

**Membership from May 2019**

Councillor Kerby - Chairman
Councillor Caesar - Vice Chairman
Councillor De'Ath
Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Lindsay

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

You are hereby summoned to attend a meeting of the
COMMUNITY SERVICES COMMITTEE to be held at
**The Memorial Hall, High Street,
Newmarket, CB8 8JP** on
Monday 20th May 2019 at 6pm

A G E N D A

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 for absence.
3. 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. To receive and confirm for accuracy the Minutes of the Meeting held on 8th April 2019 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 to be brought to their attention.
6. ACCOUNTS – To receive the accounts
7. CHRISTMAS LIGHTS – To receive an update
8. PEST CONTROL – To consider the quotes
9. Correspondence: -
10. Date of next meeting – Monday 10th June 2019
11. To note items for next Agenda

Signed

Roberta Bennett, Town Council Manager, 14th May 2019

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee
Held on Monday 8th April 2019 at 6:00 pm at the Memorial Hall Newmarket

Attendance:

Councillor P Winter (Chairman)

Councillor A Appleby

Councillor J Clarke

Councillor R Hood

Councillor D Hudson

Councillor P Hulbert

Councillor M Jefferys

Councillor J Lay

Councillor R Nobbs

Councillor C O'Neill

Councillor A Starkey

Also Present: Cathy Whitaker RFO, Julie Ashton – Minute Assistant, 1 Member of the Press and 1 Member of the Public.

	Minute	Action by
<p>C/19/04/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></p> <p>The Chairman opened the meeting and read out the Fire Safety Notice and announced that proceedings may be filmed or recorded.</p>		
<p>C/19/04/2 <u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllrs Drummond, Hirst, Morrey and Wadham. Cllrs Anderson and Wright were absent.</p>		
<p>C/19/04/3 <u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u></p> <p>None noted.</p>		
<p>C/19/04/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 11TH MARCH 2019 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Community Services Committee meeting held on 11th March 2019 and the following amendment was made:</p> <p>Page 2 – C/19/03/7.01 Recommendation was changed to read the following:</p> <p><u>C/19/03/7.01 Recommendation</u> That the revised SLA from West Suffolk at a cost of £82,785.82 per annum, representative of a x% increase like for like, (5.3% increase) to include CCTV and the additional graveyard area for a period of 3 years from 1st April 2019 be accepted.</p>		

Subject to the amendment being made, the following was agreed:

C/19/04/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 11th March 2019 be adopted and signed as a true record by the Chairman of the Community Services Committee.

There were no matters arising.

C/19/04/5 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 TO BE BROUGHT TO THEIR ATTENTION

None noted.

C/19/04/6 TO RECEIVE THE ACCOUNTS FOR MARCH 2019

Members were advised that there was a surplus of £28,314 from the 2018/19 budget and the following was agreed:

C/19/04/6.01 Recommendation

That the surplus of £28,314 from the 2018/19 budget be carried forward to the Town Centre Regeneration earmarked reserve to cover the costs of the Clock Tower Planting Project.

A member of the Press joined the meeting.

The accounts for March 2019 were received and noted. RFO agreed to check 1100 - Grants Received and 4325 – Cemetery SLA.

C/19/04/7 CEMETERY – HEADSTONE SAFETY TESTING

The Chairman advised that the three quotes received were not like for like and this item was deferred to the next meeting.

C/19/04/8 TO CONSIDER INSTALLING A BUS SHELTER

The Chairman advised that there was no further update available.

C/19/04/9 FEEDBACK ON THE MEMORIAL GARDENS OPENING EVENT

The Chairman gave a verbal report on the opening event which was a very successful and happy day for a large number of adults and children. Sadie Frost was the winner of the writing competition “What Community means to me” and read out her moving poem. This entitled her to cut the red ribbon with MP Matthew Hancock to officially open the Gardens and she also received 4 tickets for Disney on Ice this Autumn.

Special thanks were given to Cllr Starkey who had insisted that edging was added to the resin pathway and for ensuring that the Gardens opened on time and to Cllr Nobbs for sponsoring 570 tubs of ice-cream, hundreds of balloons and three of his staff to help with the finishing touches. A vote of thanks was taken and the following was agreed:

C/19/04/9.01 Recommendation

That thanks be given to the all of those on the Working Committee, to NTC and all of the other sponsors who helped with the Masterplan.

A debrief meeting would be held and further signage would be considered for CCTV and no smoking along with a maintenance plan. The Gardens had been very busy since the opening and the emptying of bins would need to be done more frequently and the SLA would need to be changed. A litter picking project involving the Community would also be considered.

