

NOTICE OF MEETING

MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE

Tuesday, 30th November, 2021, 8.30 pm (or on the rise of the Consultative Committee, whichever time is later) - Transmitter Hall, Alexandra Palace Way, Wood Green, London N22

Statutory Advisory Committee Members:

Councillors Patrick Berryman, James Chiriyankandath, Josh Dixon, Scott Emery, Emine Ibrahim, Khaled Moyeed, Viv Ross, and Elin Weston.

Vacancy (Bounds Green and District Residents' Association), John Crompton (Muswell Hill and Fortis Green Residents' 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).

1. FILMING AT MEETINGS

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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 under item 8 below).

4. MINUTES AND MATTERS ARISING (PAGES 1 - 12)

- i) To approve the minutes of the Statutory Advisory Committee held on 4 October 2021.
- ii) To note the minutes of the Joint Statutory Advisory Committee and Consultative Committee held on 4 October 2021.
- iii) To note the draft minutes of the meeting of the Alexandra Palace and Park Board held on 11 October 2021 (to follow)

5. CEO'S REPORT (PAGES 13 - 22)

To note the update.

6. PROPOSAL TO PILOT CONSULTATIVE COMMITTEE CHANGES (PAGES 23 - 34)

To consider the recommendation to pilot a new Open Forum

7. NON-VOTING BOARD MEMBERS FEEDBACK

8. NEW ITEMS OF URGENT BUSINESS

To consider any items of urgent business as identified at item **5**.

9. DATES OF FUTURE MEETINGS

To note the dates of future meetings:

9 March 2022

Nazyer Choudhury
Tel – 020 8489 3321
Email: nazyer.choudhury@haringey.gov.uk

Fiona Alderman
Head of Legal & Governance (Monitoring Officer)
River Park House, 225 High Road, Wood Green, N22 8HQ

Monday, 22 November 2021

MINUTES OF MEETING Alexandra Park and Palace Advisory Committee HELD ON Monday, 4th October, 2021, 7.44 - 7.46 pm

PRESENT:

Councillors: Viv Ross and Elin Weston

Also Present: Jim Jenks (Advisory Committee Member),

14. ELECTION OF THE CHAIR FOR THE 2021-2022 MUNICIPAL YEAR

The meeting was not Quorate and any items on the agenda were deferred to the following meeting.

As per Paragraph 25 of the Council's Committee Procedure Rules:

"No business shall be transacted at any meeting of a Committee, Sub-Committee or other body, unless at least one quarter of the whole number of voting members are present, provided that in no case shall any business be transacted unless at least three voting members are present".

15. ELECTION OF THE VICE-CHAIR FOR THE 2021-2022 MUNICIPAL YEAR

16. FILMING AT MEETINGS

17. APOLOGIES FOR ABSENCE

18. DECLARATIONS OF INTEREST

19. MINUTES

20. URGENT BUSINESS

21. CHIEF EXECUTIVE OFFICER (CEO) UPDATE

22. NON-VOTING BOARD MEMBERS FEEDBACK

23. ITEMS RAISED BY INTERESTED GROUPS

24. NEW ITEMS OF URGENT BUSINESS

25. DATES OF FUTURE MEETINGS

CHAIR:

Signed by Chair

Date

MINUTES OF MEETING Joint meeting of the Alexandra Park & Palace Statutory Advisory Committee and the Alexandra Palace and Park Consultative Committee HELD ON Monday, 4th October, 2021,

PRESENT:

Statutory Advisory Committee Members:

Councillors Elin Weston and Viv Ross.

Duncan Neill (Muswell Hill & Fortis Green Association), and Jim Jenks (Warner Estate Residents Association)

Consultative Committee Members:

Councillors Anne Stennett (Chair), Bob Hare, Elin Weston and Dana Carlin.

John Wilkinson (Alexandra Palace Allotments Association), John Thompson (Alexandra Palace Television Group), Jacob O'Callaghan (Alexandra Park and Palace Conservation Area Advisory Committee), Gordon Hutchinson (Friends of Alexandra Park), Nigel Willmott (Friends of the Alexandra Palace Theatre), Val Paley (Palace View Residents Association), Rachael Macdonald (Hornsey Historical Society) & Elen Roberts (Heartlands High School).

1. ELECTION OF A CHAIR FOR THE MEETING

RESOLVED

Nigel Wilmott was nominated as Chair for this meeting.

2. FILMING AT MEETINGS

Noted.

3. APOLOGIES FOR ABSENCE

The following apologies for absence were received:

SAC

Cllr Moyeed, Cllr Berryman, Cllr Chiriyankandath, Cllr Ibrahim, Cllr Dixon.

Jason Beazley - Three Avenues Residents' Association.
David Frith – The Rookfield Association

Consultative Committee

Cllr Hearn
Dick Hudson – Warner Estate Residents Association
Jason Beazley - TARA

4. DECLARATIONS OF INTEREST

None.

5. URGENT BUSINESS

None.

6. MINUTES

**Clerk's Note - The SAC/CC induction briefing is attached to these minutes*

RESOLVED

- (i) That the minutes of the Joint Meeting of the Statutory Advisory and Consultative Committees held on 16 August 2021 were agreed as a correct record.
- (ii) That draft minutes of the Statutory Advisory Committee meeting held on 16 August 2021 were noted
- (iii) That the draft minutes of the Alexandra Palace and Park Board meeting held on 12 July 2021 were noted.

SAC/CC induction briefing

7. CHIEF EXECUTIVE OFFICER (CEO) UPDATE

Louise Stewart, Chief Executive Officer, introduced the report which provided an update on current issues and projects at Alexandra Park and Palace and additional information on the events programme and a range of activities of the Charitable Trust. The following arose as part of the discussion of this report:

- a. Jacob O'Callaghan, Alexandra Park and Palace Conservation Area Advisory Committee, reiterated his concerns raised at the previous meeting around his view that the Trustees should be enforcing bylaws instead of the current traffic enforcement arrangements. Jacob O'Callaghan advised that he had written to the Head of Legal at Haringey Council on this point. As part of the discussion on this, it was suggested that increasing the charges associated with fixed penalty notices would not necessarily result in increased recovery of fines as the recovery process could be long and some people would simply not pay. It was suggested that there was also a correlation between the cost of the fine and its recovery rate. Cllr Stennett raised practical concerns with asking enforcement officers to operate in the area late at night.

