

**Unrestricted Minutes of the Alexandra Palace and Park Board
28 JUNE 2005**

DRAFT

ITEM 4(b)(i)

Councillors: * Manheim (Chair), *Dillon (Deputy-Chair), *Haley, *Krokou, *Reynolds, *Robertson and two vacancies.

Non-voting representatives: *Ms V. Paley, *Mr M. Tarpey and *Mr N Wilmott

Observer: *Mr. D. Liebeck (Chair, Alexandra Park and Palace Advisory Committee)

*Members present.

Also present:-

Councillor Hare

AP057 APOLOGIES FOR ABSENCE: Apologies for lateness and possible absence was received from Councillor Haley.

AP058 DECLARATIONS OF INTERESTS

Councillor Dillon advised that in his within his current employment he had had some dealings with Camden Jobtrain, but though he was making the declaration it was not a prejudicial or personal interest.

AP059 URGENT BUSINESS

There were no items of urgent business.

AP060 MINUTES (Agenda Item 3 – (1) Meeting of the Board held on 15 March 2005; (2) the Consultative Committee held 21 June 2005 (3) the Advisory Committee held 14 June 2005 (Tabled)

(1) Alexandra Palace and Park Board – 11 January 2005

RESOLVED

That the Minutes of the meeting of the Board held on 15 March 2005 be approved and signed by the Chair.

(2) Alexandra Palace and Park Consultative Committee – 21 June 2005

The Clerk advised that the Minutes of the meeting held on 21 June 2005 were unavailable for consideration.

NOTED

(3) Alexandra Palace and Park Advisory Committee – 14 June 2005

RESOLVED

That the minutes of the Alexandra Palace and Park Advisory Committee meeting held on 14 June 2005 be received and noted, and that those matters referred to the Board by the Advisory Committee for consideration, be considered later within these proceedings.

AP061 QUESTIONS

None were received

AP062 DEPUTATIONS/PETITIONS

None were received

AP063 AUDIT OF ACCOUNTS (Report of the General Manager, Alexandra Palace and Park, and external auditors - Agenda Item 6):

The External Auditors - Deloitte & Touché LLP were in attendance during this item and were represented by Mr Pesh Framjee.

In reference to the circulated report Mr Framjee gave a brief outline of its contents and responded to points of clarification.

RESOLVED

1. That the audited accounts (including the annual report), management letter and audit opinion for 2004/05 be received;
2. That it be noted that as there were no matters or related party transactions declared, then each of the trustees be authorised to sign the relevant declaration to that effect: and
3. That having considered and approved the accounts (including the annual report), management letter and audit opinion, Councillor Manheim be nominated to sign the accounts on behalf of the charity together with the letter of representation for the auditors.

At this point in the proceedings the Chair sought the Board's indulgence to exclude the public and press from the proceedings to next consider Item 19 within the exempt/confidential part of the proceedings. The Board agreed to the exclusion.

Unrestricted Minutes of the Alexandra Palace and Park Board
28 JUNE 2005

AP064 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting as they contain exempt information as defined in section 100A of the Local Government Act 1972; namely any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with (a) any legal proceedings by or against the authority, or (b) the determination of any matter affecting the authority (whether, in either case, proceedings have been commenced or are in contemplation)

SUMMARY OF EXEMPT/CONFIDENTIAL PROCEEDINGS

AP065 GOVERNANCE ISSUES (Joint Report of the Director of Finance & Head of Legal Services)(Agenda Item 19)

AGREED

To note the content of the report and recommendations contained therein, and proposals from Members.

Following consideration of this item the Chair requested and it was agreed that the Press and Public be readmitted to the proceedings in order to consider the remaining unrestricted items for consideration.

The Chair then advised that the Board that the next Item for consideration would be Item 7.

AP066 OPERATING BUDGET : 2 MONTHS RESULTS TO THE END OF MAY 2005 & FULL YEAR FORECAST 2005/06

In a brief introduction of the report the Head of Finance – Alexandra Palace – Ms Wilkinson highlighted the contents of the circulated report and emphasised that the budget summary as detailed in Appendix 1 showed a forecast out-turn deficit of £2,867,000 million on all activity against a budget of £2,900,000 – a saving of £33,000 (26%). The Chair asked that the fact that income was up and expenditure was down should be noted by the Board.

The Board received information on the 2 months results to the end of May 2005 and forecast to the end of the year. The Board were particularly advised that the income from the Ice Rink was currently £20,000 (20%) ahead of budget. Payroll and contracted services were showing an underspend on salaries of £9,000 (3%) due to vacancies mainly arising from the Ice rink. The impact of the budget savings as outlined was to achieve a deficit before fixed and variable overheads of £75,000 against a budget £121,000 – representing a saving of £46,000 (38%).