The Committee agreed that the project had been a huge success and thanked the Chairman for her efforts.

C/19/04/10 STAGECOACH

The Chairman advised that there was no further update available.

C/19/04/11 TO CONSIDER QUOTES FOR TAR TO ST MARY'S CHURCHYARD PATH

The Chairman advised that various pathways needed repair some more pressing than others and presented a number of quotes for the options identified. The following was agreed:

C/19/04/11.01 Recommendation

That the quote from A Mead Construction for £3,990 + VAT to repair the path in front of the Church in consultation with the Vicar be accepted.

C/19/04/12 CORRESPONDENCE

None noted.

C/19/04/13 DATE OF NEXT MEETING

Monday 20th May 2019 6:00pm at the Memorial Hall.

C/19/04/14 ITEMS FOR NEXT AGENDA

- Cemetery Headstone Testing
- Installation of a bus shelter
- Stagecoach update
- Memorial Gardens debriefing
- Clock Tower Planting Project

The Chairman advised that this was the last Community Services meeting of the year and thanked the Committee for their support.

Meeting closed at 6:35pm

Signed _____ Date _____

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14/05/2019

Newmarket Town Council

Item 6

10:41

Detailed Income & Expenditure by Budget Heading 30/04/2019

Page No 1

Month No : 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community Services							
200	Outside Services						
4029	General Equipment	28	28	500	472	472	5.6 %
4039	Vehicle Costs	0	0	4,200	4,200	4,200	0.0 %
4326	Outside Services SLA	0	0	79,891	79,891	79,891	0.0 %
	Outside Services :- Expenditure	28	28	84,591	84,563	0	84,563 0.0 %
	Net Expenditure over Income	28	28	84,591	84,563		
201	General Town Planting						
4100	Seasonal Planting	0	0	3,000	3,000	3,000	0.0 %
4101	Hanging Baskets	0	0	3,000	3,000	3,000	0.0 %
4102	Other Planting Expenses	0	0	50	50	50	0.0 %
	General Town Planting :- Expenditure	0	0	6,050	6,050	0	6,050 0.0 %
1007	Sponsorship Income	0	0	4,750	-4,750		0.0 %
1009	Roundabout Sponsorship	0	0	5,200	-5,200		0.0 %
	General Town Planting :- Income	0	0	9,950	-9,950		0.0 %
	Net Expenditure over Income	0	0	-3,900	-3,900		
202	Cemetery						
4011	Rates	300	300	2,500	2,200	2,200	12.0 %
4012	Water Rates	51	51	355	304	304	14.5 %
4014	Electricity	358	358	2,233	1,875	1,875	16.0 %
4017	Fire Precautions	0	0	152	152	152	0.0 %
4035	Equipment	0	0	200	200	200	0.0 %
4036	R&M - Buildings	0	0	2,000	2,000	2,000	0.0 %
4037	R&M - Grounds	0	0	13,500	13,500	13,500	0.0 %
4040	Trade Refuse Collections	0	0	1,500	1,500	1,500	0.0 %
4047	Grave Digging	0	0	13,500	13,500	13,500	0.0 %
4325	Cemetery SLA	0	0	9,240	9,240	9,240	0.0 %
4995	Budgeted Reserve Amount	0	0	3,000	3,000	5,000	-2,000 166.7 %
	Cemetery :- Expenditure	709	709	48,181	47,472	5,000	42,472 11.8 %
1000	Burial Fees	0	0	30,000	-30,000		0.0 %
1020	Interment Income	0	0	7,500	-7,500		0.0 %
1021	Monumental Income	0	0	4,500	-4,500		0.0 %
1022	Grave Space Purchase Income	0	0	16,000	-16,000		0.0 %
1029	Income Commemorative Bench	0	0	1,066	-1,066		0.0 %
	Cemetery :- Income	0	0	59,066	-59,066		0.0 %
	Net Expenditure over Income	709	709	-10,885	-11,594		