- b. It was suggested that enforcement was difficult as it would require council enforcement officers to operate on APPCT land and would also likely require significant fines to make it financially viable.
- c. It was further commented that many people would like to see the removal of the barriers and barricades as they looked unsightly. The Chief Executive Officer acknowledged concerns about the barriers but commented that the bylaws were not considered to be the most cost effective measures and would also require using enforcement officers.
- d. The CEO advised the JSAC/CC that she was prioritising the Trust's financial wellbeing at the minute and that she did not have a better solution to the barriers at present. The Chief Executive Officer suggested that she would continue to take stock of the issue and review it going forwards.
- e. In relation to a question, APPCT advised that the planning application for the West Hall had been submitted a while ago but they had not received any indication from the Council on when this would be taken to Planning Committee.
- f. In response to a question around public toilet locations, the JSAC/CC was advised that there was a single toilet at the Pitch and Putt but this had been closed due to poor drainage. There were also toilets outside the lakeside café. The other toilet location was a compost toilet at the Learning Zone but this was not open to the public. The JSAC/CC commented on the need for good quality public toilet provision.
- g. An application for a Changing Places scheme toilet in the East Court had been submitted. It was also noted that that the Grove Café had a toilet but that this had been closed due to Covid.
- h. The JSAC/CC commented that the Phoenix Bar looked great. APPCT advised that a new food and drinks menu had been introduced to focus on pizzas and a good quality drinks offer. The CEO advised that number attending the Phoenix bar were increasing.
- i. Concerns were raised about street lighting and the part of the park towards Muswell Hill in particular was commented as being quite dark. The JSAC/CC asked if an update on park lighting could be taken to a future meeting of the Board. In response the Palace agreed to bring an update to a future Board meeting. The CEO noted that lighting needed to be focused on the main routes through the park and that they also had to balance the need for lighting with nature conservation. **(Action: Natalie Layton)**.
- j. In relation to a question about activities during Black History Month, the Palace advised that they were not holding any specific events but were contributing to the Council's programme of events. The Creative Learning Zone were also looking at undertaking some small bits for Black History Month, including a social media post celebrating the life of Si Grant and his role in early television.
- k. In relation to an offer to provide the Palace with some content around the abolitionist movement, the CEO advised that any proposals should be put to her in writing and that she would take a look.
- l. The JSAC/CC enquired whether there was scope for existing events planned for Black History Month to be relocated to the Palace. The CEO advised that she would give any proposal put forward serious review and advised attendees to write to her with any proposals that they had.

RESOLVED

To note the report.

8. NON-VOTING BOARD MEMBERS FEEDBACK

Duncan Neill fed back to the JSAC/CC on the financial report, it was noted that the Board were looking to publish their accounts later in the year. The Trustees had a fiduciary responsibility to ensure that they were happy with the finances of the Trust and that the Trust was solvent.

9. ITEMS RAISED BY INTERESTED GROUPS

The JSAC/CC were asked about APPCT commitments around climate change, particularly in light of the upcoming COP 26 meeting. In response, the Palace advised that they had made progress in some areas but less so in others. The JSAC/CC were advised that sustainability was one of the key areas that they were looking into in the East Wing. Most of the events put on at the palace were almost plastic free as they Palace used Vegware and that this was disposed of sustainably.

In response to a question about why the fireworks were only on for one night this year, the Palace advised that they put on what they thought was achievable in the current circumstances.

10. NEW ITEMS OF URGENT BUSINESS

None.

11. DATES OF FUTURE MEETINGS

30 November 2021
9 March 2022

CHAIR:

Signed by Chair

Date



Briefing note: Advisory and Consultative Committee briefing

Date: July 2019

1. Introduction to Alexandra Park and Palace Charitable Trust

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

Alexandra Palace was opened in 1873. Built as the 'People's Palace', this remarkable seven-acre Grade II listed building remains one of London and the UK's most iconic structures and enjoys global recognition as the birthplace of television.

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

Alexandra Park and Palace was placed in trust by Act of Parliament in 1900. The Charity was effectively created when the Park and Palace were placed in Trust. Several Acts since have conferred further powers or enacted amendments.

In 1980 the functions of the trustees were transferred to Haringey Council, making it the Corporate Trustee. A further Act was passed in 1985 amending the previous legislation. The 1985 Act is a consolidation of the previous Acts and acknowledges the transfer of the functions of the Trustees from the Greater London Council to Haringey Council.

The Charitable Assets of the Park and Palace have been designated as a Local Nature Reserve, it is covered by several Statutory Conservation areas, it is also designated Metropolitan Open Land. Byelaws were established in 1929 and are still in force.

In recent years the Trust has successfully attracted restoration funding and has embarked upon a programme of fundraising for the longer term. Whilst financial sustainability has not yet been achieved it is less of a distant reality than it was a decade ago.

1.1 The functions of the Trustees are detailed in the 1900 Act and updated in subsequent Acts, the 1985 Act states that:

- The Trustees are under a statutory duty to uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes:
- To reconstruct and repair the Palace in a manner which will enable the Trustees to promote the use and enjoyment of the said Park and Palace by the public:
- The Trustees intend in fulfilling their statutory duty under the said trusts to take into account the contemporary needs of the public:
 - They shall maintain, uphold and improve the existing theatre in the Palace...

- They may let or license at the best rent that can reasonably be obtained any portion of the Park and Palace (subject to any covenants and conditions)...
- They may close any part of the Palace and Park for not more than fourteen days in any one year
- They may sell, let or otherwise dispose of the whole or any part of, or the whole or any part of any interest in land acquired by them after the passing of the 1985 Act together with any building or buildings erected thereon but may not without further authorisation dispose of property acquired pre 1985
(*Alexandra Park and Palace Act, 1985, Chapter xxiii*)¹

1.2 Alexandra Park and Palace Charitable Trust (APPCT) is a charity registered with the Charity Commission. The Charity encompasses the assets of Alexandra Park and Palace and the functions of the Trustees.

The Trust is responsible for the care and maintenance of the Park and the Palace. It is a challenging task, overcoming the dereliction of decades, backlog of repairs and ongoing maintenance to keep both safely open for the public to enjoy.

The Trust aims to maintain and strengthen this proud and iconic landmark destination as a successful, valuable and sustainable asset for all, including our local community and stakeholders.

The Trust delivers charitable activities, including maintaining, restoring and repairing the Park and Palace, delivering a creative learning programme and volunteering programme.

The Trust is required by charity legislation and regulation to contain activities considered 'commercial' within a trading subsidiary to protect the assets from the risks associated with trading. Our trading subsidiary, Alexandra Palace Trading Ltd, (APTL), is wholly owned by the Trust and donates its taxable profit to the Trust in the form of Gift Aid. These activities include events, entertainment, and leisure and hospitality activities. The activities support the charitable purposes by providing not just essential resource to the Trust but enlivening the venue for the purposes of its creation and encouraging a broad cross section of the public to access and enjoy it.

