

# **MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON MONDAY, 4TH MARCH, 2019, 7.30 - 8.50 pm**

## **PRESENT:**

**Councillors: Anne Stennett (Chair), Dana Carlin, Erdal Dogan, Bob Hare,**

**Co-optees / Non-voting members: Jason Beazley, Duncan Neill, Val Paley and Nigel Willmott**

### **324. FILMING AT MEETINGS**

Noted.

### **325. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors da Costa and Williams.

### **326. URGENT BUSINESS**

None.

### **327. DECLARATIONS OF INTERESTS**

None.

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

Jacob O'Callaghan addressed the Committee with his questions:

- 1. Are members of the APP committee fully aware of the advice from the Information Commissioners Office to the Council's Democratic Services that the Council should review its decision (made under the previous administration) not to respond to requests under the Fol and Environmental Information Regulations for information about Alexandra Palace and Park. (The ICO wrote to the Council that it had been relying on a decision that has subsequently been overruled at a tribunal.)*
- 2. Will she kindly now confirm all officers will duly co-operate with future Fol and EIR requests to the Council.*

The Chair responded to say that the Council have responded to the letter sent by the Information Commissioner's Office, and were awaiting a reply from them. No further comment will be made until this is had been received.

## **329. MINUTES**

### **RESOLVED that**

- i. The minutes of the Alexandra Palace and Park Board meeting held on 6 November 2018 be approved as a correct record;**
- ii. The minutes of the Alexandra Park and Palace Statutory Advisory Committee meeting held on 29 January 2019 be noted; and**
- iii. The minutes of the Joint Alexandra Park and Palace Statutory Advisory Committee and Alexandra Palace and Park Consultative Committee meeting held on 29 January 2019 be noted.**

## **330. REPORT FROM THE CHAIR OF THE FINANCE, RISK, RESOURCE AND AUDIT COMMITTEE**

**RESOLVED that the report be noted.**

## **331. FINANCIAL RESULTS**

Dorota Dominiczak, Director of Finance and Resources, introduced the report as set out. The figures were based on November closing figures. Negotiations with Willmott Dixon and Kier were being finalised in relation to final accounts and completion of works.

In response to questions from the Board, Dorota advised that the capital funding comprised of £470k budget, and £630k Gift Aid top up (from 2017/18). Donations and grants (paragraph 4.8) were received from individuals, See Tickets, the theatre campaign and Paypal.

**RESOLVED that the financial performance of the Trust and the pressure on the 2019/20 Trust budget be noted.**

## **332. CAPITAL REPAIR AND MAINTENANCE PROGRESS REPORT**

Emma Dagnes, Deputy Chief Executive, introduced the report as set out. In response to questions from the Board, Emma explained that the disposal of non-historic goods was expensive due to compliance with standards in relation to disposal of electrical equipment. With regard to the basement works, there had been some progress, which could be seen near the Panorama Room.

**RESOLVED that the report be noted.**

## **333. ANNUAL REVIEW OF RISK MANAGEMENT POLICY**

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

**RESOLVED that the Risk Management Policy, including the risk appetite statement attached at Appendix 1 to the policy, be approved.**

### **334. SERIOUS INCIDENT REPORTING POLICY**

Louise Stewart, Chief Executive, invited questions from the Board. There had been no reportable incidents as defined by the Charity Commission Regulator. The policy would be shared with tenants and leaseholders to talk through the understanding and discuss any concerns. It was important for the Board to be aware that if an incident was required to be reported to the Charity Commission, an urgent meeting would need to be called.

#### **RESOLVED that**

- i. The Serious Incident Reporting Policy be approved;**
- ii. The responsibility for reporting be delegated to the Chief Executive, on the conditions outlined; and**
- iii. The policy be reviewed in 12 months or sooner, if the Charity Commission guidance should change significantly.**

### **335. ANNUAL REVIEW OF H&S POLICY**

Louise Stewart, Chief Executive, introduced the report as set out. The main change to the policy was the emphasis that the policy was shared between the Trading Company and the Trust.

