



Minutes

For: E20 Stadium LLP Board
Date: 25 September 2018
Location: Marketing Suite, LLDC, 1 Stratford Place, Montfichet Road, Stratford, London E20 1EJ
Time: 09:00am – 11.00am

Members Representatives Present:

Nicky Dunn (Chair), Gerry Murphy

In attendance:

Alan Skewis, Director, E20
Lyn Garner, Chief Executive, LLDC
David Bellamy, Mayor's Chief of Staff, GLA
Ed Stearns, Director – Communication, Marketing and Strategy, LLDC
Richard Irish, Finance Director, LLDC
Greg Boon, Head of Contract Management – Stadium, LLDC
[REDACTED]

1. Chair's welcome

- 1.1. Nicky Dunn welcomed everyone to the meeting and noted that apologies had been received from David Gregson, Keith Edelman and Alan Fort.

2. Minutes of previous meetings

- 2.1. Members approved the minutes of the meeting on 24 July 2018 with no amendments.
- 2.2. Gerry Murphy to review redacted minutes before being published online.
[Action: [REDACTED] to provide Gerry Murphy with proposed redactions to minutes to be published]

3. Actions arising from previous meetings

- 3.1. The Board noted the actions list.
 - 3.1.1. Gerry Murphy noted that common practice would be to provide LS185 with the MOPAC report for their comment **[Action: Alan Skewis to provide LS185 with the MOPAC report]**

3.1.2. [REDACTED]

3.1.3. [REDACTED]

4. Finance Update

4.1. Ash Sharma presented the Finance Report to the Board.

4.2. The schedule of payments was presented to the Board for approval.

4.2.1. The Board questioned why E20 must pay for Hawk-Eye and why this is not incorporated within the fixed fee with the Stadium Operator.

4.2.2. Alan Skewis clarified that E20 pick up this cost because it is a change required by a Governing Body and not in the original contract **[Action: Alan Skewis to seek legal advice on Hawk-Eye]**

4.2.3. Gerry Murphy noted that that a call was to be arranged with TFL Legal to discuss bringing an in-house lawyer into the organisation. This will help eliminate duplication, ensure external legal fees are value for money and act as a filter to external lawyers. Gerry also noted that the TFL Legal should be involved in the development of a job specification and the recruitment process. **[Action: Gerry Murphy to arrange call with TFL Legal r.e. in-house lawyer]**

4.3. The Board NOTED the appendices.

4.3.1. The Board requested in Appendix five, the restructuring costs sit above the capital expenditure on the table. **[Action: Ash Sharma to adjust the restructuring costs to sit above the capital expenditure in appendix five]**

4.4. Ash Sharma set out the proposed Loan Agreement between E20, LLDC and SEHL.

4.5. **The Board NOTED the Finance report and APPROVED all payments.**

4.6. **The Board NOTED and APPROVED the Loan Agreement between LLDC, SEHL and E20, noting the approval from [REDACTED] Osborne Clarke**

5. Legal Update

5.1. Alan Skewis presented the Legal Update.

5.1.1. [REDACTED]

5.1.2. Gerry Murphy noted Gowlings had provided updated cost forecasts for the Excess Seating Capacity case. **[Action: Gerry Murphy to revert to Gowlings on costs for Excess Seating Capacity case]**

5.1.3. [REDACTED]

- 5.2. Alan Skewis noted the FA Charge was still active and the hearing date has been set for 17 October. **[Action: Gerry Murphy to consider the balance of costs in relation to the FA charge claim with a view to closing out the claim]**

6. Director Update

- 6.1. Alan Skewis presented the Director Update.

6.1.1. Stewarding numbers remain in line with the last five games of the 2017/18 season.

6.1.2.

[REDACTED]

6.1.3.

[REDACTED]

6.1.4. The Board noted the use of the Executive Box and requested a breakdown of how the 150 General Admission (GA) tickets are used per match. **[Action: Danielle Thomas and Ed Stearns to provide a breakdown of GA tickets to the Board]**

6.1.5. The Board noted that the agreement with West Ham United (WHU) on the Executive Box was for three years. E20 need to have the ability to use an Executive Box for a Naming Rights partner. Board to review May 2019.

6.1.6. The Board noted the issues surrounding the Champions Statue and delegated all decisions in relation to agreeing the position on the Statue with WHU to the LLDC Chief Executive.

6.1.7. The Board requested that Social Media should be used to improve public transport planning targets.

- 6.2. **The Board NOTED the report**

6.3. **The Board APPROVED the minute as set out in 9.7 of the report: “Further to approval by the E20 Board in December 2017 of the settlement of a dispute relating to electricity and catering upgrades and other works to the Stadium, the Settlement Agreement between E20, LLDC and LS185 was noted and the Board authorised execution of the agreement by the LLDC Chief Executive and/or the LLDC Deputy Chief Executive on behalf of E20 Stadium LLP.**

6.4. **The Board APPROVED up £20,000 for WS Atkins to provide a report on the excessive number of emergency lights being permanently on and unsuitable lighting controls, as set out in 10.5 of this report. The Board NOTED all appendices from the Director’s Update**

7. 2018 Seat Transitions Update

- 7.1. Alan Skewis presented the paper informing the Board that a successful meeting was held with UKA in respect of future seating configurations.
- 7.2. **The Board NOTED the report.**

8. Lower Bowl Seating Study

- 8.1. Alan Skewis and Paul Woolford presented the paper alongside James Budd from KSS.
 - 8.1.1. Board Members questioned the emergency access to the field of play with the new proposed stands. **[Action: James Budd to produce CGI's to show the accessible routes and emergency egress routes down to the field of play with new stands]**
 - 8.1.2. The Board requested for West Stand work to be removed from item 1.5 in the report. **[Action: Paul Woolford to remove West Stand work from item 1.5 in report]**
 - 8.1.3. Board Members noted that there were no costs within the paper for void treatments. **[Action: Alan Skewis to include void cover costs within all papers around the new proposed stand]**
 - 8.1.4. For the South Stand proposal, the Board asked for the away fans to be shown on the manifest and calculate how many seats they have. **[Action: KSS to produce manifest highlighting the split between home and away fans in the South Stand]**
 - 8.1.5. [REDACTED]
 - 8.1.6. [REDACTED]
 - 8.1.7. [REDACTED]
- 8.2. **The Board NOTED and APPROVED the recommendations in the report, subject to working through the issues outlined in the meeting,** [REDACTED]

9. London Living Wage Implementation

- 9.1. Alan Skewis presented the London Living Wage implementation paper to the Board.
 - 9.1.1. The Board were informed that LS185 had committed that permanent and event staff would be paid the London Living Wage from the start of the 2018/19 football season. David Bellamy requested a note from E20 on London Living Wage **[Action: Greg Boon to produce a note on London Living Wage]**

9.2. **The Board NOTED the report**

9.3. **The Board APPROVED the financial implications on London Living Wage**

10. 2018 Stadium Branding

10.1. Alan Skewis presented the 2018 Stadium Branding paper to the Board.

10.2. **The Board NOTED the report**

10.3. **The Board APPROVED the recommendations at 2.1.**

10.4. **The Board DID NOT APPROVE the recommendations at 2.4 and 2.5.**

11. AOB [REDACTED]

[REDACTED]

- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]