2. The Trustee Board and functions

Haringey Council discharges its duties as Corporate Trustee via a Council Committee, the Trustee Board, to which it delegates its power and authority as Trustee. The Charity is subject to general UK law including company law, in relation to its trading subsidiary.

2.1 Trustee Board remit - To discharge the trustee functions.

The Council's functions as statutory trustee of the Alexandra Palace and Park charitable trust are discharged by the Alexandra Palace and Park Board.

To fulfil the functions, powers and duties of the Council as Trustee of Alexandra Palace and Park under the Alexandra Park and Palace Acts and Order 1900 to 1985 and, without prejudice to the generality of this, these functions include:

- *The duty to uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes.*

¹ The 1985 Act lists the above and then amends the 1900 Act

- *Acting as the employing body for employees engaged in the working of the Trust at Alexandra Palace, and to be responsible for the setting of staffing policies, conditions of service and terms of employment of those employees.*
- *In relation to the Trust, being responsible for developing and monitoring the implementation of effective policies and practices to achieve equality of opportunity both for employment and service delivery.*

2.2 Trustee Board Membership

- 6 Council appointees (elected members)
- 3 appointees from the Consultative Committee
- 1 appointee from the Statutory Advisory Committee.

The members appointed by the Council to the Board must always act in the best interests of the Charity, above all other considerations.

The Trust is not required by the Act of Parliament to include any members of the SAC or CC onto the Board. Members of the Board appointed by the Consultative Committee and Statutory Advisory Committee have no voting rights on the Board and have no delegation of authority conferred upon them, other than their own appointing committees' terms of reference.

However, as they are part of the body of the Board, who are considered to have the management and control of the Charity their participation in discussions and decisions could qualify them as Trustees or quasi-trustees. The appointees of the SAC and CC are therefore considered co-optees. Co-optees have no voting rights.

As per the constitution of the SAC and CC committees these representatives have a duty to represent the views of the Committees on the Board and to report back to the Committees from each Board meeting, as stated by the Haringey Council Constitution. This can give rise to conflicts of interest when the best interests of the Charity can be compromised if inappropriate information is disclosed or information disclosed ahead of time.

Co-optee members therefore need to exercise careful judgement to comply with the 'best interests' of the Charity at all times.

3. **The Advisory Committee (SAC)**

The Advisory Committee, often referred to as the Statutory Advisory Committee or SAC was created by the 1985 Act of Parliament amendments.

3.1 Terms of reference

To promote the objects of the Charity and assist the Trustees in fulfilling the trusts by considering and advising the Trustees on the following matters:

- the general policy relating to the activities and events arranged or permitted in the Park and Palace;
- the effects of such activities and events upon the local inhabitants and local environment;
- the frequency of activities and events attracting more than 10,000 people at any one time and the maximum number to be permitted on such occasions;
- the adequacy of car parking arrangements within the Park and Palace so as to avoid overflow into adjoining residential streets;
- any proposals which require planning permission;
- the establishment and maintenance of the Park as a Metropolitan Park;
- the furtherance of recreation and leisure in the Park and Palace.

3.2 Membership

The SAC consists of up to 16 members;

- 8 Council members from the surrounding wards (Alexandra, Bounds Green (formally known as Bowes Park), Fortis Green, Hornsey, Muswell Hill and Noel Park) , and;
- 8 representatives from residents associations which meet specific requirements as set out in the 1985 Act.

3.3 Administration

The SAC is an independent body that can choose how it is to be administrated.

The SAC is an outside body of the Council, currently administered as a Council committee under the Council's committee procedure rules.

The SAC elects a committee chair from its own membership.

The Council is responsible for all aspects of its administration including ensuring annual appointment deadlines are met.

As a Council committee the paperwork for meetings, agendas and minutes are compiled, collated and distributed by the council. The council clerks the meetings.

The SAC elects one of its members onto the APPCT Board annually.

For reasons of convenience the SAC meets jointly with the CC detailed below, under the title of 'Joint consultative committee' as many of the issues for discussion are the same. However as the Trust is required by statute to seek the advice of the SAC on the matters stated above, the SAC meets immediately after the Joint committee to consider its specific advice to the Trustee, as appropriate.

4. **Alexandra Palace and Park Consultative Committee (CC)**

Arising from the Council's role as Trustee of Alexandra Park and Palace the Consultative Committee was created in the 1980s.

4.1 Terms of reference

- To give representatives of appropriate local and national organisations the opportunity of full discussion with members of the Alexandra Palace and Park Board on general matters affecting Alexandra Palace and Park.
- To give members of the Alexandra Palace and Park Board the opportunity of discussing and explaining to the organisations matters affecting the overall policy and efficient management of Alexandra Palace and Park.
- To promote better understanding between members of the Alexandra Palace and Park Board, the Palace Management and local organisations.
- To enable appropriate local (and national) organisations to be fully consulted on decisions of direct concern to them.
- To promote the best interests of the Alexandra Palace and Park as a conservation area.

4.2 Membership

- 6 Councillors who are also the APPCT Trust Board members,
- up to 30 community group representatives.

The CC elects 3 of its members on to the APPCT Board annually, as non-voting members.

4.3 Administration

The CC is a sub-committee of the Trustee Board.

The CC is currently administered as a Council Sub Committee.

The CC elects a committee chair from its own membership.

The Council is responsible for all aspects of its administration, ensuring annual appointment deadlines are met.

As a Council committee the paperwork for meetings, agendas and minutes are compiled, collated and distributed by the council. The Council clerks the meetings.

The CC elects 3 of its members on to the APPCT Board annually, as non-voting members.

For reasons of convenience the CC meets jointly with the SAC detailed above, under the title of 'Joint consultative committee' as many of the issues for discussion are the same.

5. **The Joint Consultative Committee**

As mentioned above the two committees meet together for convenience. The meetings are administered by the Council as per the individual committees. The Chair of the Joint Committee is normally one of either the Chair of the SAC or CC.

6. **Points to remember**

- The Trustee Board has a duty to seek the advice of the SAC and to consult the CC on matters detailed above.
- It is not obliged to follow the advice or consulted opinion of the SAC or CC. The Trustee Board must always put the best interests of the Charity first.
- It is best practice for the Trustee Board to respond to the Committees' advice and consulted opinion.
- The Committee chairs should when providing advice or opinion to the Trust be mindful of the terms of reference of their committees.
- The Trust produces a Trust report from the CEO for meetings to give an update on various aspects of the Trust work, for information. Specific issues for consultation or advice are presented as individual agenda items.

