

NOTICE OF MEETING

ALEXANDRA PALACE AND PARK BOARD

Monday, 13th December, 2021, 7.30 pm - Alexandra Palace, Palace Way, Wood Green, London N22 7AY

Members: Councillors Anne Stennett (Chair), Elin Weston (Vice-Chair), Nick da Costa, Dana Carlin, Bob Hare and Kirsten Hearn

Co-optees/Non Voting Members: Jason Beazley (Three Avenues Residents Association (TARA)), Duncan Neill (Muswell Hill and Fortis Green Association), Val Paley (Palace View Residents' Association) and Nigel Willmott (Friends of the Alexandra Palace Theatre)

Quorum: 3

1. FILMING AT MEETINGS

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

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

2. APOLOGIES FOR ABSENCE

3. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear. New items will be dealt with at items 13 & 24 below)

4. DECLARATIONS OF INTERESTS

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct.

5. QUESTIONS, DEPUTATIONS OR PETITIONS

To consider any questions, deputations or petitions received in accordance with Part 4, Section B29 of the Council's Constitution.

6. MINUTES (PAGES 1 - 8)

To confirm the unrestricted minutes of the Alexandra Palace and Park Board held on 11 October 2021 as an accurate record of the proceedings

7. TO CONSIDER ANY ADVICE OR COMMENTS FROM RECENT SAC/CC MEETINGS (PAGES 9 - 20)

8. PROPOSAL TO PILOT CONSULTATIVE COMMITTEE CHANGES

To approve the recommendation to pilot a new Open Forum

Report to follow

9. CEO'S REPORT

To note the update on current issues, projects and activities.

Report to follow

10. FRRAC CHAIR'S REPORT

To note the update from the Finance, Resource, Risk & Audit Committee (FRRAC).

Report to follow

11. FINANCE UPDATE

To note the current financial position of the Trust.

Report to follow

12. STREET AND PARK LIGHTING

To note the report

Report to follow

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

14. FUTURE MEETINGS

24 January 2022

15 March 2022

15. EXCLUSION OF THE PUBLIC AND PRESS

Items 16-24 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 1 – information relating to any individual, Para 2 – Information which is likely to reveal the identity of an individual, Para 3 - information relating to the business or financial affairs of any particular person (including the authority holding that information), and Para 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

16. EXEMPT - MINUTES

To confirm the exempt minutes of the Alexandra Palace and Park Board held on 11 October 2021 as an accurate record of the proceedings

To follow

17. EXEMPT - APTL CHAIR'S REPORT

18. EXEMPT - STRATEGIC RISK REGISTER

19. EXEMPT - LEASEHOLDER PROPERTY

20. SAFEGUARDING / WHISTLBLOWING

21. EXEMPT - PAY REVIEW

22. EXEMPT - CEO PAY REVIEW

23. EXEMPT - SUCCESSION PLANNING

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

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

Friday, 03 December 2021

**MINUTES OF MEETING Alexandra Palace and Park Board HELD
ON Monday, 11th October, 2021, 7.30 - 9.05 pm**

PRESENT:

**Councillors: Anne Stennett (Chair), Elin Weston (Vice-Chair),
Nick da Costa, Dana Carlin and Bob Hare**

**Non-voting Members: Jason Beazley, Duncan Neil, Val Paley and Nigel
Willmott**

132. FILMING AT MEETINGS

The meeting was not filmed.

133. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hearn.

Clerks note: Councillor Hearn joined the meeting via Teams and took part in the discussion of the items but did not take any decisions.

134. URGENT BUSINESS

None.

135. DECLARATIONS OF INTERESTS

None.

136. QUESTIONS, DEPUTATIONS OR PETITIONS

None.

137. MINUTES

RESOLVED

- i. that the minutes of the Alexandra Palace and Park Board held on 29 March 2021, 12 July 2021 and 30 September 2021 be approved as a correct record of the meeting;
- ii. that the minutes of the Alexandra Palace and Park Panel held on 7 June 2021 be approved as a correct record of the meeting;
- iii. to note the minutes of the Alexandra Park and Palace Advisory Committee held on 16 August 2021; and

- iv. to note the minutes of the informal joint Alexandra Palace and Park Consultative Committee, and Alexandra Park and Palace Advisory Committee held on 16 August 2021.

138. APPOINTMENTS TO COMMITTEES

NOTED the appointments to the Statutory Advisory Committee and Consultative Committees.

139. TO CONSIDER ANY ADVICE OR COMMENTS FROM RECENT SAC/CC MEETINGS

The Board noted the advice contained in the minutes of the Statutory Advisory Committee.

140. CEO'S REPORT

Louise Stewart, Chief Executive Alexandra Palace, introduced the report as set out. She advised that an update on lighting the park would be presented at a future meeting.

