden Centre advised that this would be considered as part of the design and that the development as a whole would be compliant with all the necessary regulations.
- f. In response to a query on the storage area, management from the Garden Centre advised that delivery was done very different in the industry from 20 years ago and the use of wholesale suppliers required additional space and storage demands.

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

### **RESOLVED**

That the press and public be excluded from the remainder of the meeting as items 18-32 contained exempt information as defined in Schedule 12a of Part 1 of Local Government Act 1972; Paragraph 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).

## **202. GOVERNANCE**

The recommendations in the report were approved.

## **203. STRATEGIC RISK REGISTER**

The recommendations in the report were approved.

## **204. PROCUREMENT POLICY**

Noted.

## **205. LEARNING AND PARTICIPATION ZONE CONTRACT AWARD**

Noted.

**206. EXEMPT 2017/18 BUSINESS PLAN PROGRESS REPORT Q3**

Noted.

**207. PAY REVIEW**

Noted.

**208. PENSIONS**

Noted.

**209. STRATEGIC VISION**

Noted.

**210. DRAFT FRAC MINUTES - 1ST FEB 2018**

Noted.

**211. DRAFT APTL MINUTES - 23RD OCT 2017 & 1ST FEB 2018**

Noted.

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

Noted.

**213. BOARD WORK PROGRAMME**

Noted.

**214. BOARD DECISIONS TRACKER**

Noted.

**215. MINUTES**

Noted.

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

Noted.

**217. AOB**

None.

**218. FUTURE MEETINGS**

The next meeting date was noted as 26<sup>th</sup> March 2018.

CHAIR: Councillor Joanna Christophides

Signed by Chair .....

Date .....