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ALEXANDRA PARK AND PALACE
STATUTORY ADVISORY COMMITTEE
AND
CONSULTATIVE COMMITTEE

30 NOVEMBER 2021

Report Title: CEO's Report
Report of: Louise Stewart, Chief Executive Officer

Purpose: This report updates the committees on current issues and projects at Alexandra Park and Palace. It also provides additional information on the events programme and a range of activities of the Charitable Trust.

Local Government (Access to Information) Act 1985 - N/A

1. Recommendations

1.1 To note the content of this report.

2. General Update

2.1 The East Court reopened to the public mid-September and will be open seven days a week, 9am-5pm. There is currently no food or beverage offer in this space other than when theatre events are scheduled. Future provision is being planned.

2.2 The Governance Improvement Programme has resumed and, following discussions at recent Joint SAC/CC meetings, a proposal for improving the Trust's stakeholder engagement is included on this agenda.

2.3 A summary of the Trust's EDI Action Plan is now published on the website <https://assets.alexandrapalace.com/content/uploads/2021/09/Summary-Equality-Diversity-and-Inclusion-Policy.pdf>

2.4 The Car Park Charging project is on track, with a final proposal for the award of contract being presented to the Trustee Board in January 2022.

2.5 The Trustee Board approved the new Mast Lighting policy that enables the Trustees to take a decision on lighting the mast for purposes other than to deliver the Charity's purposes or on requests from external organisations that also that do not fall within the purposes. Since last reported, the mast has been lit:

- Blue for World Alzheimer's Awareness Day (21 September)
- Green for the BBC Earth Shot Awards (11 October and 17 October)
- Green for the Green Flag Award (14 October)

The mast will also be lit Green for the NSPCC's Christmas Campaign and fundraising 5k Walk for Children Event on 21 December.

3. Park Update

- 3.1 The Park has maintained its Green Flag status, for a fourteenth straight year. We also received the Green Heritage Site Accreditation, which recognises high standards in the management of sites with local or national heritage importance and three Gold awards at the annual London in Bloom awards. Read our blog at this website link: https://www.alexandrapalace.com/blog/alexandra-park-recognised-with-awards/?dm_t=0,0,0,0,0
- 3.2 A new Community Payback scheme has started in the Park. A small group are working on site once a week for a trial until the new year. They have been weeding and tidying shrub beds near the lake. This is in addition to the Tree Conservation Volunteers (TCV) corporate volunteering scheme which has seen groups undertaking the hard work to de-compact the soil beneath out valuable oak trees to improve aeration and water infiltration.
- 3.3 The Earthshot team donated a large number of trees and shrubs following the event last month. The trees have been planted by the John O'Conner Park team and a corporate group with the TCV. Some of the shrubs were planted by the Community Payback team.
- 3.4 Visitor numbers are still above average, although not at the extreme highs of the early pandemic. Across June, July and August, the numbers were up 20% compared to the average, September was a whopping 58% higher than average (probably because of the unusually warm and dry weather). The Park team continue to maintain the site, they have collected over 100 tonnes of rubbish from site since 1st April. The hay meadow cutting took place after it was cancelled last year due to budget cuts. The removal of the arisings helps to reduce the fertility of the soil and allow a greater diversity of species to flourish. John O'Conner have taken on three kick-starter placements who are making a great addition to the team.
- 3.5 The annual tree safety survey has been completed, although the report is behind schedule. In the meantime various ad hoc works are scheduled to remove broken branches and dead trees. Boundary tree works have also been agreed with a number of Park neighbours (at their cost) according to the new boundary tree policy. The lockdown and working from home seems to have given rise to an increase in enquiries and the policy is in place to protect the valuable trees whilst taking account of neighbour's common law rights and to permit removal of less valuable trees at their cost. An application was made to the GLA's grow back greener fund to implement some of the actions set out in the tree and woodland management plan and the result of the application should be known soon.
- 3.6 The Friends of the Park continue to provide activities and other support for the Park. Recent work parties have been cutting the acid grass in the butterfly meadow by hand to avoid damaging the ant hills. The Friend's wildlife group have recorded two new butterfly species for the site, long-tailed blue and green hairstreak were seen earlier in the year.
- 3.7 A new management approach for Oak Processionary Moth this year in conjunction with the Forestry Commission. The site was divided into zones based on usage and dwell time and the high priority areas were pre-emptively sprayed in Spring to prevent the larvae developing into the large, hairy caterpillars with silken nests that

can cause skin irritation. This was successful, and avoided a programme of nest removal later in the year which puts the operatives at risk.

- 3.8 The Park team were asked to stop using weedkiller around the site in the Summer. This year has been an experimental phase to see how the weeds respond, the weeds can also be re-classified a 'pavement plants' and tolerated a little more to support invertebrates. The team have spent some time strimming or manually pulling the weeds, but they don't have the equivalent time available to make up for losing weedkiller as a "tool". Feedback from committee members on whether they've noticed the change in policy is welcome and whether there is an appetite to help support this scheme by forming a volunteer group to tackle the issues.

4. Repairs, maintenance and improvements

4.1 Lighting

4.1.1 We continue to regularly assess the lighting across the site and have been working through the backlog of faulty lights in the parkland. The issues are arising because of the age of the underlying infrastructure, which needs to be addressed. Surveys have taken place for like for like replacement in recurring problem areas but the funding is not available to implement this.

4.1.2 The lights running between Dukes Avenue and the old railway bridge have been installed with a temporary power supply, with support from Haringey Council's Highways Team. This means that the solar power pilot scheme intended to be installed in this location was able to be relocated to another strategic route in the Park.

4.1.3 We are trialling two different solar lighting units installed on the path to Gate 1 near the Old Deer Enclosure and on the path adjacent to The Grove car park on 17 November.

4.1.4 A fuller report on our strategic approach to lighting the Park will be presented to the Trustee board in December.

- 4.2 As part of the Salix Lighting Project (completed in the West Hall in September) works to install LED light fittings have been largely completed in event back of house areas and work to replace the lights in the BBC Tower and BBC Corridors has started.

- 4.3 Repairs to the Reconstruction of 70m of the South Slope Path was undertaken in October. This project extends the area of the path with sufficient foundations to withstand the heavy vehicles associated with outdoor events. A further section of the path is scheduled to be reconstructed next financial year.

- 4.4 Decisions on the external signage, composting toilet, and outdoor beer garden (advertising, planning and listed building) applications brought to the SAC/CC in March were expected at the time of writing this report. The proposal for festoon lighting in the outdoor beer garden has been removed from the application and the current temporary freestanding solution will continue until an alternative is agreed with the Council's conservation officer.

