

Membership as from May 2019

Councillor De'Ath Chairman
Councillor Cooke Vice Chairman
Councillor Drummond,
Councillor Hood,
Councillor Hulbert,
Councillor Lay
Councillor Lindsay



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 13th May 2019 at 7.15pm

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** 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 1st 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 relating to the Town to be brought to their attention.
6. **LEISURE COMMITTEE** – An introduction to the committee
7. **FINANCE** – To review the Income and Expenditure (budget enclosed)
8. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** To review previous month and discuss month ahead
9. **MEMORIAL GARDENS** – To receive an update
10. **SUMMER ENTERTAINMENT**
11. **TWINNING** – To receive an update
12. **CARNIVAL**– To consider plans for 2019
13. **WINTER WONDERLAND** - To consider plans for 2019
14. **STAGE LIGHTING** – To consider quotes
15. **SEVERALS** – request from Newmarket Academy
16. **CORRESPONDENCE:**
 - a. **Racing Centre**
17. Items for next Agenda:
18. **DATE OF NEXT MEETING: Monday 3rd June 2019**

Signed

Roberta Bennett, Town Council Manager, 8th May 2019

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

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Minutes of a Meeting of the Leisure Services Committee
Held on Monday 1st April 2019 at 7.05 pm at the Memorial Hall Newmarket

Attendance:

Councillor D Hudson (Chairman)
Councillor J Clarke
Councillor R Hood

Councillor Hulbert
Councillor M Jefferys

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

Minute		Action by
L/19/04/1	<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 proceedings may be filmed or recorded.	
L/19/04/2	<u>APOLOGIES</u> Apologies were received from Cllrs, Drummond, Lay, Nobbs and Wadham. Cllrs Hirst and Wright were absent.	
L/19/04/3	<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.	
L/19/04/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 4TH MARCH 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 4 th March 2019 and the was agreed: <u>L/19/04/4.01 Resolved</u> <u>That the minutes of the Leisure Services Committee meeting held on 4th March 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</u> There were no matters arising.	
L/19/04/5	<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</u>	

The Events Manager joined the meeting

ATTENTION

None noted.

L/19/04/6 TO REVIEW INCOME & EXPENDITURE FOR FEBRUARY 2019

The income and expenditure reports for February 2019 were noted.

L/19/04/7 TO CONSIDER PLANS FOR THE 2019 CARNIVAL

The Events Manager advised that an update on the 2019 Carnival was not available as the final accounts and bank statement for 2018 were still awaited. The following was agreed:

L/19/04/7.01 Recommendation

That a letter be sent to say that the Committee welcomed the enthusiasm to organise the 2019 Carnival, however clarity on the accounts and bank statement were required for 2018 in order to proceed.

The Events Manager asked the Committee to consider moving the Lantern workshop and Parade from winter to join the Carnival. The costs of the workshops would remain the same but savings would be made on the road closure and traffic management. The proposal was considered and the Events Manager was asked to establish the details of the Winter Wonderland in order to make an informed decision.

L/19/04/8 TO REVIEW THE BOOKINGS FOR MARCH 2019 AND STAFFING REQUIREMENTS

The Events Manager advised that the venues continued to be marketed on social media and in the Journal but bookings were slow due to the Easter Holiday. There were no staffing requirements.

L/19/04/9 TO RECEIVE AN UPDATE ON TWINNING

The Events Manager advised that 11 members had signed up for the next exchange and that 9 of them would need transport. Three quotes for a coach were considered but there were concerns that the trip would not be viable and that it required a minimum of 30 people. The following was agreed:

L/19/04/9.01 Recommendation

That delegated powers be given to the TCM to look at the numbers required to make the trip viable and for alternative transport options.

L/19/04/10 TO RECEIVE AN UPDATE ON THE MASTER PLAN PROGRESS

TCM advised that the inspection report had been received showing a few minor fixes and that the steepness of the slide access needed to be reduced. These would be completed before the opening. The water feature was up and running and all was progressing well.

L/19/04/11 CORRESPONDENCE

- AHT Art Trail – Bill Tutte booking – the request was considered and the following was agreed:

L/19/04/11.01 Recommendation

That the request to book the Bill Tutte site for two hours every Saturday between 10:00 and 12:00 from 20th July to 7th September 2019 be accepted. That the request to use the site 14th September be subject to a check being made to see if the Food Festival and BID had any plans to use the site.

