



Minutes of a Meeting of the Leisure Services Committee
Held on Monday 7th October 2019 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)
Councillor J Borda
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys
Councillor J Lay

Also present: Bobby Bennett - TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Joy Uney - Representative of Newmarket Music and Art, a Market Place Representative and 1 Member of the Public.

Minute	Action by
L/19/10/1 <u>ELECTION OF A CHAIRMAN</u> With apologies being received from the Chairman and no Vice Chairman available a proposal was made for the Mayor to take the Chair and the following was agreed: <u>L/19/10/1.01 Resolved</u> That the Mayor be elected as Chairman for this meeting.	
L/19/10/2 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and the TCM read the Fire Safety briefing and announced that proceedings may be filmed or recorded were not required.	
L/19/10/3 <u>APOLOGIES</u> Apologies were received from Cllrs De'Ath and Hirst.	
L/19/10/4 <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/19/10/5 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 2ND SEPTEMBER 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 2nd September 2019 and the following was agreed: <u>L/19/10/5.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 2nd September 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.	

There were no matters arising.

L/19/10/6 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

None noted.

A proposal was made to bring forward items 11, 17 & 19 and the following was agreed:

L/19/10/6.01 Resolved

That items 11, 17 and 19 be brought forward.

L/19/10/7 SUMMER ENTERTAINMENT 2019 FEEDBACK

The Events Manager advised that the feedback had been excellent and that the entertainment programme had been well received. Members noted the positive feedback and thanked the Events Manager for her work. TCM was asked to look into adding a plaque in the Gardens for Exning school.

L/19/10/8 TO REVIEW THE TOWN EVENTS PROGRAMME FOR 2020

Following this year's success the following was agreed:

L/19/10/7.01 Resolved

That NTC continues to work with Market Place to deliver the Summer Programme for 2020.

L/19/10/9 TO RECEIVE THE NEWMARKET MUSIC AND ART REPORT

Joy Uney presented the report which contained good feedback and further suggestions for next year. The following was agreed:

L/19/10/9.01 Resolved

That the report on Newmarket Music and Art be received and that delegated powers be given to the TCM and Events Manager to go through the aims in the report and formulate recommendations for 2020.

The Market Place representative and Joy Uney left the meeting.

A proposal was made to bring forward items 13, 14 & 15 and the following was agreed:

L/19/10/9.02 Resolved

That items 13, 14 and 15 be brought forward.

L/19/10/10 OKTOBERFEST

The Events Manager advised that the Solicitor had recommended that the security deposit be increased to £1000 and that this had been signed off and

agreed by the Mayor. The Events Manager would closely monitor the event to ensure that all terms and conditions are fully met.

L/19/10/11 TO CONSIDER PLANS FOR A TASTE OF CHRISTMAS 2019

The Events Manager advised that 8 traders were confirmed for the Alpine huts and that 4 food traders were being looked at. The Community Church had confirmed that they would take part with a walking Nativity and a stand in the Gardens. Plans to borrow a marquee to provide entertainment throughout the day were being looked into. The event would be held on 14th December 2019 11:00am – 6:00pm with a music and entertainment programme supported by a DJ playing Christmas records. The entertainment being looked at included a Christmas Fairy Godmother on stilts to direct people to the Gardens from the High Street, Runaway Present Train, traditional Father Christmas and the possibility of a Heliosphere.

A first draft of the flyer was considered and this would be updated when all of the entertainment activities were confirmed. The Events Manager would email a breakdown of the costs for the budget coming in at £4885.

A request was made for volunteers to help set up the event and marquee.

L/19/10/12 CARNIVAL 2020

The Events manager advised that the first Carnival Committee meeting would be held 17th October 2019 and that she was still chasing up the bank statements from the 2019 Carnival.

L/19/10/13 TO REVIEW INCOME & EXPENDITURE

TCM advised that budgets were on track and that the Soap Box Derby had performed exceptionally well. There was an unexpected cost to fix a leak in the roof of the Council Chamber. The income and expenditure reports for September 2019 would be circulated tomorrow.

L/19/10/14 TO REVIEW THE BOOKINGS EVENT STAFFING AND REQUIREMENTS – TO TIMETABLE FEE REVIEWS

The Events manager advised that bookings for September had been good and October would include the Oktoberfest.

L/19/10/15 WEST SUFFOLK PLAY SAFETY REPORT & ANNUAL REPORT

TCM advised that she was looking to set up a working group to scrutinise the reports.

L/19/10/16 MEMORIAL GARDENS WATER FEATURE

TCM advised that there was a problem with the surface of the water feature and steps would be taken to remedy this. Members considered the proposal from Ustigate Waterplay for the de-commissioning, maintenance plan and re-commissioning of the water feature and the following was agreed:

L/19/10/16.01 Resolved

That the quote Ustigate Waterplay to de-commission the water feature be

accepted.

A member of the public left the meeting.

L/19/10/17 INVITATION TO MEMBERS TO JOIN SITE INSPECTION OFFICERS

TCM advised that the working group to be set up would also be invited to join the site inspections at the Memorial Hall, Memorial Gardens, Pavilion and Sevels. A date would be sent out for the inspections along with an invitation to join the working group.

L/19/10/18 ART IN THE GARDEN

This item was deferred.

L/19/10/19 SUN LANE

Members were advised that Newmarket Academy would be working on the designs for Sun Lane.

L/19/10/20 TO REVIEW THE HIRE FEES

This item was deferred.

L/19/10/21 CORRESPONDENCE

None noted.

L/19/10/22 TO NOTE ANY ITEMS FOR NEXT MEETING

- Cricket pitch
- Deferred items

L/19/10/23 DATE OF NEXT MEETING

Monday 4th November 2019 in the Memorial Hall

Meeting closed at 8:34pm.

Signed:By the Chairman

Date:04/11/2019