- 4.5 The Historic Environment Forum, supported by the Heritage Alliance (of which the Trust is a member), launched the #HeritageResponds report, which features the Trust's partnership project with Haringey Council and Salix to replace the West Hall lighting with more cost effective and energy efficient LEDs. View the report at this

link: <https://historicensevironmentforum.org.uk/wp-content/uploads/2021/10/HEF-Climate-Change-doc-final.pdf>

4.6 Other maintenance and repairs:

- Refurbishment of 2no. glazed roof lanterns over Palm Court Suites
- Plaster consolidation to Theatre auditorium ceiling and walls including spider machine access
- H&S repairs to Alexandra Way pavement prior to Fireworks festival
- Additional roof leak repairs to various areas – Ongoing
- Remedial works to Theatre Stage roof gutters to improve falls to outlets
- West Yard Vehicle Gate repairs. Right hand side solenoid valves and safe edge replaced to allow the gate to operate correctly.
- Annual service and safety inspection of retractable seating in the Theatre (3 days)
- PAVA minor service
- Fire alarm maintenance in the Ice Rink, Palm Court, Theatre, Pitch & Putt and Lakeside Café/ Boat House.
- Routine flushing of the Grove foul drains

5. Creative Learning

- 5.1 In October J.K Rowling chose the Theatre to launch her new children's book, The Christmas Pig. Over 100 pupils from four Haringey schools had front row seats to the event and had the chance to meet the author afterwards. Those attending were participants in Biblio-Buzz, the annual literary initiative run by the Palace's Creative Learning team in partnership with local libraries, schools, authors and bookshops.
- 5.2 The Creative Learning team, working with partners with connections to London based charities, arranged for four local asylum seekers and refugees to attend the Yung Blut concert for free on 1 October. The aim was to provide young people engaged with our activities with new opportunities to take part in arts and cultural experiences, provided at the Palace, that might otherwise be unavailable to them.
- 5.3 Working with Coombs Croft Library and Parliament's learning team, we delivered a Campaign For Change workshop for young people to learn more about how Parliament operates and how to work with their local community to campaign on issues that are important to them.
- 5.4 The Creativity Pavilion hosted two nights dedicated to the fringe show TUNA by Airlock Theatre on 21 & 22 October. All proceeds went towards supporting the Young People's programme.
- 5.5 Our first outdoor learning sessions for the new school year began on 7 October with two learning sessions.
- 5.6 Our monthly volunteer-led gardening group is growing and the group have been busy clearing the weeds and rubbish from a number of flower beds in the park.
- 5.7 The GIANT tree climbing and singing sessions ended in October and the feedback has been positive, the children who took part found the sessions very rewarding. We look forward to welcoming GIANT back next year to engage with more schools as we look to expand the programme to SEND (Special educational needs and disabilities) schools.

- 5.8 This month we launched a new workshop series, in partnership with Alexandra Palace's Young Creative Network and Haringey Library Services, called Flavour EXCHANGE that aims to give young people (aged 16-24) a platform to develop their climate literacy and debate the climate crisis and related issues. The sessions are being run by creative consultant and performance poet Kieron Rennie and refugee theatre-maker Ali Ghaderi.
- 5.9 3 community groups have used the Creativity Pavilion or Transmitter Hall for rehearsals/ coaching.
- 5.10 List of learning and participation events since the last meeting and upcoming:

20 & 21 October	Forest School
Every Tuesday	Five Bells Computer Club
Every other Tuesday	Community Group rehearsals in Transmitter Hall
Every Thursday	Haringey Young Carers and Singing for the Brain
Every Saturday	Coaching sessions in Creativity Pavilion
Sundays in November	Rangers Skill Sharing (Park & Transmitter Hall)
3 November	Campaign For Change workshop
10 & 11 November	Forest School
10, 17, 24 & 27 November	Flavour EXCHANGE workshops
15 & 25 November	Heritage Tours
15 Nov & 17 Nov	Rehearsals in the Creativity Pavilion
7 January	Creativity Pavilion in use for teacher training

6. Activities and Events

- 6.1 On 17 October, the Palace hosted The Royal Foundation (of the Duke and Duchess of Cambridge) Earthshot Prize, organised by and broadcast live on BBC1. The prize celebrates environmental heroes from around the world and featured performances from Coldplay (powered by 60 cyclists in the park), Ed Sheeran, KSI and Yemi Alade, Mo Salah, David Attenborough and Emily Watson were among those presenting awards.
- 6.2 Also in October, to celebrate the return of live music to the Palace, we created a photo essay series examining the roles played by some of the 400+ professionals it takes to run a live music night here, as well as the importance that a busy Palace has to supporting jobs and the local economy. Read the blog at the following link: https://www.alexandrapalace.com/blog/live-music-returns-to-the-palace-2/?dm_t=0,0,0,0,0
- 6.3 With November packed full of more live gigs, we've been reminding people of the story of music at Alexandra Palace, and the role the venue has played in some of the seminal moments of modern music history. Watch our Music Heritage Video at the following You Tube link: <https://www.youtube.com/watch?v=tcHUCp09uGk>
- 6.4 Our Visitor Services Team has been shortlisted for the Disability Smart Award for Customer Service, out of 150 nominees. The winner will be announced during a virtual awards ceremony on 2nd December.
- 6.5 The Fireworks Festival was held on Saturday, 6 November attended by 40,000 people. One noise complaint was received about amplified music levels and we received some customer feedback in relation to Wi-fi outages and congestion in the family area. The post event clear-up was completed within the 72-hour target

although two large items are awaiting removal (a portable toilet and a blue pallet at Gate 1).

6.6 The 2021 Red Bull event will take place on Sunday 3rd July with build up starting on Thursday 30 June. More details on the arrangements will be provided in due course.