The fixed costs of £58,000 were £8,000 (12%) underspent against the budget of £66,000 at the 2 month stage and this was mainly attributed to £1,000 saving on the rates resulting a budget overestimate, and £7,000 on legal fees

Unrestricted Minutes of the Alexandra Palace and Park Board
28 JUNE 2005

as not incurred evenly in the year. The variable costs of £154,000 were £71,000 (32%) underspent against the budget of £225,000 at the 2 month stage.

The impact of all of the above was to generate a deficit of £287,000 on all activity against a budget of £412,000, a £125,000 (30%) saving at the 2 month stage. Members were further advised of the full year forecast showing a projected deficit of £2,367,000, against the budget of £2,400,000. It was noted the figures in the report excluded the development costs.

It was also reported that the current capital expenditure amounted to £16,000 out of the budget of £300,000 for 2005/06. The deed of covenant from APTL of £1,200,000 was expected to remain on budget at this stage in the year.

There being no points of clarification from Board Members it was:

RESOLVED

that the income and expenditure and the forecast out turn for 2 months to the end of May 2005 as contained in Appendix II of the report be noted.

AP067 DEVELOPMENT PROJECT TEAM (Report of the Trust Solicitor – Agenda Item 8):

The Trust Solicitor – Mr Harris gave a brief outline of the report before the Board in respect the steps taken in relation to the Development Project Team and to the recommendations before the Board to formalise arrangements for and terms of reference of the Development Project Team. Mr Harris referred to the decisions of the Board and its Panel in the autumn of 2004 to further the establishment of a Team, which was established as a result of such decisions and this appointed project team was reported to and confirmed by the Board in January 2005.

There being no points of clarification from Board Members it was:

RESOLVED

That the role of the Development Project Team acting only in an advisory capacity with no decision making function, to the Board be noted, and that the terms of reference as detailed in Appendix A to the report be approved.

AP068 CAPITAL AND MAINTENANCE WORKS (Report of the Parks Facilities Manager, Alexandra Palace and Park – Agenda Item 9):

Following a brief introduction of the report the Board commented briefly on the

**Unrestricted Minutes of the Alexandra Palace and Park Board
28 JUNE 2005**

report's contents.

The Chair then summarised and it was:

RESOLVED:

That the report be noted;

AP069

**HERITAGE LOTTERY FUNDED LANDSCAPE DEVELOPMENT PROJECT
UPDATE** (Report of the Parks Development Manager, Alexandra Palace and
Park – Agenda Item 10)

The Development Manager Parks provided a comprehensive update of progress on the work to be carried out as part of the Heritage Lottery Fund refurbishment of the park, as outlined in the circulated report.

In respect of clarification in respect of the Skateboard Park the Development Manager advised that the new equipment was due for delivery shortly with the Skateboard Park being ready for use 2 days prior to the School Summer Holidays.

With regard to the new children's facilities and comments that there should be an opening ceremony event the General Manager advised that there would be an opening event in the near future around the time of the commencement of the Children School Summer holidays.

In response to comments in relation to path refurbishment the Development Manager outlined the type of materials to be used and the reasons for this, by the use of tarmac on the slope areas and coxwell gravel on the lower path and level ground.

The Chair referred to the decision of the Advisory Committee of 14 June 2005 in respect of its request to the Board on 15 March 2005 to supply the Advisory Committee with a breakdown of individual project costs (as previously requested), particularly in relation to the Deer enclosure, had been declined. The Advisory Committee reiterated its requests and asked that should this request be declined further then the reasons for the decline be detailed. In response the General Manager advised that in respect of breakdown of individual costs such information related to costs of individual contracts and such information was deemed commercially sensitive and therefore should not be disclosed. The Board concurred with this view and asked that those sentiments be forwarded to the Advisory Committee.

The Chair then summarised and it was:

RESOLVED:

**Unrestricted Minutes of the Alexandra Palace and Park Board
28 JUNE 2005**

That the report be noted;

AP070 CAMDEN JOBTRAIN HORTICULTURAL TRAINING SCHEME UPDATE
(Report of the Development Manager - Parks) (Agenda Item 11)

Councillor Dillon reiterated his earlier declaration of interest in respect of Camden Jobtrain.

The Development Manager advised the Board that Camden Jobtrain had advised that due to the low intake of Horticultural Students on the Training Scheme it had been decided that the scheme was no longer viable and therefore Camden Jobtrain would not be proceeding with the scheme and use of the facilities.

RESOLVED

That the report be noted.

APO71 PLAYGROUND TOILET FACILITIES (Report of the Development Manager - Parks) (Agenda Item 12)

The Development Manager – Parks and the General Manager reported that following on from the decision of the Board of 15 March 2005 in relation to the proposed children's play area, and identifying possible monies to either refurbish the existing toilet block, or the demolition of such and rebuilding of a facility at the Children's playground, officers had been looking at the costings and designs for such provision. As a result a facility could be built as detailed in the report before the Committee at a total construction cost in the region of £25 - £32K.