L/19/04/11.02 Recommendation

That the request to use the flag pole on the High Street be accepted.

L/19/04/12 TO NOTE ANY ITEMS FOR NEXT MEETING

- Winter Wonderland
- Carnival
- Feedback on the Memorial Gardens opening event

A member of the public left the meeting.

L/19/04/13 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

L/19/04/13.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

L/19/04/14 *TO CONSIDER TENDERS FOR THE KIOSK*****

The Committee considered the two tenders that had been received and the following was agreed:

*****L/19/04/14.01 Recommendation*****

That delegated powers be given to the TCM to select the most appropriate tender subject to full paperwork being presented.

L/19/04/15 DATE OF NEXT MEETING

Monday 13th May 2019 in the Memorial Hall

Meeting closed at 7:41pm.

Signed _____ Date _____

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08/05/2019

Newmarket Town Council

13:23

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

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Month No : 1

Committee Report Leisure Services DRAFT FIGURES

Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Leisure Services**120 Memorial Hall**

4011	Rates	591	591	7,140	6,549	6,549	8.3 %
4012	Water Rates	0	0	2,700	2,700	2,700	0.0 %
4014	Electricity	619	619	4,000	3,381	3,381	15.5 %
4015	Gas	0	0	4,500	4,500	4,500	0.0 %
4016	Cleaning	90	90	0	-90	-90	0.0 %
4017	Fire Precautions	0	0	510	510	510	0.0 %
4036	R&M - Buildings	139	139	11,000	10,861	10,861	1.3 %
4038	Furniture/Fixtures/Fittings	0	0	2,500	2,500	2,500	0.0 %
4040	Trade Refuse Collections	1,020	1,020	1,632	612	612	62.5 %
4078	Refreshment Costs Hall Hire	32	32	1,224	1,192	1,192	2.6 %
4080	PWLB Loan Charges (CAP + INT)	0	0	88,919	88,919	88,919	0.0 %
4995	Budgeted Reserve Amount	0	0	2,000	2,000		0.0 %

Memorial Hall :- Expenditure	2,491	2,491	126,125	123,634		118,634	5.9 %
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1001	Hall Hire Standard Rate	3,403	3,403	35,000	-31,597		9.7 %
1016	Refreshments Income	0	0	6,120	-6,120		0.0 %

Memorial Hall :- Income	3,403	3,403	41,120	-37,717			8.3 %
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Net Expenditure over Income	-912	-912	85,005	85,917			
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301 Arts

4440	Costs - Childrens' Events	0	0	2,030	2,030	2,030	0.0 %
4442	Costs - Pocket Money Cinema	0	0	660	660	660	0.0 %
4443	Costs - Tea Dance	168	168	1,624	1,456	1,456	10.4 %

Arts :- Expenditure	168	168	4,314	4,145	0	4,145	3.9 %
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1043	Income - Tea Dance	319	319	1,550	-1,231		20.6 %
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Arts :- Income	319	319	1,550	-1,231			20.6 %
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Net Expenditure over Income	-151	-151	2,764	2,915			
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302 Winter Wonderland

4453	Cost - Winter Wonderland	0	0	9,000	9,000	9,000	0.0 %
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Winter Wonderland :- Expenditure	0	0	9,000	9,000	0	9,000	0.0 %
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1059	Income - Winter Wonderland	0	0	5,000	-5,000		0.0 %
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Winter Wonderland :- Income	0	0	5,000	-5,000			0.0 %
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Net Expenditure over Income	0	0	4,000	4,000			
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Month No : 1