6.4 5 complaints about event noise have been received in the current year to date:

25 July 2021	Kaleidoscope	no complaints
7 August 2021	Streatlife	1 complaint
22 August 2021	Streatlife	2 complaints
21 October 2021	Corporate Event	1 complaint
24 October 2021	Tattoo Show	1 complaint
6 November 2021	Fireworks	1 complaint

(Total number of noise complaints received (2021/22 1st Apr-31st March) -5)

7. Legal Implications

7.1 The Council's Head of Legal & Governance has been consulted in the preparation of this report, and has no comments.

8. Use of Appendices

Appendix 1 – Schedule of Events

Joint SAC/CC – 30 November 2021 - CEO's Report, Appendix 1 – Events Schedule
Red indicates items added since last reported

Theatre shows
Theatre shows

7 Nov	North London Laughs (comedy fundraiser)
9 Nov	Lady Anne Glenconner
11 Nov	Black Midi (concert)
12 Nov	Yussef Dayes (concert)
14 Nov	Iain Stirling: Failing Upwards (comedy)
16 Nov	Rutherford & Fry - The Complete Guide to Everything
17 Nov	Giovanna Fletcher(spoken word)
20 Nov	Saint Etienne
26 Nov-9 Jan	A Christmas Carol
6 Feb	Bryony Gordon – No Such Thing as Normal
12 Feb 2022	Whitney – Queen of the Night
21 February	Gypsy (musical)
5 March	Music From the Movies...with London Concertante
10 March	Maverick Sabre
17 March	Tommy Tiernan: Tomfoolery
19 March	Reginald D Hunter: Bombe Shuffleur
23 March	An Evening with Andrew Cotter, Olive and Mabel
26-27 March	Ludovico EinaudiL Underwater
31 March	Greentea Peng
3 April	Jimmy Carr: Terribly Funny
7-30 April	Jane Austen's Persuasion
16-17 June	Dylan Moran – We Got This
24 September	Martin Bayfield's Rugby Legends
21 October	Ladysmith Black Mombazo

Large Events (Great & West Hall)

11 Nov	Suede (concert)	
12-13 Nov	London Grammar (concert)	
19 Nov	Glass Animals (concert)	
20-21 Nov	Sam Fender	
4 Dec	Enter Shikari concert	
7-10 Dec	Mosconi Cup	West Hall only
15 Dec – 3 Jan	Darts	
9-16 Jan 2022	World Snooker Masters	
24 February	Tripoie Redd presents: Tripp at Knight Tour	
25 Feb 2022	Mogwai concert	
4 March 2022	Gojira	
5 March 2022	Disclosure	
25 March	Future Islands	
1 April	Franz Ferdinand	
14 April	Khruangbin	
29 April	Peter Kay's Dance for Life	
6 May	Architects	
7 May	Metronomy	
17 May	James Blake	
19 May	Charli XCX	
25 May	Michael Kiwanuka	
28 June	Lorde	

C - Ice Rink

20 November	Haringey Huskies vs Peterborough Phantoms 2
6-12 December	The Nutcracker on Ice
8 January	Haringey Huskies vs Cardiff Fire
29 January	Haringey Huskies vs Swindon Wildcats 2
5 February	Haringey Huskies vs Basingstoke Buffalo
19 February	Haringey Huskies vs Solent Junior Devils
19 March	Haringey Huskies vs Guildford Phoenix
19 February	Haringey Huskies vs
19 February	Haringey Huskies vs

D – Park Events 2021

1-22 December Christmas on the Hill (sustainable Christmas tree rental)

E – East Court

3-23 December Santa's Grotto

D – Park Events 2022

13 Feb 2022	Running Event	Park
19 - 24 April 2022	Cycle Show	Great Hall, West Hall, Palace Suite, Londesborough Room & Park
3 - 4 June 2022	Streatlife	Panorama Room & Park
18 - 19 June 2022	Streatlife	Panorama Room, Park
29 - 30 July 2022	Streatlife	Panorama Room, Park
15-19 June 2022	Pavilion Concert Series	Pavilion, Park
30 June - 4 July 22	Red Bull	ALL Areas
15 July 2022	Provisional Music Concert	South and East Slope
16 July 2022	Primal Scream	South and East Slope
22 July 2022	Fat Freddy Drop	South and East Slope
23 July 2022	Kaleidoscope	All areas
24 July 2022	Provisional Music Concert	All areas
20 August 2022	Summer Festival	South Slope
26 – 28 August 2022	Pavilion Bank Holiday Event	Pavilion, Park
2-7 November 2022	Fireworks	ALL AREAS

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ALEXANDRA PARK AND PALACE
STATUTORY ADVISORY COMMITTEE
AND
CONSULTATIVE COMMITTEE

30 NOVEMBER 2021

Report Title: Proposal to pilot changes to the Consultative Committee

Report of: Louise Stewart, CEO

Purpose: *This report proposes changes to one of the Trust's stakeholder engagement mechanisms to improve effectiveness, participation and diversity.*

Local Government (Access to Information) Act 1985 – N/A

1. Recommendations

- 1.1 To consider this report and provide feedback/ comments on the proposal.
- 1.2 To agree that the pilot should go ahead.
- 1.3 To encourage and promote attendance amongst stakeholders and beneficiaries.

2. Executive Summary

- 2.1 Since the 2017 Governance Review it has been an aspiration for Alexandra Park and Palace Charitable Trust (APPCT) to improve its mechanisms for regular and effective communication with its stakeholders and beneficiaries and to better meet the requirements of the Charity Governance Code.
- 2.2 This report sets out the existing arrangements for one of the engagement mechanisms, the Consultative Committee (CC), the rationale for change to this committee and proposals for achieving that change.
- 2.3 The proposal is to change the existing CC into a forum, open to all. It is proposed to pilot the recommended change for a 24 month period, with consultation during the pilot period to assess the success of the format.
- 2.4 The scope of this paper covers only the CC and not the Advisory Committee. The Trust does not have the capacity to change both structures at the same time. The Advisory Committee is part of the governing document of the Trust, the Acts and Orders. Further work with the Advisory Committee will be required before approaching the Charity Commission with proposed changes to the Act.

- 2.5 However, it is recognised that the Advisory Committee also faces challenges. Although popular in the 1980s Residents associations locally no longer have a large membership. The membership in many cases is not representative of their local community and new forms of residents structures have merged through social media advances. During the CC pilot period the Advisory Committee should be challenged to come up with solutions or options for addressing these weaknesses. There is also potential that the pilot of an open forum for the Consultative Committee may prove useful for determining a way forward for the Advisory Committee.
- 2.6 The Advisory Committee will continue as normal during the pilot period.
- 2.7 Advisory Committee members, as both stakeholders and members of the public , are able to attend the proposed pilot open forum.

