



**Minutes of a Meeting of the Leisure Services Committee**  
**Held on Monday 9<sup>h</sup> April 2018 at 7.15 pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor D Hudson (Chairman)	Councillor R Hood
Councillor J Clarke	Councillor M Jefferys
Councillor A Drummond	Councillor C O’Neill
Councillor W Hirst	Councillor J Wadham

Also Present: Bobby Bennett – TCM, Julie Ashton – Minute Assistant, Cllr Winter and 1 Member of the Press.

	Minute	Action by
L/18/04/1	<p><b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></b>            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/18/04/2	<p><b><u>APOLOGIES</u></b>            Apologies were received from Cllrs Anderson, Berry, Hulbert, Lay, Morrey, Nobbs and Wright.</p>	
L/18/04/3	<p><b><u>DECLARATION OF MEMBERS INTERESTS &amp; 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></b>            None noted.</p>	
L/18/04/4	<p><b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 5<sup>TH</sup> MARCH 2018</u></b>            Members received the minutes of the Leisure Services Committee meeting held on 5<sup>th</sup> March 2018 the following was agreed:</p> <p><b><u>L/18/04/4.01 Resolved</u></b>  <b>That the minutes of the Leisure Services Committee meeting held on 5<sup>th</sup> March 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</b></p> <p>There were no matters arising.</p>	
L/18/04/5	<p><b><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</u></b></p>	

**ATTENTION**

None noted.

**L/18/04/6 TO REVIEW BOOKINGS FOR MARCH 2018**

TCM advised that the accounts were up to date and income had improved for the last quarter of the year. Looking forward to next year, May was looking positive with a number of bookings already made.

**L/18/04/7 TO DISCUSS EVENT STAFFING LEVELS AND REQUIREMENTS**

TCM advised that the policy for evening events would be reviewed to ensure that staff costs were included.

**L/18/04/8 STRATEGIC MANAGEMENT OF THE MEMORIAL GARDENS PROJECT**

TCM proposed that this item be moved to the Community Services Committee and the following was agreed:

**L/18/04/8.01 Recommendation**

**That the Memorial Gardens project be transferred to the Community Services Committee.**

**L/18/04/9 TOILET AND KIOSK PROVISION IN THE MEMORIAL GARDENS**

TCM advised that provision of a kiosk and toilets would be outside of the Memorial Gardens project and the following was agreed:

**L/18/04/9.01 Recommendation**

**That a working group be set up comprising of the Chairman, TCM, Cllrs Jefferys and Winter to look at securing a Public Works Loan for the provision of a kiosk and toilets in the Memorial Gardens.**

TCM was asked to seek quotes for hiring two portable toilets for the summer season and to add this item to the next full Council meeting.

**L/18/04/10 TO RECEIVE AN UPDATE ON THE YUMMY HUT**

TCM advised that a new floor had been installed by in-house staff and that it had resulted in a positive outcome. The Hut was now ready for the summer season.

**L/18/04/11 TO AGREE THE MARKET CELEBRATION TEAM AND BUDGET**

TCM advised that an outline plan had been produced to hold an event on Saturday 15<sup>th</sup> September to coincide with the Open Newmarket event. The plan included road closure of the High Street to move the market to the High Street, security and enlisting an events company to put on activities for children throughout the day. A proposal was made to carry forward some of the underspend from last year's budget and the following was agreed:

**L/18/04/11.01 Recommendation**

**That a budget of £10,000.00 be set up to fund the Market Celebration event from funds carried forward from the 2017-2018 budget underspend.**

TCM would look at involving the Heritage Centre in the project.

**L/18/04/12 TWINNING – WELCOMING RECEPTION**

TCM advised that an afternoon tea would be held in the Memorial Hall for 50 visitors on 15<sup>th</sup> September 2018 starting at 5:00pm. The cost would be £350.00.

**L/18/04/13 PLAYGROUND INSPECTION REPORT**

TCM had circulated the report by email and Members were advised that items with a risk assessment rate of 0 meant that there was no risk. It was noted that the swing had been removed and TCM was asked to look at the cost of a replacement.

**L/18/04/14 TO RECEIVE THE POLICY FOR THE BILL TUTTE AREA**

The amended draft policy was reviewed and a number of further amendments were suggested. The following was agreed:

**L/18/04/14.01 Recommendation**

**That subject to amendments being made, the Policy for the Bill Tutte area be received and adopted.**

**L/18/04/15 TO REVIEW INCOME & EXPENDITURE**

Members reviewed the Income and Expenditure report and TCM advised that there was a deficit on the F&P Committee budget and an underspend on the Leisure Services budget for the Public Works loan and the following was agreed:

**L/18/04/15.01 Recommendation**

**That the budgeted amounts be transferred to the EMRs, that £10,000 be allocated for the market celebration event in 2018 and any remaining underspend from the Committee be transferred to the F&P Committee to offset the against the PWLB which had been budgeted on both Committees but only take out of F&P.**

**L/18/04/16 CORRESPONDENCE**

None noted

**L/18/04/17 TO NOTE ANY ITEMS FOR NEXT MEETING**

- 2018 Carnival

**L/18/04/18 DATE OF NEXT MEETING**

Tuesday 8<sup>th</sup> May 2018 in the Memorial Hall at 7:15pm.

Meeting closed at 8:05pm.

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

