



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 3rd September 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor R Nobbs (Chairman)
Councillor D Hudson (Vice Chairman)
Councillor J Clarke
Councillor A Drummond

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor J Wadham

Also Present: Roberta Bennett – TCM and Christy Argyroudi – Events Manager.
Minute

L/18/09/1 CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED

The Chairman opened the meeting and read the Fire Safety briefing. He advised that proceedings may be filed or recorded.

L/18/09/2 APOLOGIES

These had been received from Cllrs Hirst and Lay. Cllr Wright was not in attendance.

L/18/09/3 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

None noted.

L/18/09/4 TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 6TH AUGUST 2018

Members received the minutes of the Leisure Services Committee meeting held on 6th August 2018 and the following was agreed:

L/18/09/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 6th August 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

L/18/09/5 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

A representative of the Music Festival reported to the committee. The Music festival had been very successful for 2018 and funding options for 2019 were

being considered. The Town Council were thanked for their funding and support. The Music Festival Committee were invited to send a funding request for 2019.

A representative of the Animal Health Trust addressed the committee regarding an art trail they were hoping to put on in Newmarket in 2019. The trail would run from July to September.

L/18/09/5.01 recommended

It was recommended that Newmarket Town Council support the Art Trail in principle, subject to final plans and offer support with introductions key contacts and procedure.

L/18/09/6 TO REVIEW INCOME & EXPENDITURE FOR AUGUST 2018

The Income and Expenditure report for August 2018 was received and the following actions would be taken forward.

The RFO would be asked to investigate and explain the discrepancy between the BOB and the Accounts.

The RFO would circulate an aged debtors list to the committee.

The Chairman and TCM would meet to discuss budget revisions for the current year.

L/18/09/7 WINTER WONDERLAND – TO AGREE PLANS FOR 2018

The Events Manager advised that the event had been renamed as Christmas 2018 – Making Magical Moments and the schedule of events included the following:

Plans for the Lantern Parade would be further discussed once the BID had finalised the event at their next meeting.

This item would be on the next agenda.

L/18/09/8 DEBRIEF FROM THE CARNIVAL EVENT

Summary accounts and a report had been received from the Carnival Team. It was agreed that:

L/18/09/8.01 Resolved

The TCM and Chairman would meet with the Carnival providers to discuss 2018 in more depth.

L/18/09/9 TO REVIEW BOOKINGS AND STAFF EVENT STAFFING REQUIREMENTS

Staffing for the market event was discussed. There were no other significant events coming up.

L/18/09/10 TO REVIEW VENUE HIRE CHARGES

The charges had been reviewed by the events manager and chairman and the following was agreed.

L/18/09/5.01 recommended

That the venue charges for 2018/19 be accepted and adopted.

L/18/09/11 PLAYGROUND INSPECTION REPORT

This had been circulated and was noted.

L/18/09/12 APPROVAL FROM JCE USE FOR BID USE OF SEVERALS FOR FUN FAIR

A draft agreement was circulated to committee members for comment by 10th September. The agreement would be put to the Full Town Council meeting on 24th September

L/18/09/13 TO RECEIVE THE FINAL PROGRESS REPORT ON THE MARKET CHARTER CELEBRATION EVENT 15/09/2018

The events manager updated the committee. The TCM and Events manager would speak to FHDC communications team to ensure good media coverage.

L/18/09/14 CORRESPONDENCE

A letter had been received from the Yummy Hut operator giving notice. This was noted and the TCM advised she would meet with the operator to discuss this further.

L/18/09/15 TO NOTE ANY ITEMS FOR NEXT MEETING

Lantern Parade
Market Event Debrief
Financial questions
Carnival

L/18/09/16 DATE OF NEXT MEETING

Monday 1st October 2018 in the Memorial Hall at 7:15pm.

Meeting closed at 8.40 pm.

Signed _____ Date _____