3. Introduction & background

- 3.1 The Consultative Committee of Alexandra Park and Palace was established in the 1980s by the Corporate Trustee Haringey Council to provide a mechanism for the Charitable Trust to engage and consult with its stakeholders and beneficiaries.
- 3.2 The Committee's duties, functions and membership are detailed in appendix 1.
- 3.3 The CC appoints three of its members onto the APPCT Trustee Board as observer members – they have no voting rights but attend meetings to ensure the views of the CC are considered, but must act in the best interests of the Trust at all times.
- 3.4 The CC has provided useful feedback, advice, challenge and support for the Trust's work over several decades. The advantage of this approach is that the Trust has been able to communicate to this group of stakeholders in an efficient way. The committees have built up knowledge over time so that there is a reduced need to answer the same questions each time the Charity is held to account.
- 3.5 The 2017 APPCT Governance Review stated that, the Consultative Committee is restricted to representatives of constituted local groups rather than general stakeholders and beneficiaries, which would include individuals. As with the Advisory Committee it is highly likely this was to formalise and rationalise the task of consultation on the Trust to make it manageable. The Consultative Committee is made up of several 'friends of' and other groups that the Trust now has a separate and more focused and effective dialogue with. Operating as a Council committee, also raises questions as to whether this is the most effective form of engagement and dialogue appropriate for the Charity.
- 3.6 With the introduction of the new Charity Governance Code (see extract at Appendix 2) the Board should assess its stakeholder and beneficiary engagement approach afresh, to decide for itself who are the stakeholders and beneficiaries it needs to engage with and how it wishes to do that.
- 3.7 The two committees, the SAC and the CC, meet jointly as the Informal Joint Committee. The two committees have different status but broadly similar remits but the Board has a different duty to each. This can lead to confusion and frustration by all parties and in particular the Executive Team, who feel this engagement to be

less effective than the general public meetings held on specific issues when consulting on planning or licensing issues.

- 3.8 There was limited appetite for change from the committee members at the time of the Governance Review in 2017. Whilst progress on the Governance Change programme and Governance Improvement Programme has been hampered by the global pandemic and the more urgent financial challenges facing the Trust, the need to modernise the Trust's engagement has been raised several times by members of the public and the committees themselves.
- 3.9 At a combined meeting of the consultative committee and advisory committee on 4 October 2021 a consultative committee member raised the issue of membership of the Committees not being relevant, accessible, diverse or reflective of the community and that the bureaucracy of joining processes and the meetings themselves are off putting. From an external perspective it can also be viewed as a closed circle of influencers. The formality and bureaucracy is off putting to members of the public especially those not versed in local authority committee processes and speaking in public.

4.0 Proposal

- 4.1 To replace the Consultative Committee with an Open Forum;
- 4.1.1 Two open forums a year. AP presents progress and performance and future plans for the year ahead. And takes questions.
- 4.1.2 The attendees from AP include representatives from the executive leadership team and trustee board.
- 4.1.3 Attendees can raise issues to be included on the agenda – but need to give two weeks notice so that the team have time to prepare.
- 4.1.4 Attendees should pose questions in advance of the session, if it relates to an item that is not on the agenda, to provide time for the team to prepare an answer or to respond to at the meeting if it is an operational day to day question.
- 4.1.5 Attendees will be asked if they wish to ask the question themselves in the open forum, or if they would like their question to be read and answered without the need for them to speak in an open forum.
- 4.1.6 The Forums would be advertised through our stakeholder database, social media, and signs on site.
- 4.1.7 Attendance would be open to all – but places must be reserved and will be limited to the space available (with an agreed minimum number).
- 4.1.8 Dates will be promoted to stakeholders and beneficiaries.
- 4.1.9 Stakeholders and beneficiaries will be provided with guidance about the need to raise small operational issues directly with the team as part of our normal business via our VS team or complaints route.

4.1.10 Notes of the session will be published including answers to questions posed by attendees and those not able to attend in person.

4.2 The different engagement method would be piloted for 24 months. With 4 forums in that period.

4.3 Pilot assessment (criteria and assessment methodology)

4.3.1 Proposed assessment criteria

- Did the open forum attract a more diverse and representative stakeholder and beneficiary audience
- Did the open forum attract new people and groups to attend
- Did the open forum attract existing consultative committee members
- Were attendees satisfied with the arrangements for attendance
- Were attendees satisfied with the notice period to submit agenda items and questions in advance
- Were the forums frequent enough
- Were people satisfied with the format of the open forum
- Were people satisfied with the quality and level of information provided
- Were people satisfied with the amount of time devoted to questions
- Were attendees satisfied with the formal record of the session and actions identified
- Would attendees continue to attend in the future
- What recommendations would attendees suggest for the future if the open forum is made permanent
- Are stakeholders and beneficiaries happy to have these sessions administered by the Charitable Trust

4.3.2 The decision to change the Consultative Committee to an open Forum rests with Haringey Council as Corporate Trustee. In making their decision it is recommended that they will have access to the findings of the pilot assessment, direct feedback from the Trustee Board and direct feedback from existing Consultative Committee Members.

4.3.3 Assessment of the open forum will therefore include;

- an assessment by the Trustee Board
- an assessment by the Consultative Committee
- a consultation of attendees of the Open Forum

4.3.4 It is also recommended that feedback is sought after each forum to identify any issues and improvements during the pilot period.

4.4 For the period of the pilot it is proposed to retain the current nominated appointees from the Consultative Committee on the Trustee Board. However if the pilot is successful and it becomes permanent it is proposed that the observer positions on the Board from the Consultative Committee are advertised openly to the forum and the wider public, and a selection process is undertaken.

4.5 The criteria for selection as with any charity trustee board would be the skills and expertise required and for these roles that would also include having a good understanding of the broad views of the Trust's stakeholders and beneficiaries.

5. Equality, Diversity & Inclusion

- 5.1 The main purpose is to increase diversity and include people who would not normally be eligible to join or have the desire to engage in the bureaucracy of the existing Consultative Committee, therefore the proposal will have a positive impact on EDI making engagement with Alexandra Palace more accessible.
- 5.2 No adverse impacts are expected in relation to any protected characteristic groups.

6. Legal Implications

- 6.1 No changes to the SAC are being proposed at this time. It is acknowledged that if and when such changes are proposed the *Trust would need to apply to the Charity Commission to grant a scheme, under Section 73 of the Charities Act 2011 to alter the provisions the Alexandra Park and Palace Act 1985.*
- 6.2 Other Council Committees have non-voting co-optees in their memberships, however, confirmation would be needed from the Council in relation to the appointment of observers to the Alexandra Park and Palace Board through an open process.
- 6.3 The Council's Head of Legal & Governance has been consulted in the preparation of this report, and in noting the intention to maintain the current structure for the duration of the pilot scheme, has no comments.

7. Use of Appendices

Appendix 1 – Consultative Committee Functions & Duties

8. Background Papers - None

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APPENDIX 1

London Borough of Haringey

Alexandra Park and Palace Charitable Trust

ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE

CONSTITUTION

1. OBJECT

1. To give representatives of appropriate local and national organisations the opportunity of full discussion on general matters affecting Alexandra Palace and Park.
2. To give the Board of Charity Trustees the opportunity of discussion and explaining to the organisations matters affecting the overall policy and efficient management of Alexandra Palace and Park.
3. To promote better understanding between the Board of Trustees, the Palace management and local organisations.
4. To enable appropriate local (and national) organisations to participate in decisions of direct concern to them.
5. To further the Alexandra Palace and Park as a conservation area.

