



**Minutes of a Meeting of the Leisure Services Committee**  
**Held on Monday 10<sup>th</sup> December 2018 at 6.00 pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor D Hudson (Chairman)	Councillor Hulbert
Councillor A Drummond	Councillor M Jefferys
Councillor W Hirst	Councillor J Lay

Also Present: Roberta Bennett – TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant and 1 Member of the Public

Minute	Action by
<p><b>L/18/12/1</b>    <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 proceedings may be filmed or recorded.</p>	
<p><b>L/18/12/2</b>    <b><u>APOLOGIES</u></b>            Apologies were received from Cllrs, Clarke, Hood and Nobbs. Cllrs Wadham and Wright were absent.</p>	
<p><b>L/18/12/3</b>    <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>	
<p><b>L/18/12/4</b>    <b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 5<sup>TH</sup> NOVEMBER 2018</u></b>            Members received the minutes of the Leisure Services Committee meeting held on 5<sup>th</sup> November 2018 and the following was agreed:</p> <p><b><u>L/18/12/4.01 Resolved</u></b>  <b>That the minutes of the Leisure Services Committee meeting held on 5<sup>th</sup> November 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>	
<p><b>L/18/12/5</b>    <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 ATTENTION</u></b></p>	

A resident advised that he would like to get involved with the Newmarket Music Festival and would be meeting with the Events Manager to discuss details. A request was made to put events on for St George's Day and Battle of the Bands and the Events Manager would look at these and report back.

**L/18/12/6 TO REVIEW INCOME & EXPENDITURE FOR NOVEMBER 2018**

TCM advised that there was still an issue reconciling the booking and accounts systems and the RFO was working with the supplier to resolve the issue. The income and expenditure reports for November 2018 were noted.

**L/18/12/7 TO CONSIDER THE EVENTS PROGRAMME FOR 2019**

The Events Manager advised that the Civic Event would be held on 1<sup>st</sup> March 2019 and invitations would be issued soon. Members were given suggestion for events to be held next year including the opening of the Memorial Gardens, a Jazz night in the Memorial Gardens as part of the Music Festival, the Annual meeting of the Town, Silver Sunday, Purple Tuesday, Winter Wonderland and Tea Dances. The theme for the Lantern Parade would be the Snowman and Snow Dog.

The Events Manager requested a marketing budget to advertise events on social media and the following was agreed:

**L/18/12/7.01 Recommendation**

**That a marketing budget of £20 per month be approved for a trial period of 3 months.**

Members were in favour of the Jazz night and the following was agreed:

**L/18/12/7.02 Recommendation**

**That in principle, a Jazz night be held in the Memorial Gardens as part of the Music Festival subject to costs and available budget.**

A request was made for a Country and Western event to also be considered and the Events Manager would circulate a list of planned events with dates and costs and would check that they do not clash with the BID, Museum and Racecourse.

**L/18/12/8 TO CONSIDER PRIORITIES FOR THE 2019/2020 BUDGET**

TCM presented the draft budget and advised that she had added a column for actuals for the previous year and explanation notes. The additions were welcomed and it was noted that this made understanding the budget much clearer. The draft budget was considered and the following was agreed:

**L/18/12/8.01 Recommendation**

**That the draft budget for Leisure Services for 2019/2020 be received and adopted.**

**L/18/12/9 TO RECEIVE QUOTES FOR DESTRATIFICATION FANS TO BE INSTALLED IN THE MEMORIAL HALL**

TCM advised that fans would redistribute the heat in the hall and she would be seeking funding of 50% from the Green Deal. The Committee considered 3 quotes and TCM was asked to get additional information on the decibel levels and running costs.

**L/18/12/10 TO RECEIVE QUOTES FOR FOLDING CHAIRS**

The Events Manager advised that there were 112 chairs in the current stock and that 150 were often required. The Committee considered 3 quotes and the Events Manager was asked to ensure that the new chairs match the existing ones and to obtain samples.

**L/18/12/11 TO RECEIVE THE CARNIVAL ACCOUNTS**

TCM advised that the accounts had been received and that the Chairman would present them at the next meeting.

**L/18/12/12 TO REVIEW THE BOOKINGS FOR NOVEMBER AND STAFFING REQUIREMENTS**

The Events Manager advised that there were not many bookings for January 2019 and that some bookings had been lost to a competitor who had cheaper rates and offered free parking. The Events Manager was asked to look at the costs of advertising on Google and Yell.com to reach a wider pool and to circulate the prices of the competitor.

**L/18/12/13 TO RECEIVE AN UPDATE ON THE MEMORIAL GARDEN WALL**

TCM advised that the neighbour was reluctant to go any further until it was confirmed that the tree was not the cause of the issue. A tree surgeon and structural engineer's report would be obtained to confirm the cause of the issue.

**L/18/12/14 TO RECEIVE A REPORT ON THE LANTERN PARADE**

The Events Manager distributed the results of an online survey of the event and advised that it had been a good event and was well attended. Having it on the same night as the Lights Switch on had caused a few issues but there were also some benefits and these would be looked at in more detail for next year.

*Cllr Morrey joined the meeting.*

**L/18/12/15 TO CONSIDER THE FUTURE OF THE KIOSK IN THE MEMORIAL GARDEN**

TCM advised that a replacement should be sought to run the Kiosk and the following was agreed:

**L/18/12/15.01 Recommendation**

**That an advert be placed for a replacement to run the Kiosk in the Memorial Hall Gardens.**

**L/18/12/16 CORRESPONDENCE**

None noted.

**L/18/12/17 TO NOTE ANY ITEMS FOR NEXT MEETING**

- Fit villages – to consider the concept and if applicable to the Town
- Twinning – to receive an update

**L/18/12/18 DATE OF NEXT MEETING**

Monday 7<sup>th</sup> January 2019 in the Memorial Hall

Meeting closed at 7:10pm.

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

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