



Minutes of a Meeting of the Leisure Services Committee
Held on Monday 2nd December 2019 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor J De'Ath (Chairman)
Councillor J Borda
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor J Lay

Also present: Cathy Whitaker – RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Joy Uney – Newmarket Music and Art Festival, Louise – Battle of the Bands, Paul – Sealed Knot, Representative from Vivo Outdoor Fitness, 1 Member of the Press and 1 Member of the Public.

Minute	Action by
L/19/12/1 <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 confirmed that proceedings may be filmed or recorded.	
L/19/12/2 <u>APOLOGIES</u> Apologies were received from Cllrs Drummond and Hirst.	
L/19/12/3 <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/19/12/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 4TH NOVEMBER 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 4 th November 2019 and the following amendment was made: Page 2 – L19/11/7 – Typo changed to read “Sandra Easom” Subject to the amendment being made, the following was agreed: <u>L/19/12/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 4th November 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. There were no matters arising.	
L/19/12/5 <u>PUBLIC PARTICIPATION ‘AN INVITATION TO MEMBERS OF</u>	

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

The Chairman proposed that item 15 be brought forward and the following was agreed:

L/19/12/5.01 Resolved

That item 15 be brought forward.

Joy Uney spoke to item 13 and read out the report from the Newmarket Music and Art Festival 2019 and outlined the plans for the 2020 Festival. She advised that the previous TCM had agreed to continue to support the funding, allow the use of the Memorial Hall and the use of the community area at the Bill Tutte Memorial next year.

The Chairman declared a nonpecuniary interest in the Newmarket Festival.

The following was agreed:

L/19/11/5.02 Resolved

That the request to support the Music and Art Festival 2020 that were agreed with the previous TCM to support funding, allow the use of the Memorial Hall free of charge for an exhibition in July 2020 and the Bill Tutte area every Saturday starting in March 2020, be approved subject to other community groups using the space.

A representative from Vivo Outdoor Fitness joined the meeting.

L/19/12/6 CORRESPONDENCE

• Battle of the bands

Louise advised that the dates for the Battle of the Bands competition had been agreed for the heats Sat 9th, 16th and 23rd May 2020 with the final being held on Sat 30th May 2020. Cambridge Rock Festival had agreed the loan of their equipment and sound team. The winner of the competition would get a slot at the Cambridge Rock Festival.

A request was made for NTC to support the competition and the following was agreed:

L/19/12/6.01 Resolved

That NTC supports the Battle of the Bands competition and allow the use of the Memorial Hall in May 2020 free of charge.

Louise thanked the Committee for their support and she along with Joy left the meeting.

• Re-enactment event – to receive a presentation

Paul from the Sealed Knot made a request to hold a small historic event covering the English Civil War period 1642 – 1644 on the Severals. The

event would include props and a living history camp giving talks and demonstrations of the trades relating to the period.

The request was considered and the following was agreed:

L19/12/6.02 Resolved

That NTC supports the Sealed Knot and allows the use of the Severals free of charge with free parking on a Sunday starting at 12:00 to hold a small event - date be agreed with the Events Manager.

Paul thanked the Committee for their support and left the meeting.

• **Proposed new Vivo classes**

Vivo Outdoor Fitness advised that they would like to increase the sessions on the Severals to accommodate the racing community. A proposal was made to hold additional sessions every week at 1:15 – 2:15pm on Mondays, Wednesdays and Fridays for the same hire price of £10 per session.

He was asked if it would be possible to increase the hire fee, however he advised that numbers tended to drop off over the winter and that this would not be possible.

The request was considered and the following was agreed:

L/19/12/6.03 Resolved

That NTC supports Vivo Outdoor Fitness and allows additional sessions to be held on the Severals at 1:15 – 2:15pm every Monday, Wednesday and Friday for the same agreed hire fee and be reviewed in 3 months.

The Committee were thanked for their support and the Vivo representative left the meeting.

A concern was raised regarding working with the BID and Discover Newmarket on a joint programme of events. The Events Manager advised that they all meet up along with other community groups every two months and she would find out when the next meeting would be held.

