



Minutes of a Meeting of the Leisure Services Committee
Held on Monday 2nd July 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor R Nobbs (Chairman)	Councillor W Hirst
Councillor D Hudson (Vice Chairman)	Councillor R Hood
Councillor J Clarke	Councillor Hulbert
Councillor A Drummond	Councillor M Jefferys

Also Present: Bobby Bennett – TCM, Christy Argyroudi – Events Manager, Julie Williams – Carnival Organisers, Julie Ashton – Minute Assistant and 5 Members of the Public.

Minute	Action by
<p>L/18/07/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety briefing and the announcement that the meeting may be filmed or recorded.</p>	
<p>L/18/07/2 <u>APOLOGIES</u> Apologies were received from Cllrs Lay, Wadham and Wright.</p>	
<p>L/18/07/3 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER’S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER’S DISPENSATION</u> None noted.</p>	
<p>L/18/07/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 4TH JUNE 2018</u> Members received the minutes of the Leisure Services Committee meeting held on 8th May 2018 and the following was agreed:</p> <p><u>L/18/07/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 4th June 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</p> <p>There were no matters arising.</p>	
<p>L/18/07/5 <u>PUBLIC PARTICIPATION ‘AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION</u></p>	

Two representatives of inflatable play equipment companies gave a detailed explanation of the inflatables that would be provided for the Carnival and the Summer Events in the Memorial Hall Gardens. There were two types used in the industry, one being a sealed unit and the other using controlled air pressure into stitched fabric. Only the stitched fabric would be used for the play equipment at these events. All of the equipment had approved inspection reports by an independent inspector and due diligence was always applied on weather conditions continuously throughout the day. They had 100% safety record and the required public liability insurance and were well known in the Town.

The Chairman proposed that item 15 be brought forward and the following was agreed:

D/18/07/5.01 Resolved

That item 15 on the agenda be brought forward.

L/18/07/6 BOOKINGS, EVENT STAFFING AND REQUIREMENTS

The Chairman gave his thanks and was grateful for the very detailed explanation on the inflatable play equipment and the following was agreed:

L/18/07/6.01 Resolved

That Standing Orders be suspended to allow the Committee to make a resolution on this item owing to the short timescale.

TCM advised that a final Carnival meeting would be held tomorrow to discuss any outstanding issues and the following was agreed:

L/18/07/6.02 Resolved

That a joint press statement regarding the safety of inflatable play equipment to be used at the Carnival be agreed at the final meeting and issued to the press to reassure the public.

Julie Williams and 2 members of the public left the meeting

A resident spoke to item 6 on the agenda regarding a new community cricketing event to be held on the Severals 30th September 2018 and requested the support of the Committee.

The Chairman proposed that item 6 on the agenda be brought forward and the following was agreed:

D/18/07/5.01 Resolved

That item 6 on the agenda be brought forward.

L/18/07/7 TO DISCUSS PROPOSED NIFF CRICKET EVENT ON 30TH SEPTEMBER 2018

The Committee considered the request to use the Pavilion and Severals for a community cricket event and the following was agreed:

L/18/07/7.01 Recommendation

That the Committee support the request to use the Pavilion and Severals on 30th September for a community cricket event for free be approved and that NTC assist with setting up of the pitch.

2 members of the public left the meeting

A representative of a community radio station based at Mildenhall made a request to extend the relay range to be able to cover events held in Newmarket and was seeking the support of NTC in their application to Ofcom.

The Committee considered the request and the following was agreed:

L/18/07/7.02 Recommendation

That the request to support the Mildenhall community radio station to cover Newmarket events be approved and the TCM to prepare a letter of support.

A member of the public left the meeting.

The Chairman declared a nonpecuniary interest in the following item.

L/18/07/8 TO CONSIDER USE OF THE SEVERALS AS PART OF THE CHRISTMAS 2018 EVENT

TCM advised that a request had been received from Newmarket BID to use the Severals for a funfair as part of the Christmas 2018 event. Concerns were raised regarding the time of year and possible damage to the Severals however it was noted that protective boards were available for the grass. The request was considered and the following was agreed:

L/18/07/8.01 Recommendation

That subject to Jockey Club Estates approval, that Newmarket BID be offered the use of the Severals for a funfair as part of the Christmas 2018 event. That damage to the Severals be limited/prevented or subsequently repaired.