**RESOLVED that the updated Health and Safety Policy, attached at Appendix 1 be approved.**

### **336. CAR PARK CHARGING**

The Chair reminded the Board of the comments made by the Statutory Advisory Committee and Consultative Committee: "The SAC and CC generally supported the proposal to consider a scheme for car park charging, in particular for a thorough consultation to take place, but the SAC emphasised that the Board should give particular consideration to the impact on local residents and various stakeholders and beneficiaries and invite discussion by the Board."

In response to questions from the Board, Louise Stewart advised that:

- A consultation plan would be put forward when ready, and the SAC would have the opportunity to comment, based on their remit.
- Charging for parking would not require a change to the Act of Parliament, but would require a Charity Commission Order.
- It was likely that consultation would be carried out online, however if requests for paper based consultation were received, then the team would look into the cost of providing it. Anyone could comment on the consultation, it would not be restricted to local residents.
- Haringey Council would have the opportunity to assess the impact of parking charges, and this would be provided to the Board as part of the decision making process.

**RESOLVED that**

- i. **The CEO be authorised to undertake work to develop a proposal for the Board's future consideration, which will include the results of consultation with stakeholders and beneficiaries; and**
- ii. **The comments from the SAC and CC in response to being informed of the Board's intention to consider introducing car park charges be noted.**

### **337. COLOUR FRAMEWORK**

Louise Stewart introduced the report as set out. Papers for the Colour Framework had been circulated as part of the Statutory Advisory Committee pack on 29 January. The consultant's reports were not electronically available due to the large file size and hard copies were made available to Board Members.

#### **RESOLVED that**

- i. **The Colour Framework be approved; and**
- ii. **The feedback from the SAC/CC be noted.**

### **338. GOVERNANCE**

Louise Stewart, Chief Executive, introduced the report as set out. There were two governance programmes – the improvement programme and the proposal for governance change. There were two recommendations for the improvement programme: update to the Land Registry to say that the Park and Palace was a registered charity; and the appointment of an independent member to FRRAC. The Board would be kept up to date on further progress.

#### **RESOLVED**

- i. **That permission be sought from the Corporate Trustee, Haringey Council, to update the Land Registry in relation to Alexandra Park and Palace Charitable Trust and its charitable status;**
- ii. **That an independent member with appropriate expertise be appointed on to the Finance, Risk, Resource and Audit Committee (FRRAC); and the proposed role description, selection process and appointment of individuals on to the selection panel as proposed be agreed;**
- iii. **That the progress made on the Governance Improvement programme be noted; and**
- iv. **The progress made on the Governance Change programme be noted.**

### **339. APTL NED APPOINTMENTS**

Louise Stewart, Chief Executive, introduced the report as set out. The existing independent Non-Executive Director was due to step down, but had been asked to continue for three months to sign off the accounts and assist in the recruitment.

#### **RESOLVED that**

- i. **An appointment process for two independent, non-executive directors to the Board of the Trading subsidiary APTL be undertaken;**

- ii. **The role description and recruitment process recommended by APTL be noted;**
- iii. **The members of the selection panel be appointed as proposed; and**
- iv. **The term of office of the existing APTL Independent non-executive director be extended for four months.**

**340. ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

None.

**341. FUTURE MEETINGS**

30 April 2019

**342. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED that the press and public be excluded from the remainder of the meeting as items 20-25 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, and Para 3 - information relating to the business or financial affairs of any particular person (including the authority holding that information).**

**343. MINUTES**

**RESOLVED that the exempt minutes of the Alexandra Palace and Park Board held on 6 November 2018 be approved.**

**344. EXEMPT BRAND REPUTATION AND PROTECTION**

The recommendations were approved.

**345. EXEMPT INSURANCE REPORT**

The recommendations were approved.

**346. EXEMPT LEASE CHANGES**

The recommendations were approved.

**347. EXEMPT APTL CHAIR'S REPORT**

The recommendations were approved.

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

None.

CHAIR: Councillor Anne Stennett

Signed by Chair .....

Date .....