



Minutes of a Meeting of the Leisure Services Committee
Held on Tuesday 8th May 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor W Hirst
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys

Also Present: Bobby Bennett – TCM, Julie Ashton – Minute Assistant, Cllr Winter, 2 Newmarket BID Representatives, 2 Bureau of Silly Ideas Representatives and 1 Member of the Press.

	Minute	Action by
<p>L/18/05/1 <u>ELECTION OF A CHAIRMAN</u> Apologies had been received from the Chairman and Vice Chairman and a proposal was made for the Mayor to Chair the meeting. The following was agreed:</p> <p><u>1/18/05/1.01 Resolved</u> That the Mayor be appointed as the Chairman.</p>		
<p>L/18/05/2 <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/18/05/3 <u>APOLOGIES</u> Apologies were received from Cllrs Berry, Hudson, Lay, Morrey, Nobbs and Wright. Cllrs Anderson and Clarke were absent.</p>		
<p>L/18/05/4 <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/18/05/5 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 9TH APRIL 2018</u> Members received the minutes of the Leisure Services Committee meeting held on 9th April 2018 and the following amendment was made:</p> <p>Page 3 – L/18/04/12 – The date of the Twinning welcome reception was changed to read 18th May 2018. Subject to the amendment being made the following was agreed:</p>		

L/18/05/5.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 9th April 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

Matters arising:

Page 2 – L/18/04/11 – TCM confirmed that the Market event would be held on 15-16 September along with an event in the Guineas and a food festival. The Open weekend would be held on 22 – 23 September.

L/18/05/6 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

None noted.

L/18/05/7 TO RECEIVE A PRESENTATION FROM THE BUREAU OF SILLY IDEAS

The Bureau of Silly Ideas is an organisation that works with partners across heritage, arts and community organisations to deliver arts and entertainment. FHDC had engaged them to deliver shows in the District including Newmarket and a request was made to put on a show in the Memorial Gardens 16- 19 August.

They would engage with local artists and community organisations and the Events Manager agreed to provide contact details and support.

The Chairman thanked the Bureau of Silly Ideas for their presentation and they left the meeting.

L/18/05/8 TO REVIEW BOOKINGS FOR APRIL 2018

The Events Manager advised that all Saturdays in December had been booked for Christmas parties along with 3 weddings for 2018. Two additional bookings had been received from Network Rail following the first inquiry as they were impressed with the venue and facilities. It was hoped that other inquiries would be encouraged to use the venue and this would be marketed.

Booking enquiries were steady but there had been a drop in meeting room enquiries. This was normal for the summer months and an offer for “Sir Ernest Cassel – Summer Meeting Savings” would be introduced.

The microphone for the Memorial Hall needed to be replaced and the Chairman delegated the purchase of a replacement to TCM as soon as possible as this was within her permitted price range.

L/18/05/9 MEMORIAL GARDENS SUMMER ENTERTAINMENT

The Events Manager advised that inflatables, magic shows and food stalls had been booked for the summer entertainment programme. Work would now start on the design of the flyer.

L/18/05/10 TOILET PROVISION IN THE MEMORIAL GARDENS

TCM advised that the Memorial Gardens had been surveyed for the fitting of temporary toilets today. However the quote may be revised due to the amount of work required and the quote would be submitted to the Community Services Committee for consideration.

L/18/05/11 MARKET EVENT ROAD CLOSURE QUOTES

TCM advised that evidence of road management was required and the selected quote would be submitted to SCC. Three quotes were considered and the following was agreed:

L/18/05/11.01 Recommendation

That the quote for £945.19 to manage the road closure on Saturday 15th September 2018 from 8:00am – 5:30pm be accepted.

L/18/05/12 TWINNING WELCOME RECEPTION UPDATE

The Events Manager advised that food, wine and a service had been booked for 50 people. The Chairman advised that they normally bring a flag to the event and the Events Manager would offer the use of the flag pole. An invitation to attend the event would be sent to all Cllrs.

L/18/05/13 CARNIVAL 2018

Events Manager advised that a meeting had been held with the organisers and it was confirmed that there would be 10 floats. The next meeting would be held on 24th May 2018. A donation of £500 had been made to NTC and this would be received and added to the current Carnival budget of £5,000. The following was agreed:

L/18/05/13.01 Recommendation

That the £500 donation made out to NTC be received and added to the £5,000 Carnival budget. That £5,500 be transferred to the Carnival organisers.

L/18/05/14 PLAYGROUND INSPECTION REPORT

TCM advised that two further issues had been identified with the play equipment and the items involved had been taken care of and were no longer available to be used.

L/18/05/15 TO REVIEW INCOME & EXPENDITURE FOR THE YEAR END TO MARCH 2018

The Income and Expenditure report for the year end March 2018 was received and noted. A request was made to consider installing a trail trim at the Severals.

L/18/05/16 ANNUAL MEETING

TCM advised that she was working with the Chairman to draft a positive Committee Report for the Annual Meeting.

L/18/05/17 CORRESPONDENCE

None noted

L/18/05/18 TO NOTE ANY ITEMS FOR NEXT MEETING

- 2018 Carnival
- 2018 Winter Wonderland

L/18/05/19 DATE OF NEXT MEETING

Monday 4th June 2018 in the Memorial Hall at 7:15pm.

L/18/05/20 *EXCLUSION OF THE PRESS & PUBLIC*****

With the vote being unanimous, it was:

L/18/05/20.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The Press and Public left the meeting

L/18/05/21 *TO RECEIVE AN UPDATE ON PRESS EMBARGOED EVENT PLANS FOR CHRISTMAS ITEMS*****

Members received a presentation from Newmarket BID on the plans for Christmas 2018.

Meeting closed at pm.

Signed _____ Date _____