



**Minutes of a Meeting of the Leisure Services Committee**  
**Held on Monday 5th February 2018 at 7.15 pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor R Nobbs (Chairman)  
Councillor J Clarke  
Councillor R Hood

Councillor M Jefferys  
Councillor C O'Neill  
Councillor J Wadham

Also Present: Bobby Bennet – TCM, Christy Argyroudi – Events Manage and Julie Ashton – Minute Assistant.

	Minute	Action by
L/18/02/1	<p><b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></b></p> <p>The Chairman opened the meeting and read out the Fire Safety briefing and the announcement that the meeting may be filmed or recorded.</p>	
L/18/02/2	<p><b><u>APOLOGIES</u></b></p> <p>Apologies were received from Cllrs Berry, Drummond, Hirst, Hudson, Hulbert, Lay, Morrey and Wright. Cllr Anderson was absent.</p>	
L/18/02/3	<p><b><u>DECLARATION OF MEMBERS INTERESTS &amp; TO CONSIDER UPDATING THE REGISTER OF INTEREST</u></b></p> <p>None noted.</p>	
L/18/02/4	<p><b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 8<sup>TH</sup> JANUARY 2018</u></b></p> <p>Members received the minutes of the Leisure Services Committee meeting held on 8<sup>th</sup> January 2018 and the following was agreed:</p> <p><b><u>L/18/02/4.01 Resolved</u></b></p> <p><b>That the minutes of the Leisure Services Committee meeting held on 8<sup>th</sup> January 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</b></p> <p>Matters arising: Page 2 – L/18/01/10 – Members considered further quotes to purchase 15 tables and the following was agreed:</p> <p><b><u>L/18/02/4.01 Recommendation</u></b></p> <p><b>That 15 tables be purchased from Front Row Furniture for £1,114.84 +VAT.</b></p> <p>Page 2 – L/18/01/6 – The increased bookings were noted. The Events Manager advised that only 2 tickets had been sold so far for the Mystery Murder event and that all efforts were being put in to promote it. Ticket sales will be monitored and a decision to cancel the event will be taken before 23<sup>rd</sup> February 2018.</p>	

**L/18/02/5 AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION RELATING TO ITEMS LISTED IN THE PUBLIC PART OF THE AGENDA ONLY**

None noted.

**L/18/02/6 TO REVIEW BOOKINGS FOR JANUARY 2018**

The Events manager advised that Salsa classes would be held every Monday at 8:00pm starting on 12<sup>th</sup> February 2018. There were 3 confirmed wedding bookings and 1 Christmas party. Invitations have been issued to all charities regarding Car Boot Sales and 5 of the 8 days had been reserved.

A 20% discount on wedding cakes is being offered along with the catering company when a Newmarket venue is booked.

New professional photos of the meeting rooms will be taken for the receptions area and the website which needs to be upgraded and staff training had been lined up. The event calendar on the webpage will host all Newmarket events.

A new client will be running courses in the Memorial Hall and a definition had been produced for Charities to be entitled to a 50% discount. Discussions were being held to hire a cinema for Summer Cinema Nights and plans were being made to invite 3 food stalls to provide pizza, candyfloss, popcorn and burgers in addition to the Yummy Hut.

The Events Manager confirmed that she had passed the Personal Licence exams and would cover the role of the DPS and the Premises Licence should be amended to reflect this.

**L/18/02/7 TO DISCUSS EVENT STAFFING LEVELS AND REQUIREMENTS**

TCM advised that there were no issues and that annual leave would be planned to provide a continuous service.

**L/18/02/8 TO CONSIDER REQUESTS FOR SUBSIDISED USE OF VENUES**

Members considered the requests for subsidised use of events and the following was agreed:

**L/18/028.01 Recommendation**

**That the request to use the Bill Tutte Memorial for the All Saints Community Day on 16<sup>th</sup> June 2018 be accepted.**

It was noted that there was no policy for use of the Bill Tutte Memorial and the TCM was asked to draft a policy.

*Cllr Hood left the meeting.*

**L/18/02/8.02 Recommendation**

**That the request to use the Pavilion toilets for the Newmarket Colour Run on 8<sup>th</sup> July 2018 be accepted subject to a deposit being paid to cover any cleaning costs.**

**L/18/02/8.03 Recommendation**

**That the request to the Severals by the Newmarket Army Cadet Force for training, sport and command tasks be accepted subject to any damage to the grass being remedied.**

**L/18/02/9 TO CONSIDER THE USE OF BOUNCY CASTLES INSIDE OF THE MEMORIAL HALL**

Members considered the use of bouncy castles in the Memorial Hall and the following was agreed:

**L/18/02/9.01 Recommendation**

**That the use of bouncy castles in the Memorial Hall be accepted subject to relevant risk assessments and liability insurance cover.**

**L/18/02/10 PLAYGROUND INSPECTION REPORT**

TCM issued the report at the meeting and advised that the swing seat had been removed and would not be replaced and that sand levels would need to be topped up before March 2018.

**L/18/02/11 TO DISCUSS THE ARRANGEMENTS FOR THE CARNIVAL 2018**

TCM advised that a meeting had been held with the organisers and that a sponsorship contract was required to set out responsibilities and the following was agreed:

**L/18/02/11.01 Recommendation**

**That a sponsorship contract be agreed with the organisers of the Carnival to define roles and responsibilities for the management, health and safety, security and auditable accounts of the Carnival.**

**L/18/02/12 TO REVIEW INCOME AND EXPENDITURE FOR JANUARY 2018**

The income and expenditure for January 2018 were reviewed.

**L/18/02/13 CORRESPONDENCE**

None noted.

**L/18/02/14 DATE OF NEXT MEETING**

Monday 5<sup>th</sup> March 2018 in the Memorial Hall.

**L/18/02/15 TO NOTE ANY ITEMS FOR NEXT MEETING**

- Newmarket Music Festival
- Yummy Hut.

Meeting closed at 8:32pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_