RESOLVED to note the contents of the report.

141. FINANCE UPDATE

Dorota Dominiczak, Director of Finance & Resources, introduced the report as set out. There had been no material changes since the last update. It was noted that the Trading Company were working to recover from the pandemic to be in a position to donate profits to the Trust again in the future. However it was likely that there would be no donation to the Trust in 2022/23. The Council had been made aware of this.

RESOLVED to note the report.

142. FABRIC MAINTENANCE PLAN

Emma Dagnes, Deputy Chief Executive Alexandra Palace, introduced the report as set out. Progress had been made with the maintenance programme, despite the challenges of the past year. The fire alarm system and lighting in the West Hall had been upgraded. The strategy in regard to repairs was to endeavour to carry out every repair in a future proofing way.

RESOLVED to

- 1. Note progress made in 2020/21 despite the challenges of the very limited budget, increasing number of severe weather events placing additional pressure on the assets.**
- 2. Approve adjustments to priorities as listed below with more detail to be presented at the meeting:**

Sector 1 –West Entrance, Palm Court and Adjoining Spaces

- Priority A Straighten, repair & reglaze external WSY doors
- Priority A Palm Court Roof -Glazing overhaul & repairs
- Priority A Palm Court extras and straightening of 1no vent
- Priority A Palm Court minstrel gallery rooflights
- Priority A Roof Access Palm Court July 2020 and August
- Priority A Palm Court West Atrium -replace GWG glass next to door exit
- Priority A West atrium Replacement of 2No door stays
- Priority A Palm Court Glazing Repairs Access –January 2021
- Priority A Palm Court Roof Repairs January 2021
- Priority A/B SW Pavilion roof repair and decoration (deferred)
- Priority A/B Palm Court arched window glazing repairs and access windows
- Priority A/B Redecoration

Sector 2 –West Hall, West Corridor and Adjoining Rooms - Priority A/B Redecoration

Sector 3 –Service Yard, Stores and North West Tower

- Priority A/B West hall Organisers office corridor redecoration works
- Priority A Security corridor/staircase redecoration works
- Priority A Level 5 corridor/staircase redecoration works
- Priority A Balance for West Yard Acoustic Doors
- Priority A Replace rooflights over Marble Staircase
- Priority A West Hall inner shutter emergency screen and door and repairs to existing doors
- Priority A Roof leak repairs
- Priority B North West Service Hall roof access install (deferred)

Sector 4 –South West Tower

- Priority A SW Tower Masonry Repairs & Reinstatements
- Priority A Access -spider hire, generator and leads
- Priority B SW Tower renew roof, windows and internal scaffold (deferred)

Sector 5 –Panorama Room and South West Colonnade

- Priority A Emergency repairs to PR link roof
- Priority A/B -SW Colonnade floor slab renewal (2 bays) (deferred)
- Priority B SW Colonnade & West Light well roof access install (deferred)

Sector 6 –The Great Hall

- Priority A Great Hall floor patching repairs
- Priority A Spaceframe sample decoration panel
- Priority A Spaceframe welding repairs
- Priority A GH/NY Bridge/fire escape Structural survey & recommendations
- Priority A CAD elevations Bridge/GH North

- Priority A/B Great Hall Partial Redecoration January 2021
- Priority A Great Hall/North Service Yard Bridge & Stairs structural fees
- Priority Additional welding to the space frame September 2020
- Priority A Great Hall Spaceframes -External Redecoration
- Priority A Great Hall Glazing Servicing & Replacements
- Priority B Carry out feasibility for resurfacing the entire floor to Great Hall (deferred)

Sector 7 – Ice Rink and Adjoining Spaces

- Priority A Ice Rink Duct Trims
- Priority A Smoke Vents Replacement
- Priority A/B Works to Ice Rink Perimeter Flat Ceiling
- Priority A Plinth & surround works Ice Rink & Café
- Priority A Additional masonry works to Ice Rink west wall
- Priority A Remedial flooring works
- Priority A Ice Rink West Staircase -Replastering and renewal
- Priority A/B Ice rink partial redecoration to doors, by stands, East Corridor plinths & East Lightwell
- Priority A Glazed roof lantern (West) over Ice Cafe/Reception
- Priority A Roof repairs (south)
- Priority A Upgrade works to low ceiling, ice pad, replacement kicker boards
- Priority A Essential barrier works
- Priority A Sump pit waterproofing Snow pit & plantroom pit

