

# **MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON THURSDAY, 19TH JULY, 2018**

## **PRESENT:**

**Councillors: Anne Stennett (Chair), Sarah Williams (Vice-Chair), Dana Carlin, Nick da Costa, Erdal Dogan, Bob Hare.**

**ALSO ATTENDING: Duncan Neill, Val Paley, Nigel Willmott and Jason Beazley.**

## **255. FILMING AT MEETINGS**

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

## **256. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **257. URGENT BUSINESS**

There were no items of urgent business.

## **258. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

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

There were no questions, deputations or petitions received.

## **260. MINUTES**

### **RESOLVED**

That the minutes of the meetings held on 26<sup>th</sup> March 2018 and 19<sup>th</sup> June 2018 be agreed as an accurate record.

## **261. CHIEF EXECUTIVE OFFICERS REPORT**

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

The following arose from the discussion of the report:

- a. In response to a question around an employment training partnership, the CEO advised that there was some training offered by APPCT but that it was on a

- small scale. The CEO agreed to send the Board a note on the employment training scheme. **(Action: Louise Stewart).**
- b. In response to a question, the Deputy CEO confirmed that preparations for the BBC Proms event were on track. A rehearsal event would take place the day before at 31<sup>st</sup> August, the time was to be confirmed. The Charity Secretary to confirm the time of the rehearsal with the Board. **(Action: Natalie Layton).**

## **262. COMMITTEE MEMBERSHIPS**

Louise Stewart, Chief Executive introduced the report which sought approval for additional appointments to the Programme Board.

### **RESOLVED**

- a. That the amended membership of the East Wing Restoration Programme Board be approved, to include Cllr Dana Carlin.
- b. That Cllr Da Costa and Cllr Dogan be appointed as substitute members from the Board to stand in at Programme Board meetings when the three appointed members are not able to attend.

## **263. LEAD BOARD MEMBER ROLES**

Louise Stewart, Chief Executive introduced a report which requested the Board to appoint lead trustees for safeguarding and whistle blowing.

### **RESOLVED**

- I. That the Board appoint Cllr Sarah Williams to be the Board level Safeguarding Lead.
- II. That the Board appoint Cllr Sarah Williams to be the Board level Whistleblowing Lead.

## **264. SIGN-OFF OF DRAFT ANNUAL REPORT AND ACCOUNTS**

Louise Stewart, Chief Executive introduced a report, which set out the draft annual report and draft accounts for approval and requested that the Board consider any recommendations from the Finance Risk and Audit Committee.

### **RESOLVED**

- I. To note the feedback from the Finance, Risk and Audit Committee (as per the Exempt FRAC minutes, listed at agenda item 24);
- II. To note the management actions recommended by FRAC to address any issues of concern in the external Auditors End of Year Audit report;
- III. To note the cash flows included in the statement of accounts for July 2018, at agenda item 12 (Financial Results);
- IV. To note that the 2019/20 grant funding confirmation concern has been resolved;

- V. To approve the 2017/18 Annual Report and delegate that the Chair and CEO sign the accounts on behalf of the Trust Board.

## **265. TRUSTEE REGISTER OF INTERESTS**

Louise Stewart, Chief Executive introduced the Trustee's Register of Interests and requested that the Board provide any necessary updates.

The Board agreed to send any amendments to the register of interests, listed at Appendix 1 of the report, to Natalie Layton via email. **(Action: Board Members)**.

The Charity Secretary agreed to recirculate the amended register of interests to Board members. **(Action: Natalie Layton)**.

### **RESOLVED**

- I. That the Board review the register of declarations of interest and provide an update as required.
- II. That the Board consider whether any of the interests are likely to give rise to a serious conflict of interest, which would affect the Board's decision making.

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

Dorota Dominiczak, Director of Finance and Resources introduced the report which set out the financial results for APPCT for April 2018, including the annual forecast.

The following was noted in discussion of the report:

- I. In response to a query, the Director of Finance and Resources set out how the trust manage liquidity and assured trustees that upcoming contract renewals were managed as part of the overall financial forecasting process.
- II. In response to a query about how funding was received from the HLF, the management team advised that this was done as draw-down process, mapped against expenditure. The Board was advised that, as part of a draw down process, the Trust and HLF would retain some money up to 12 months after the completion of the project.

### **RESOLVED**

- I. That the financial performance of the Trust and detailed consideration of the report by the Finance, Risk and Audit Committee on 19<sup>th</sup> June 2018 (minutes included at agenda item 24), be noted;
- II. That the Board agreed the recommendation of the Finance Risk and Audit Committee, that the Trust's Reserves Policy be revised as part of the governance work.

## **267. FABRIC MAINTENANCE UPDATE**

Neil Coe, the Building Surveyor introduced a report which provided an update on the tendering of the two main fabric repair projects from the 2018/19 capital budget.

The CEO advised that the Board are provided with a detailed update on the Fabric Maintenance Plan every 12 months.

The Board requested that they be given a tour at the same time as the FMP the annual review process, to see some of the area of the building referred to. **(Action: Neil Coe).**

#### **RESOLVED**

- I. To note the Exempt tender report and recommendation to award the Basement Works, which include Investigations, Opening Up, Structural Works, Storage Clearance, Enhancements to Ventilation and Drainage, and Damp proofing Works for completion during August to October 2018 (Appendix 1 - Exempt).
- II. To note the Exempt tender report and recommendation to award the Roofing Works, which include Roof Access Installations, Glazing and Roofing Repairs, and Redecoration of the Great Hall External Space frame for phased implementation in August to October 2018 and April/May 2019 (Appendix 2 - Exempt).
- III. To note the reallocation of the Capital Budget between these projects to deliver the priorities within the available budget.

#### **268. LEARNING ZONE LISTED BUILDING CONSENT APPLICATION**

Louise Stewart, Chief Executive introduced a report which provided the Board with an update on the recent submission of the Listed Building Consent application for the Creative Learning Zone structure in the East Court and provided a general update on the project's progress.

#### **RESOLVED**

- I. That the contents of the report were noted.

#### **269. POLICY REVIEW REGISTER**

#### **RESOLVED**

The Board noted the Policy Review Register.

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

None.

#### **271. ANY OTHER UNRESTRICTED BUSINESS**

None.

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

## **RESOLVED**

That the press and public be excluded from the remainder of the meeting, as items 19-27 contained exempt information as defined in Section 100a of the Local Government Act 1972; Paragraph 3 – information relating to the business of financial affairs of any particular person (including the authority holding that information).

### **273. STRATEGIC RISK REGISTER**

## **RESOLVED**

That the recommendations contained in the report be approved.

### **274. FABRIC MAINTENANCE PLAN EXEMPT APPENDICES**

## **RESOLVED**

That the exempt appendices be noted.

### **275. LEARNING ZONE LISTED BUILDING CONSENT APPLICATION**

## **RESOLVED**

That the report be noted.

### **276. PENSIONS**

The verbal update was noted.

### **277. FRAC MINUTES**

Noted.

### **278. APTL MINUTES**

Due to the timing of meetings, the APTL meeting minutes were not prepared in time for the Board meeting and would be made available to Board members at a later date.

### **279. BOARD WORK PROGRAMME**

Noted.

### **280. MINUTES**

## **RESOLVED**

That the exempt minutes of the meeting held on 26<sup>th</sup> March 2018 be approved as a correct record.

### **281. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

None.

**282. FUTURE MEETINGS**

- 11 September 2018
- 6 November 2018
- 22 February 2019
- 30 April 2019

CHAIR: Councillor Anne Stennett

Signed by Chair .....

Date .....