

**LEE VALLEY REGIONAL PARK AUTHORITY**

**EXECUTIVE COMMITTEE  
18 JANUARY 2018**

Members Present: Paul Osborn (Chairman) Heather Johnson  
Derrick Ashley (Vice Chairman) Valerie Metcalfe  
David Andrews Denise Jones (Sub for Chris Kennedy)  
Ross Houston

Apologies Received From: Chris Kennedy, Syd Stavrou

In Attendance: Gwyneth Deakins, John Wyllie

Officers Present: Shaun Dawson - Chief Executive  
Beryl Foster - Director of Corporate Services  
Simon Sheldon - Director of Finance & Resources  
Dan Buck - Head of Sport & Leisure  
Shammy Batra - Commercial Solicitor (part 2 only)  
Sandra Bertschin - Committee & Members' Services Manager

Part I

902 DECLARATIONS OF INTEREST

There were no declarations of interest.

903 MINUTES OF LAST MEETING

**THAT the minutes of the meeting held on 14 December 2017 be approved and signed.**

904 PUBLIC SPEAKING

No requests from the public to speak or present petitions had been received for this meeting.

It was agreed to consider the part 2 item first.

905 **EXEMPT ITEMS**

**THAT based on the principles of Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business below on the grounds that they involve the likely disclosure of exempt information again on the principles as defined in those sections of Part I of Schedule 12A of the Act indicated:**

| <b>Agenda<br/>Item No</b> | <b>Subject</b>                   | <b>Exempt Information<br/>Section Number</b> |
|---------------------------|----------------------------------|--|
| 8                         | Leisure Services Contract Review | 3  |

## **EXECUTIVE COMMITTEE MINUTES 18 JANUARY 2018**

906 LEISURE SERVICES CONTRACT REVIEW

Paper E/541/18

The report was introduced by the Chief Executive.

- (1) the current Leisure Services Contract with Lee Valley Leisure Trust Ltd remaining in place for its current agreed term with no invoking of the early termination clause;**
- (2) the following proposals made by Lee Valley Leisure Trust Ltd:**
  - (i) investment of £300k in income generating venue investment projects in 2018/19 as put forward by Lee Valley Leisure Trust Ltd in their service delivery plan;**
  - (ii) the Authority to work with Lee Valley Leisure Trust Ltd to determine a mechanism to review Support Services and service level agreements with the aim of having separate arrangements in place that accurately reflect the contractor and client side costs where practicable from April 2019 and ahead of the contract end date;**
  - (iii) that the Authority and Lee Valley Leisure Trust Ltd when agreeing the management fee for 2019/20 take into account the potential outstanding Leisure Services Contract liabilities at the end of the contract, (not covered by existing provisions or reserves already set aside) for which Lee Valley Leisure Trust Ltd may need to make an additional provision;**
  - (iv) the Authority extend clause 14 (Adjustment) until the end of the current Leisure Services Contract;**
- (3) the signing and sealing of any legal documentation as necessary was approved;**
- (4) the overall performance of the Leisure Services Contract to date; and**
- (5) the areas for operational improvement highlighted by the Authority and Lee Valley Leisure Trust Ltd in conclusion of the three year contract review was noted.**

Denise Jones and John Wylie arrived during discussion of the above item.

Shammy Batra left the meeting.

The meeting moved into part 1.

907 2018/19 REVENUE BUDGET AND LEVY

Paper E/540/18

The report was introduced by the Director of Finance & Resources.

The Chairman remarked that the current Medium Term Financial Plan included a 4% levy reduction for 2018/19 and 10% for 2019/20, the proposed 6% reduction for 2018/19 smoothed this out.

## EXECUTIVE COMMITTEE MINUTES 18 JANUARY 2018

A Member proposed that the 2018/19 levy reduction be 2%, not 6%, because:

- a 2% reduction was prudent given economic uncertainties, the need for future investment in projects such as the Ice Centre and success of the Community Access Fund;
- concern that a 6% reduction in the levy included a projected breach of the agreed £4m minimum general reserves policy; and
- 65% of the Authority's income was from fees and charges which could be impacted by factors outside of the Authority's control, such as bad weather.

In response it was advised that approved one-off funding for a major event next year meant that there would be a temporary dip below the minimum general reserves policy but that the overall plan included a rise over the period.

The Chairman acknowledged the breach of policy but commented that the Authority did have other sources of capital available to it, such as funds from the Olympic land sale.

Members voted on recommendations 1 and 4:

Option 1 (-6% reduction): 4

Option 2 (-2% reduction): 3

- (1) a proposed levy reduction of -6% (option 1) for 2018/19;**
- (2) additional expenditure, income and efficiencies as set out in Appendix C to Paper E/540/18;**
- (3) financing for the capital programme and revenue contribution of £1.2m as set out in paragraph 21 of Paper E/540/18;**
- (4) a net revenue budget of £9.757m (option 1) as set out in paragraph 31 of Paper E/540/18; and**
- (5) a minimum level of reserves of £4m be maintained through the period of the medium term financial plan as set out in paragraph 30 of Paper E/540/18 be recommended to Authority was approved.**

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Chairman

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Date

The meeting started at 11.10am and ended at 11.40am.