Committee Report Leisure Services DRAFT FIGURES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
303 Entertainments							
4098 SoapBox Derby - costs	510	510	0	-510		-510	0.0 %
4179 Entertainment	0	0	6,000	6,000		6,000	0.0 %
Entertainments :- Expenditure	510	510	6,000	5,490	0	5,490	8.5 %
Net Expenditure over Income	510	510	6,000	5,490			
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 %
Net Expenditure over Income	0	0	2,000	2,000			
305 Carnival							
4312 Newmarket Carnival	0	0	5,000	5,000		5,000	0.0 %
Carnival :- Expenditure	0	0	5,000	5,000	0	5,000	0.0 %
Net Expenditure over Income	0	0	5,000	5,000			
306 Memorial Gardens							
4012 Water Rates	0	0	608	608		608	0.0 %
4014 Electricity	0	0	105	105		105	0.0 %
4037 R&M - Grounds	25	25	2,000	1,975		1,975	1.3 %
4041 R&M - play-equipment	0	0	2,000	2,000		2,000	0.0 %
4046 Opening/Closing Costs	260	260	5,300	5,040		5,040	4.9 %
4069 Memorial Gdns Reg.	-64,516	-64,516	30,000	94,516		94,516	-215.1
4112 Water Feature	0	0	2,000	2,000		2,000	0.0 %
4142 Memorial Garden Kiosk	135	135	1,000	865		865	13.5 %
4995 Budgeted Reserve Amount	0	0	0	0		0	0.0 %
Memorial Gardens :- Expenditure	-64,096	-64,096	43,013	107,109		89,609	-108.3 %
1004 Kiosk Income	0	0	1,200	-1,200			0.0 %
1101 Donations Received	657	657	0	657			0.0 %
Memorial Gardens :- Income	657	657	1,200	-543			54.8 %
Net Expenditure over Income	-64,753	-64,753	41,813	106,566			
307 Twinning							
4181 Twinning Expenses	0	0	2,500	2,500		2,500	0.0 %
4184 Lexington Link	0	0	1,000	1,000		1,000	0.0 %
Twinning :- Expenditure	0	0	3,500	3,500	0	3,500	0.0 %
Net Expenditure over Income	0	0	3,500	3,500			

Month No : 1

Committee Report Leisure Services DRAFT FIGURES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
310 The Severals Sports Facilities							
4011 Rates	235	235	2,741	2,505		2,505	8.6 %
4012 Water Rates	84	84	2,030	1,946		1,946	4.2 %
4014 Electricity	0	0	1,421	1,421		1,421	0.0 %
4015 Gas	0	0	1,015	1,015		1,015	0.0 %
4017 Fire Precautions	71	71	152	82		82	46.4 %
4036 R&M - Buildings	0	0	550	550		550	0.0 %
4037 R&M - Grounds	0	0	550	550		550	0.0 %
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0 %
4040 Trade Refuse Collections	0	0	200	200		200	0.0 %
4995 Budgeted Reserve Amount	0	0	500	500		500	0.0 %
The Severals Sports Facilities :- Expenditure	390	390	10,159	9,769	0	9,769	3.8 %
1002 Sports Hire Income	973	973	8,120	-7,147			12.0 %
The Severals Sports Facilities :- Income	973	973	8,120	-7,147			12.0 %
Net Expenditure over Income	-583	-583	2,039	2,621			
Leisure Services :- Expenditure	-60,537	-60,537	209,111	269,647	22,500	247,147	-18.2 %
Income	5,352	5,352	56,990	-51,638			9.4 %
Net Expenditure over Income	-65,888	-65,888	152,121	218,009			

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Tea dance 2019

Date	Coffee/Tea	Food	DJ	Total Cost	Total revenue	Profit/Loss	PAX
25 January		£18	£160.00	£178	£206.25	+£28.25	43
22 February		£15	£160.00	£175	£195.42	+£20.42	44
29 March		£18.66	£160.00	£178.66	£137.92	-£40.74	32
26 April		£13.92	£160.00	£173.92	£181.25	+£7.33	42
31 May			£160.00				
28 June			£160.00				
26 July			£160.00				
9 August			£160.00				
27 September			£160.00				
25 October -Silver Sunday			£160.00				
29 November			£160.00				
13 December			£160.00				

** VAT is excluded**

Ticket price: £3.6 plus raffle tickets £1 each

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Roberta Bennett

Subject: FW: LS correspondence

From:

Sent: 24 April 2019 11:37

To:

Subject: Stable Staff Sports Day

Hi Christy,

Hope you had a great Easter Weekend.

Following on from our discussion, we are looking to have two practice sessions in preparation for the stable staff sports day on the 7th July. We are looking to build a bit of traction for the event in the run-up and would like to have two practice sessions on the Severals to promote it.

The dates we are looking at, but very flexible, is Sunday 30th of June. Commencing at 12pm for a maximum of 2 hours. Activity will be stretching, running and jogging and probably a bit of relay practice. This is also an opportunity to make sure that staff see and know what is happening as this is a great day out for stable staff and builds a friendly competition between yards in Newmarket.

Please could you confirm these and any further details or requirements that are needed.

John Gilbert
Centre Manager



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