Continued on Page No 2

14/05/2019

Newmarket Town Council

Item 6

10:41

Detailed Income & Expenditure by Budget Heading 30/04/2019

Page No 2

Month No : 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
203 <u>Disused Churchyards</u>							
4037 R&M - Grounds	0	0	1,000	1,000		1,000	0.0 %
4996 Budgeted spend from EMR	0	0	3,000	3,000		3,000	0.0 %
Disused Churchyards :- Expenditure	0	0	4,000	4,000	0	4,000	0.0 %
Net Expenditure over Income	0	0	4,000	4,000			
204 <u>Memorial - War,Cooper,Tutte</u>							
4014 Electricity	0	0	100	100		100	0.0 %
4036 R&M - Buildings	0	0	500	500		500	0.0 %
Memorial - War,Cooper,Tutte :- Expenditure	0	0	600	600	0	600	0.0 %
Net Expenditure over Income	0	0	600	600			
205 <u>Clocks</u>							
4014 Electricity	20	20	300	280		280	6.8 %
4036 R&M - Buildings	0	0	500	500		500	0.0 %
4177 Clock Tower Expenses	110	110	700	590		590	15.7 %
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0 %
Clocks :- Expenditure	130	130	2,500	2,370	0	2,370	5.2 %
Net Expenditure over Income	130	130	2,500	2,370			
206 <u>Bus Shelters</u>							
4036 R&M - Buildings	0	0	1,500	1,500		1,500	0.0 %
4995 Budgeted Reserve Amount	0	0	0	0	1,000	-1,000	0.0 %
Bus Shelters :- Expenditure	0	0	1,500	1,500	1,000	500	66.7 %
Net Expenditure over Income	0	0	1,500	1,500			
207 <u>General Town Maintenance</u>							
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0 %
4108 Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0 %
4140 Dog Waste Collection/Disposal	616	616	812	196		196	75.8 %
4995 Budgeted Reserve Amount	0	0	0	0	1,000	-1,000	0.0 %
General Town Maintenance :- Expenditure	616	616	11,312	10,696	1,000	9,696	14.3 %
Net Expenditure over Income	616	616	11,312	10,696			

14/05/2019

Newmarket Town Council

Item 6

10:41

Detailed Income & Expenditure by Budget Heading 30/04/2019

Page No 3

Month No : 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
208	Public Conveniences							
4011	Rates	1,448	1,448	0	-1,448		-1,448	0.0 %
4012	Water Rates	51	51	152	101		101	33.8 %
4014	Electricity	0	0	609	609		609	0.0 %
4016	Cleaning	85	85	0	-85		-85	0.0 %
4036	R&M - Buildings	124	124	508	383		383	24.4 %
4044	Public Toilet Cleansing	0	0	600	600		600	0.0 %
4046	Opening/Closing Costs	400	400	0	-400		-400	0.0 %
	Public Conveniences :- Expenditure	2,109	2,109	1,869	-240	0	-240	112.9 %
1100	Grants Received	0	0	3,300	-3,300			0.0 %
	Public Conveniences :- Income	0	0	3,300	-3,300			0.0 %
	Net Expenditure over Income	2,109	2,109	-1,431	-3,540			
211	The Queens Statue							
4012	Water Rates	0	0	203	203		203	0.0 %
4014	Electricity	0	0	300	300		300	0.0 %
4037	R&M - Grounds	270	270	1,000	730		730	27.0 %
	The Queens Statue :- Expenditure	270	270	1,503	1,233	0	1,233	18.0 %
	Net Expenditure over Income	270	270	1,503	1,233			
215	Allotments							
4037	R&M - Grounds	0	0	1,500	1,500		1,500	0.0 %
	Allotments :- Expenditure	0	0	1,500	1,500	0	1,500	0.0 %
1010	Allotment Fees	0	0	900	-900			0.0 %
	Allotments :- Income	0	0	900	-900			0.0 %
	Net Expenditure over Income	0	0	600	600			
220	Studlands							
4045	Street Lighting - Maint Cont	0	0	10,000	10,000		10,000	0.0 %
4052	Street Lighting - Repair	0	0	1,000	1,000		1,000	0.0 %
	Studlands :- Expenditure	0	0	11,000	11,000	0	11,000	0.0 %
	Net Expenditure over Income	0	0	11,000	11,000			
308	Christmas							
4310	Christmas Lights	0	0	21,000	21,000		21,000	0.0 %

14/05/2019

Newmarket Town Council

Item 6

10:41

Detailed Income & Expenditure by Budget Heading 30/04/2019

Page No 4

Month No : 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4811 CP - Christmas Lights Infrast	0	0	3,000	3,000		3,000	0.0 %
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0 %
Christmas :- Expenditure	0	0	25,000	25,000	0	25,000	0.0 %
Net Expenditure over Income	0	0	25,000	25,000			
Community Services :- Expenditure	3,862	3,862	199,605	195,743	7,000	188,743	5.4 %
Income	0	0	73,216	-73,216			0.0 %
Net Expenditure over Income	3,862	3,862	126,389	122,527			