L/18/07/9 TERMS OF REFERENCE

The Committee reviewed the Terms of Reference and an amendment was made to change all references to the Town Clerk to read the Town Council Manager and the following was agreed

L/18/07/9.01 Recommendation

That subject to all references to the Town Clerk be amended to read Town Council Manager, the Terms of Reference for the Leisure Services Committee be approved.

L/18/07/10 LANTERN WORKSHOP AND PARADE

The Events Manager advised that the Lantern Workshop had been confirmed and would take place 27-28 October 2018. Total cost would be £3,000 and the Committee were asked to approve a budget. The following was agreed:

L/18/07/10.01 Recommendation

That a budget of £3,000 be approved to cover the costs of the Lantern Workshop 27-28 October 2018.

L/18/07/11 MEMORIAL GARDEN SUMMER ENTERTAINMENT UPDATE

The Events Manager advised that there would be more entertainment provided than last year including a magic show, teddy bear picnic, circus skills workshop, the unrideable horse, Punch & Judy show and a party in the park. Inflatables would be provided 1:00 – 4:00 daily along with food stalls.

L/18/07/12 TO CONSIDER COSTS FOR AIR CONDITIONING TO COUNCIL CHAMBER

Tonight's meeting was held in the Memorial Hall as the Council Chamber was far too hot to be comfortable. The Events Manager advised that she was expecting complaints from clients who hire the Chamber during this spell of hot weather and that air conditioning would mitigate this. Three quotes to provide cooling/heating units were considered and the following was agreed:

L/18/07/12.01 Resolved

That the quote from Allied Building Services to provide a surface mounted ceiling cassette unit for £4,851 be accepted.

The Chairman would query why this option only came with a 5 year warranty unlike the other options that had a 7 year warranty and he would seek to secure the same.

L/18/07/13 TO CONSIDER AV EQUIPMENT TO COUNCIL CHAMBER

This item was deferred to the next meeting.

L/18/07/14 TO AGREE COSTS FOR THE MARKET CELEBRATION EVENT

The Events Manager provided details of the costs for the event and asked the Committee to approve a budget and the following was agreed:

L/18/07/14.01 Recommendation

That a budget be approved to cover the costs of the Market Celebration event as follows:

Traffic Management including road closure and parking suspension signs £981.19+VAT, Security £588:00+VAT and Event Management Company £5,260+VAT.

L/18/07/15 TO CONSIDER ANY PLANS FOR SILVER SUNDAY

TCM advised that a free tea dance could be provided to support the National Silver Sunday campaign 12th October 2018 and the following was agreed:

L/18/07/15.01 Recommendation

That a free tea dance be held on 12th October 2018 to support the National Silver Sunday campaign and that MP Matt Hancock be invited to attend.

L/18/07/16 BOOKINGS, EVENT STAFFING AND REQUIREMENTS

The Events Manager advised that the gap of £2,500 had been closed by securing a last minute party booking and a 2 week course booked by a training company. Wedding enquiries for 2019 were starting to be received. This coming weekend was expected to be very busy and would be covered by the Events Manager and the Town Keeper.

L/18/07/17 PLAYGROUND INSPECTION REPORT

The report would be made available when received.

L/18/07/18 TO CONSIDER FUTURE LOCATION OF THE YUMMY HUT

TCM advised that the Yummy Hut had suffered theft of stock and damage. A grid had been installed inside of the shutter and the incident had been reported to the Police who were investigating. Enquiries were being made into providing CCTV or Wi-Fi cameras.

The future location of the Yummy Hut would be deferred to the next meeting.

L/18/07/19 2018 SUMMER ENTERTAINMENT PROGRAM

This item was discussed at item 11.

L/18/07/20 LEXINGTON EXCHANGE WELCOME EVENING

The Events Manager advised that everything was ready and that goody bags would be given to the students.

L/18/07/21 TO REVIEW INCOME & EXPENDITURE FOR MAY 2018

The Income and Expenditure report for May 2018 was received and the RFO was looking to get a refund on utility bills. Regular readings were being taken and estimated bills would no longer be paid. TCM was asked to confirm the period for the electricity bill.

L/18/07/22 CORRESPONDENCE

None noted.

L/18/07/23 TO NOTE ANY ITEMS FOR NEXT MEETING

- Future location of the Yummy Hut
- Carnival debrief
- Venue Hire Charges

L/18/07/24 DATE OF NEXT MEETING

Monday 6th August 2018 in the Memorial Hall.

Meeting closed at 9:07pm.

Signed _____ Date _____