L/19/12/7 FINANCE – TO REVIEW THE INCOME AND EXPENDITURE AND TO CONSIDER BUDGET PRIORITIES

RFO presented the Income and Expenditure reports and advised that actual water meter readings were being submitted rather than receiving estimated readings. She had also obtained a credit from an old meter used for the previous water feature. The reports were noted.

Details of the Public loans were circulated at the meeting and noted. RFO was not able to provide an estimate for the cleaning contract costs until a long-term contract was agreed.

The draft budget for 20/21 was considered and a proposal was made to increase the budget for the Carnival to £10,000 and the following was agreed:

L/19/12/7.01 Recommendation

That subject to the Carnival budget being increased to £10,000, that the draft budget 20/21 for the Leisure Services Committee be received and adopted.

L/19/12/8 BOOKINGS, EVENT STAFFING AND REQUIREMENTS

The Events Manager circulated the Tea Dance accounts and the small profit made in November 2019 was noted. A New Year's Eve party had been booked but December 2019 would be a quiet month.

L/19/12/9 MEMORIAL GARDENS

- Play Safety Report – the report was received and noted.
- Masterplan Steering Group Meeting – the minutes and action plan were received and noted. RFO advised that the canopy for the sensory wall would be deferred until CCTV was installed. The Police had advised that without CCTV this would be at risk to vandalism.
- CCTV – NTC would contribute £1,000 plus VAT and West Suffolk had agreed to make up the full costs.

L/19/12/10 TO RECEIVE AN UPDATE ON A TASTE OF CHRISTMAS

The Events Manager circulated the final costs for the event at the meeting and advised that it had been widely marketed. Additional sponsorship had been received from the Jockey Club.

The Events Manager was requested to confirm that West Suffolk were also promoting this event.

L/19/12/11 TO RECEIVE AN UPDATE ON THE MEMORIAL HALL ROOF

RFO advised that additional quotes had been received but it had been difficult to look at like for like and she would seek further guidance.

L/19/12/12 TO DISCUSS THE CRICKET PITCH

Members were advised that an update for a hub on the George Lambton Playing Fields would be obtained from West Suffolk.

L/19/12/13 TO RECEIVE A DEBRIEF ON PURPLE TUESDAY

The Events Manager advised that this had been a very successful event and additional charities had been suggested to take part in 2020. Feedback was circulated at the meeting with 50% saying that it had been a good event. A Newmarket Purple Guide was available on the NTC website and a survey would be conducted to identify areas that needed improvement.

Thanks were given to the Events Manager for the fantastic work she had put in to this event.

L/19/12/14 MUSIC AND ART FESTIVAL REPORT

This item was covered in item 5.

RFO advised that 3 invoices to the value of £2,425.00 for the Soapbox Derby had been received from Newmarket Journal, that these needed approval and the following was agreed:

L/19/12/14.01 Resolved

That item 6 Finance be revisited.

L/19/12/15 FINANCE

The invoices from Newmarket Journal were received and the following was agreed:

L/19/12/15.01 Resolved

That three invoices from Newmarket Journal to the value of £2,425.00 be received and paid.

L/19/12/16 TO RECEIVE AN UPDATE ON THE CARNIVAL 2020

It was noted that NTC had resolved to take back the organising of the Carnival at the last Town Council meeting. The Chairman circulated an example of a friend of the Carnival badge which could be used to raise funds along with examples of T-shirts that could be sold. Further sponsors would be sought and a Press Release was ready to be issued. The Newmarket Journal confirmed that they would continue to run the Carnival Princess competition next year.

L/19/12/17 TO NOTE ANY ITEMS FOR NEXT MEETING

- Cricket Pitch
- Cleaners contract
- Taste of Christmas debrief
- Memorial Hall roof repair quotes
- Newmarket calendar
- Carnival 2020

L/19/12/18 DATE OF NEXT MEETING

Monday 6th January 2020 in the Memorial Hall

Meeting closed at 8:40pm.

Signed: By the Chairman Date: 06/012020