2. CONSTITUTION

1. TITLE

The Committee shall be called "The Alexandra Palace and Park Consultative Committee".

2. ORGANISATION

(a) Membership

- (i) The Board of Charity Trustees shall be the representatives of the Charitable Trust.
- (ii) Organisations which fulfil the criteria set out in sub-paragraphs (a) to (e) below shall be eligible to apply for membership of the Consultative Committee. Such application shall be made to the Alexandra Palace and Park Board for approval.
 - (a) Local residents associations, properly constituted, whose membership includes at least 50 households resident within

Alexandra, Bounds Green, Fortis Green, Hornsey, Muswell Hill and Noel Park Wards of the London Borough of Haringey.

- (b) Local organisations which are not residents associations but which demonstrate a sufficient interest in the Palace as an historic building or an interest in the use of the Palace and Park for leisure and recreation purposes or an interest in the dissemination of information about the Palace and Park.
 - (c) National organisations which demonstrate a sufficient interest as defined in (b) above.
 - (d) Lessees for the time being of the London Borough of Haringey within the Alexandra Palace and Park; and
 - (e) Trade Unions representing staff employed by the London Borough of Haringey at Alexandra Palace and Park.
- (iii) Where an organisation has been accepted for membership of the Consultative Committee it shall be entitled to nominate a representative as follows:
- (a) Local and national organisations – One named representative with full voting powers.
 - (b) Lessees – One named non-voting representative
 - (c) Trade Unions – One named representative with full voting powers.
- (iv) There shall not be more than 30 associations appointed to membership of the Consultative Committee at any one time.
- (v) For the avoidance of doubt it is hereby declared that:
- (a) Where a Charity Trustee ceases to hold that position he/she shall cease to be a Member of the Consultative Committee and their successor shall automatically become a Member.
 - (b) Where a lease has come to an end by effluxion of time or otherwise the lessee shall no longer be entitled to membership of the Consultative Committee; and
 - (c) Where any person ceases to be the duly appointed representative of a local or national organisation, lessee or Trade Union, she/he shall not be entitled to membership of the Committee and the organisation shall be entitled to nominate a successor.
- (vi) Membership of the Consultative Committee from residents and local organisations shall be elected following nomination by voting at their

A.G.M or at a general meeting to which all paid up membership is invited.

- (vii) Organisations accepted for membership of the Consultative Committee shall notify the Secretary of the name of their representative and deputy before the first Consultative Committee meeting of each Municipal Year. If for any reason neither the representative nor the deputy can attend a meeting of the Consultative Committee the organisation shall, wherever possible, inform the Secretary to the Consultative Committee before the meeting of the name of the person representing them.
- (viii) In the event of a vacancy arising, whether by resignation, removal or otherwise, applications for membership to fill the vacancy shall be considered within six weeks or as soon as reasonably possible thereafter.
- (ix) Organisations accepted for membership of the Consultative Committee shall, if requested by the Secretary, supply information concerning their membership, constitution and activities. Such information will usually be requested to be submitted not later than one month before the first meeting of the Consultative Committee in each Municipal Year. When requested, organisations should provide summaries of their objectives in relation to the running and any future developments at the Palace and Park.

(b) Chair

- (i) The Chair of the Consultative Committee shall be elected from the Full Membership of the Consultative Committee, at its first meeting after the commencement of each Municipal Year for 1 year and hold office until the first meeting of the following year.
- (ii) In the event of the Chair not being present at the meeting, the Consultative Committee shall elect a Chair for the meeting.

(c) Deputies

Any Member of the Consultative Committee unable to attend a meeting may be represented at that meeting by a duly qualified deputy, provided that such Member or the deputy gives notice to the Secretary before the meeting.

(d) Secretary

The Head of Local Democracy and Member Services or their representative shall be the Secretary to the Consultative Committee.

(e) Officers

Officers of the Charity shall attend meetings of and give advice to the Consultative Committee at the invitation of the Chair.

3. REPRESENTATION ON THE ALEXANDRA PALACE AND PARK BOARD

The Consultative Committee shall nominate three of its Members by majority vote of all Members present at the Consultative Committee, to act as representatives on the Board, without voting powers, but with an obligation to report the views of the Consultative Committee to the Board and decisions of the Board to the Consultative Committee.

4. TERMS OF REFERENCE

The Consultative Committee shall be primarily consultative in nature. Every aspect of Alexandra Palace and Park shall be open to discussion and consideration by the Consultative Committee.

5. RULES

- (i) The Consultative Committee shall meet at least three times a year, but a special meeting shall be called by the Secretary within seven days of receipt by him/her of a requisition signed by the Chair or on behalf of a majority of Member organisations, that meeting to be held within three weeks of receipt of the requisition.
- (ii) All meetings of the Consultative Committee shall be open to the press and public unless otherwise agreed by the Consultative Committee.
- (iii) Any Member of the Consultative Committee may request an item to be placed on the agenda for the next meeting. The matters to be discussed at a meeting of the Consultative Committee shall be determined by the Chair and stated upon the notice summoning the meeting. At the conclusion of each meeting the Chair may permit questions or comments upon matters of which notice has not been given provided they do not require a substantial decision from the Consultative Committee at that meeting and provided this could not more conveniently be referred to the next meeting. Individual management matters shall not be brought to the Consultative Committee unless the organisation concerned has first raised the matter with the General Manager, Alexandra Palace without satisfactory results.
- (iv) Meetings shall normally be held at Alexandra Palace and shall commence at 7.30 pm and terminate by 9.30 pm.
- (v) There shall be minutes taken of all meetings of the Consultative Committee for circulation to all Members of the Consultative Committee. The Minutes shall be submitted to the next or subsequent meeting of the Consultative Committee. Any recommendations shall be submitted to the Alexandra Palace and Park Board.

- (vi) Recommendations shall be arrived at only by agreement of a majority of Members entitled to vote. Voting shall normally be by show of hands.
- (vii) Any matter not provided in the rules and any question of interpretation shall be determined by the Alexandra Palace and Park Board.
- (viii) This Constitution as amended came into force on 24 November 1980 when it was approved by the Council. Any further amendment shall require the approval of the Alexandra Palace and Park Board and be reported to Council.

(Last amended by the Alexandra Palace and Park Board on 18th October 2011 and confirmed by Full Council on 21 November 2011)

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