Sector 8 –Theatre, North East Tower and Adjoining Spaces

- Priority A Theatre ceiling joist hanger installation-East & General
- Priority A Door Refurbishments
- Priority A Theatre ceiling joist hanger installation-East end
- Priority A Spider access for bi-annual inspections of ceiling, walls & proscenium arch
- Priority A Theatre Bi-annual ceiling, proscenium arch and walls inspections January 21
- Priority A Theatre auditorium ceiling -Additional strengthening works structural advice
- Priority A Theatre Stage propping scaffold inspections 2020/21
- Priority A/B Redecorations

Sector 9 : Former BBC Studios

- Priority A Door refurbishments East Lightwell
- Priority A/B East Lightwell replacement ceiling tiles
- Priority B East Lightwell roof access install (deferred)

Sector 10 : South East Tower and Adjoining Spaces

- Priority A BBC Tower 4th floor CEO office -Prop and resecure
- Priority B BBC Tower -Additional decorations after rewiring
- Priority A Door refurbishment
- Priority A/B Decoration & repairs to staff toilets, part offices & corridor

- Priority A BBC colonnade office cornice -urgent works Jan 2021
- Priority A Over felting to leaking zinc roof over BBC link/toilets (deferred)
- Priority B Extra over to renew roof with zinc coverings (deferred)
- Priority A/B Redecoration

Sector 11 : East Court, Ice Rink Foyer and Adjoining Spaces

- Priority A East Court Roof -Glazing overhaul & repairs
- Priority A Glazing Works to East Court -Retention for glass changes
- Priority A East Court Roof -Access -July 2020
- Priority A East Court ramp Yorkstone pinning & rebedding
- Priority A East Court Roof Repairs March 2021
- Priority A Equipment hire for East Court Roof Repairs March 2021
- Priority A SE office building staircase renew beam and ceiling
- Priority A/B Zinc roof renewal and parapet repairs over corridor (deferred)
- Priority A/B Glazing repairs to East Lightwell

Sector 12 : South Basement

- Priority A -Coniston -Retention
- Priority B Annual structural survey (deferred)

Services : Life Safety

- Priority A Replace 2 x CBS units West Hall Gantry
- Priority A Tank 1 + 2 remedial works
- Priority A Replacement of 1 x aspiration unit in Palm Court

Services : Critical

- Priority A/B B&K distribution board and Skate hire distribution board
- Priority A/B Move isolator, contactor &DB from gantries to accessible location x6
- Priority B South Terrace Power Supply
- Priority A Power distribution 5 year fixed wiring testing 20% per year
- Priority A Repairs to Back-up generator Main Building
- Priority B Back-up generator Main Building (deferred)
- Priority B Power distribution 5 year fixed wiring testing remainder (deferred)

Services : Operational

- Priority A West Yard Goods Lift additional enclosing
- MOB Controls & further works Supply & Fit 1 No Safety Control Board
- Priority B Re-location of Air conditioning Unit PC4
- Priority A Supply & Install 3 x 2000L Flamco Expansion
- Priority A Palm Court disabled internal doors
- Priority A Palm Court plantroom -Replace B&K hot water booster set

- **Priority C Remove redundant chiller to North Yard serving Palace Suite**
- **Priority A BMS remedial works -Replace 7 Belinodampers**
- **Priority A Replace insulation on AHUs and pipework on level 5 roof**
- **Priority A/B Upgrade of BMS system**
- **Priority A Roof cleaning**
- **Priority A Clean up pipes and repaint with waxlow paint**
- **Priority A Pipe modifications on Level 5 roof plant**
- **Priority A Install and commission new DP switch on Boiler 1**
- **Priority A Replace PCB and fan/motor**
- **Priority A Replace 9 flow control valves East Corridor smoke vents**

143. MAST LIGHTING POLICY

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

Members welcomed the policy, and following a short discussion it was felt best that a 'programme' of mast lighting should not be implemented as it would undermine the purpose of the policy. If Board Members felt that certain events should be marked by lighting the mast then they would need to submit an application in line with the policy.

RESOLVED to approve the new policy on lighting the mast at Alexandra Palace.

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

None

145. FUTURE MEETINGS

13 December 2021
24 January 2022
15 March 2022

146. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that the press and public be excluded from the remainder of the meeting as items 16-21 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), and Para 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

147. MINUTES

RESOLVED that the exempt minutes of the Alexandra Palace and Park Board held on 29 March 2021, 12 July 2021 and 30 September 2021 be approved as a correct record of the meeting.

148. EXEMPT - LEASED PROPERTIES ANNUAL REPORT

The recommendations in the report were approved.

149. EXEMPT - LEASE RENEWAL REPORT

The recommendations in the report were approved.

150. EXEMPT - AUDIT FINDINGS REPORT

The recommendations in the report were approved.

151. SAFEGUARDING / WHISTLEBLOWING

There was no update.

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

None.

CHAIR: Councillor Anne Stennett

Signed by Chair

Date

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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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**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