

Alexandra Park and Palace Charitable Trustee Board – 2023-24 Decisions

DATE	DECISION	Completed	Category
20 March 2023	Reviewed and approved the Risk Management Policy & Risk Register	N/A	Governance
	Reviewed and approved the Health & Safety Policy Statement for signing.	Completed	Governance
	Resolved <ol style="list-style-type: none"> i. To approve the proposal by Alexandra Park leaseholder, Go Ape, for a new mini-Land Rover activity, subject to planning permission and consideration of any advice or feedback from the Advisory and Consultative Committees. ii. To delegate authority to the Chief Executive to negotiate a suitable lease agreement subject to satisfactory Charities Act Report and proposed ecological development plan, and; iii. To authorise the Council's legal officer to seal the lease, at the appropriate time. 	In progress	Governance & Financial
19 July 2023	Approved the Vision & Goals presented in May.	N/A	Strategic
	Approved the 2023/24 Budget	Ongoing	
	Approved appointments to APTL Board, FRRAC and Lead Trustee Roles, noted committee memberships.	Complete	Governance
	Noted Trustees' Register of Trustees' Interests.	N/A	Governance
	Approved the Risk Register.	N/A	Governance
20 September 2023	Special meeting to approve the award of contract for delivery phase of North East Office Building emergency repair works. Subject to funding, which has since been confirmed.	Complete	Financial & Governance
29 September 2023	Delegated Decision: Waiver of Contract Standing Order (CSO) 8.02 (3 quotes for works over £5,000) in relation to the award architectural services (RIBA 0-2) to FCBS . Reason: FCBS conducted a considerable amount of architectural design work on the East Wing Restoration Project and initial work on the Café Restaurant scope and therefore it was deemed to be in the best interests of the Charity to instruct the same architect to undertake the services required to deliver the EC Café Restaurant project.	Complete	Governance
12 Oct.2023	Appointed Cllr da Costa as Lead for Environmental Sustainability	N/A	Governance
9 November 2023	2023 Pay Review: Approved the recommended pay approach including: 3% increase to all salaries (pro-rated for new starters and pro-rated to new salaries where individuals have had a mid-year uplift), London Living Wage from 1 st April to 31 st October 2023 and a 10% increase from 1 st November 2023 to 31 st March 2024 and, To maintain 5.6% differential between level 9 and 10, and to anchor level 11 hourly rates at the median salary to achieve differential between level 10 and 11 and apply a 3% increase on all other hourly rates.	Implemented	Financial & Governance

DATE	DECISION	Completed	Category
14 December 2023	Approved the drafting of a loan agreement between the Trust and Trading Company for short term capital loans.	Ongoing	Financial & Governance
	Approved the 2024/25 Priority Fabric, Maintenance & Services works.	Ongoing	Financial & Governance
	Approved the Appointments (to committees and APTL)	Complete	Governance
	Approved the Trustees' Annual Report & Financial Statements for 2022/23 for filing with the Charity Commission.	Complete	Financial & Governance
	Wire & Sky Lease, resolved to: 1.1 formally approve the Trust entering into a lease for a period of 10 years; 1.2 To delegate authority to the Chief Executive and Director of Finance and Resources to finalise the terms of the lease; 1.3 That the Trustee Board receive the final lease by email with any material changes highlighted, prior to completion and, subject to no further concerns raised by the Trustees; 1.4 To authorise the Head of Legal and Governance, Haringey Council, to seal the lease.	In progress	Financial & Governance
	Approved the Risk Register	N/A	Governance
24/01/24 Delegated Decision	CEO approved the issuing of a further letter of intent (LOI) to the North East Office Building contractor to the value of £100,000, to enable works to commence in the event that the contract is not completed by 26 th January 2024.	Complete	Governance
25/01/24	Approved the extension of the appointment of the current Acting CEO on existing terms for a further period of 12 months (to 31 st January 2025), while the below recommendations are executed; <ul style="list-style-type: none"> A review of APP governance arrangements to establish clarity on areas of responsibility and the status of the APP CEO's position in terms of accountability and employment with a view to amending the Council's Constitution accordingly, and that this work is finalised within 6 months; that, subject to the outcome of 1.2 above, a process for recruitment into the permanent APP CEO position (based on the proposed new CEO Job Description at Appendix 3) is prepared by the Trustee Board and Haringey Council with a view to appointment by 1st February 2025; that the Trust Chair conducts regular reviews of performance against the agreed objectives as documented and discussed by the Board. 	Deadline July 2025	Governance
26/02/2024	Approved the outline Budget for 2024/25	Complete	Financial
	Approved the updated terms of reference of the Finance, Resource, Risk & Audit Committee (FRRAC)	Complete	Governance
	Approved the recommendations in the Exempt Leasehold Properties report.	Ongoing	Governance & Financial
	Approved the Risk Register.	Complete	Governance
27/03/2024	Approved the final 2024/25 Budget	Complete	Financial
	Approved the reviewed car parking tariffs.	Complete	Financial