The Chair advised that the Advisory Committee at its meeting on 14 June 2005 had informally requested that the Board identify and allocate monies to immediately cover the costs of the proposed toilet facility at the Playground.

The Board welcomed the proposals before it and it was:

RESOLVED

- i. that the proposed design drawings for a replacement toilet block be welcomed and noted;
- ii. that approval be given to a budget allocation of £32,000 plus 10% for fees from the capital sum agreed for 2005/06; and
- iii. that the General Manager be instructed to submit the necessary planning application.

AP072 HERITAGE LOTTERY FUNDED LANDSCAPE DEVELOPMENT PROJECT UPDATE – SOUTH SLOPE TREE BELT (Report of the Development

**Unrestricted Minutes of the Alexandra Palace and Park Board
28 JUNE 2005**

Manager - Parks) (Agenda Item 13)

In a brief introduction of the report before the Board the Development Manager Parks advised that following the 2003 survey on 'Age Diversity & Species Composition' which assessed the existing tree stock in the Park a strategy had been prepared to deal with the removal of inappropriate trees.

The Board were advised that as part of the strategy public notices and maps had been placed around the South Slope Tree Belt in May 2005 and the public consultation phase would run until July 31st for people to advise if any tree in the south slope had been planted as a result of a personal bequest. After then there would be the work to remove the identified unwanted trees. Also in the region of 400 native species would be planted in other areas of the park.

RESOLVED

That the report be noted.

AP073

APPOINTMENT OF DIRECTORS TO ALEXANDRA PALACE TRADING LTD
(Report of the General Manager, Alexandra Palace and Park – Agenda Item 14) :

The General Manager, in reference to the circulated report, advised that the purpose of the report was to seek nominations and the agreement of those nominated to act as directors of the trading company of which the charity was the sole shareholder.

With reference to the recent change to the Trustees membership it was confirmed that Councillors Dobbie and Makanji had stepped down as a members of the board of charity trustees and Councillor Dobbie's directorship of APTL had ceased as a consequence.

The Board were now being asked to consider a replacement. The Chair, in reference to the current vacancies proposed that the Vice-Chair - Councillor Dillon, be appointed to serve as a director. The Chair further proposed Councillors Krokou, and Reynolds, and Councillor Krokou proposed Councillor Manheim as board Directors.

RESOLVED:

That the following be appointed to serve as Directors of the Trading Company of which the Charity is sole shareholder:

Councillor Dillon, Councillor Krokou, Councillor Manheim, Councillor Reynolds

AP074

DATE OF MEETING OF SPECIAL BOARD MEETING - 12 JULY 2005
(Agenda Item 15)

The General Manager advised the Board of the necessity to call a Special Meeting of the Board on 12 July 2005 in order to consider future use of the

**Unrestricted Minutes of the Alexandra Palace and Park Board
28 JUNE 2005**

asset. The report would provide the Board with advice of the professional team appointed to consider the options available to the charity in relation to the future use of Alexandra Palace and the recommendations thereon. This item would be discussed in the Exempt part of the agenda and therefore would not be open to the Public. The General Manager advised that the report would contain information of particular sensitivity and stressed the need to maintain confidentiality in Members receiving the report.

The Board briefly commented on the accepted need to ensure the appropriate levels of confidentiality and the recognition of both voting and non voting Members to this sensitivity.

RESOLVED

That a Special meeting of the Alexandra Palace and Park Board be convened on Tuesday 12 July 2004.

AP075 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting as they contain exempt information as defined in section 100A of the Local Government Act 1972; namely terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services and information relating to the financial or business affairs of any particular person (other than the authority).

SUMMARY OF EXEMPT/CONFIDENTIAL PROCEEDINGS

AP076 MINUTES:

Agreed the exempt minutes of the meeting of the Board held on 15 March 2005.

AP077 GOVERNANCE ISSUES (Report of the Director of Finance and Head of Legal Services)

Item considered earlier in the proceedings.

AP078 PROVISION OF MAINTENANCE SERVICES

Agreed the recommendations contained in the report.

AP079. TO NOTE THE DATES OF MEETINGS OF THE BOARD FOR THE REMAINDER OF THE MUNICIPAL YEAR 2005/2006:

RESOLVED

**Unrestricted Minutes of the Alexandra Palace and Park Board
28 JUNE 2005**

That the following dates be noted as scheduled meetings of the Board for the remainder of the Municipal Year 2005/06:

29 NOVEMBER 2005, 7 FEBRUARY 2006, 11 APRIL 2006

The meeting ended at 21.27HRS.

VIVIENNE MANHEIM
Chair