

Membership as from May 2018

Councillor R Nobbs – Chairman
Councillor D Hudson – Vice Chairman
Councillor J Clarke
Councillor A Drummond
Councillor W Hirst
Councillor P Hulbert
Councillor M Jefferys
Councillor Wadham
Town Mayor Councillor R Hood
Deputy Town Cllr J Lay
Mayor 'ex officio' Cllr A Drummond



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
LEISURE SERVICES COMMITTEE to be held at
Memorial Hall, High Street, NEWMARKET on
Monday 6th August 2018 at 7.15pm

AGENDA


The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded
2. **APOLOGIES** To receive and accept apologies for absence
3. **REGISTER OF INTERESTS** Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members Dispensation
4. **MINUTES OF PREVIOUS MEETING** To receive and confirm for accuracy the Minutes of the Meeting held on 2nd July 2018 and any matters arising
5. **PUBLIC PARTICIPATION** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. **FINANCE** – To review the Income and Expenditure (Enc)
7. **WINTER WONDERLAND** – To agree plans for 2018
8. **MARKET CELEBRATION EVENT** – To receive an update
9. **CARNIVAL** – Debrief from event
10. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** To review previous month and discuss month ahead
11. **VENUE HIRE CHARGES** – To review
12. **MACMILLIAN COFFEE MORNING** – To consider a request
13. **PLAY GROUND INSPECTION REPORT:** To receive and review the report
14. **YUMMY HUT** – To consider future location
15. **CORRESPONDENCE**
16. Items for next Agenda
17. **DATE OF NEXT MEETING: Monday 3rd September 2018**

Signed  Roberta Bennett, Town Council Manager, 31st July 2018

Distribute to the following for information: County & District Councillors, The Press, Newmarket Town Council
Notice Boards & the Web-site



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 _____

Month No : 4

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Leisure Services								
120	Memorial Hall							
4011	Rates	576	2,304	7,000	4,696		4,696	32.9 %
4012	Water Rates	0	1,270	3,000	1,730		1,730	42.3 %
4014	Electricity	-3,867	-3,721	8,000	11,721		11,721	-46.5 %
4015	Gas	0	3,437	3,000	-437		-437	114.6 %
4016	Cleaning	40	259	0	-259		-259	0.0 %
4017	Fire Precautions	444	449	500	52		52	89.7 %
4020	Misc. Staff Costs/Refreshments	0	-5	0	5		5	0.0 %
4028	Office Maintenance	3	3	0	-3		-3	0.0 %
4036	R&M - Buildings	338	6,031	11,000	4,969		4,969	54.8 %
4037	R&M - Grounds	0	23	0	-23		-23	0.0 %
4038	Furniture/Fixtures/Fittings	0	2,097	3,150	1,053		1,053	66.6 %
4040	Trade Refuse Collections	0	1,594	1,600	6		6	99.6 %
4078	Refreshment Costs Hall Hire	42	712	1,200	488		488	59.3 %
4080	PWLB Loan Charges (CAP + INT)	0	33,995	68,000	34,005		34,005	50.0 %
4120	Grant Aid	0	-30	0	30		30	0.0 %
4995	Budgeted Reserve Amount	0	0	0	0	5,000	-5,000	0.0 %
	Memorial Hall :- Expenditure	-2,425	48,417	106,450	58,033	5,000	53,033	50.2 %
1001	Hall Hire Standard Rate	1,825	7,112	35,000	-27,888			20.3 %
1016	Refreshments Income	0	735	6,000	-5,265			12.3 %
	Memorial Hall :- Income	1,825	7,847	41,000	-33,153			19.1 %
	Net Expenditure over Income	-4,250	40,570	65,450	24,880			
301	Arts							
4020	Misc. Staff Costs/Refreshments	3	3	0	-3		-3	0.0 %
4440	Costs - Childrens' Events	1,800	1,864	2,000	136		136	93.2 %
4442	Costs - Pocket Money Cinema	0	0	650	650		650	0.0 %
4443	Costs - Tea Dance	160	722	1,600	878		878	45.2 %
	Arts :- Expenditure	1,963	2,589	4,250	1,661	0	1,661	60.9 %
1043	Income - Tea Dance	169	571	1,600	-1,029			35.7 %
	Arts :- Income	169	571	1,600	-1,029			35.7 %
	Net Expenditure over Income	1,794	2,018	2,650	632			
302	Winter Wonderland							
4453	Cost - Winter Wonderland	0	0	10,000	10,000		10,000	0.0 %
	Winter Wonderland :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %

Month No : 4

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1059	Income - Winter Wonderland	0	0	6,000	-6,000			0.0 %
	Winter Wonderland :- Income	0	0	6,000	-6,000			0.0 %
	Net Expenditure over Income	0	0	4,000	4,000			
304	Tourism							
4311	Christmas Tree	0	0	1,000	1,000		1,000	0.0 %
4320	Legends of the Turf	0	0	1,000	1,000		1,000	0.0 %
	Tourism :- Expenditure	0	0	2,000	2,000	0	2,000	0.0 %
1178	Transfer from Reserves	0	0	1,000	-1,000			0.0 %
	Tourism :- Income	0	0	1,000	-1,000			0.0 %
	Net Expenditure over Income	0	0	1,000	1,000			
305	Carnival							
4312	Newmarket Carnival	0	5,500	5,000	-500		-500	110.0 %
	Carnival :- Expenditure	0	5,500	5,000	-500	0	-500	110.0 %
1026	Carnival income	0	0	350	-350			0.0 %
1039	Carnival Contribution Income	0	0	1,500	-1,500			0.0 %
1040	Income - Carnival Fundraisers	0	500	405	95			123.5 %
	Carnival :- Income	0	500	2,255	-1,755			22.2 %
	Net Expenditure over Income	0	5,000	2,745	-2,255			
306	Memorial Gardens							
4012	Water Rates	0	173	600	427		427	28.9 %
4014	Electricity	0	0	100	100		100	0.0 %
4036	R&M - Buildings	0	48	0	-48		-48	0.0 %
4037	R&M - Grounds	0	526	10,000	9,474		9,474	5.3 %
4041	R&M - play-equipment	0	134	10,000	9,866		9,866	1.3 %
4042	Annual Event Fund	0	0	2,500	2,500		2,500	0.0 %
4046	Opening/Closing Costs	450	1,390	4,000	2,610		2,610	34.8 %
4069	Memorial Gdns Reg.	1,000	3,425	0	-3,425		-3,425	0.0 %
4112	Water Feature	0	2,049	20,000	17,951		17,951	10.2 %
4142	Memorial Garden Kiosk	42	67	1,000	933		933	6.7 %
4995	Budgeted Reserve Amount	0	0	17,500	17,500	17,500	0	100.0 %
	Memorial Gardens :- Expenditure	1,492	7,812	65,700	57,888	17,500	40,388	38.5 %
1004	Kiosk Income	300	600	1,200	-600			50.0 %
	Memorial Gardens :- Income	300	600	1,200	-600			50.0 %
	Net Expenditure over Income	1,192	7,212	64,500	57,288			

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
307 Twining							
4181 Twining Expenses	0	2,500	2,500	0		0	100.0 %
4184 Lexington Link	707	939	1,000	61		61	93.9 %
Twining :- Expenditure	707	3,439	3,500	61	0	61	98.3 %
Net Expenditure over Income	707	3,439	3,500	61			
310 The Severals Sports Facilities							
4011 Rates	228	912	2,700	1,788		1,788	33.8 %
4012 Water Rates	-465	-240	2,000	2,240		2,240	-12.0 %
4014 Electricity	-297	347	1,400	1,053		1,053	24.8 %
4015 Gas	63	610	1,000	390		390	61.0 %
4017 Fire Precautions	0	68	150	82		82	45.3 %
4036 R&M - Buildings	48	824	500	-324		-324	164.8 %
4037 R&M - Grounds	0	0	500	500		500	0.0 %
4038 Furniture/Fixtures/Fittings	0	493	1,000	507		507	49.3 %
4040 Trade Refuse Collections	0	0	200	200		200	0.0 %
4200 Capital Expenditure	0	0	2,500	2,500		2,500	0.0 %
The Severals Sports Facilities :- Expenditure	-423	3,015	11,950	8,935	0	8,935	25.2 %
1002 Sports Hire Income	305	1,393	8,000	-6,607			17.4 %
The Severals Sports Facilities :- Income	305	1,393	8,000	-6,607			17.4 %
Net Expenditure over Income	-728	1,622	3,950	2,328			
Leisure Services :- Expenditure	1,313	70,772	208,850	138,078	22,500	115,578	44.7 %
Income	2,599	10,911	61,055	-50,144			17.9 %
Net Expenditure over Income	-1,285	59,861	147,795	87,934			

Roberta Bennett

From: Christy Argyroudi
Sent: 27 July 2018 10:22
To: Roberta Bennett
Subject: Item agenda leisure

Hello,

I would like to add this to the agenda. The Co-op like to arrange Macmillan coffee morning in collaboration with the Town council and I think, it's a great idea. They will bring the refreshment and food. We discuss the use of the Pavilion.

Christy

From: Emma Downes (Funeralcare) >
Sent: 27 July 2018 09:26
To: Christy Argyroudi <christy@newmarket.gov.uk>
Subject: Event request

Hi Christy

It was lovely to meet you the other day and discuss my ideas for a Macmillan coffee morning event. As you know I work for Co-op Funeralcare and this is something I do on a yearly bases as part of my community work. I am hoping to encourage a bigger crowd than my previous years in the hope of raising even more money than before for such a worthwhile cause. Last year when requesting to place our poster up on your board somebody in your office offered me the memorial hall if we would like to hold it there this year. You have asked that I send you an email in writing to request the use of your facilities.

I would like to hold an afternoon version of the coffee morning so more of an Afternoon tea/Picnic. You have suggested that the Sports Pavilion maybe another good option if we wanted to consider this. I think that is a great idea. My aim is to encourage more people with children to come and join in in our quest to raise money for the Macmillan charity. I would like to hold the event on the afternoon of Sept 27th 2018 around 2-5pm, although this time can be flexible dependant on your other bookings.

I am hoping to enlist the help of some of the children to perhaps do some singing and entertaining, maybe some dancing if I can organise this, and of course we'll need some top bakers and donators of cakes and biscuits etc. The idea of the Pavilion would mean we can use the outside space for the children to perform or simply run around and enjoy themselves.

I look forward to hearing from you with your decision.

Kind Regards

Emma Downes

Funeral Arranger

Co-op Funeralcare

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