



Minutes of a Meeting of the Leisure Services Committee
Held on Monday 6th January 2020 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor J De'Ath (Chairman)
Councillor J Borda
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys
Councillor I Kirk

Also present: Deborah Sarson – Acting TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Gemma Colby – Administrator and 1 Member of the Press.

Minute		Action by
L/20/01/1	<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. A request was made to add Cllr Kirk to the list of Committee Members on the agenda.	
L/20/01/2	<u>APOLOGIES</u> Apologies were received from Cllrs Hirst, Hood and Lay.	
L/20/01/3	<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/20/01/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 2ND DECEMBER 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 2nd December 2019 and the following was agreed: <u>L/20/01/4.01 Resolved</u> <u>That the minutes of the Leisure Services Committee meeting held on 2nd December 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</u> There were no matters arising.	
L/20/01/5	<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</u>	

RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

L/20/01/6 FINANCE – TO REVIEW THE INCOME AND EXPENDITURE FOR DECEMBER 2019

This item was deferred to the next meeting.

L/20/01/7 BOOKINGS, EVENT STAFFING AND REQUIREMENTS

The Events Manager issued the feedback sheets from the tea dance and advised that Tesco had kindly donated the food and the Heath Court Hotel had provided the raffle prizes. The feedback was noted and the Events Manager would make enquires regarding costs for a dance teacher.

The Events Manager confirmed that all Saturdays in May had been booked for the Battle of the Bands competition and that both New Year's Eve parties had gone well. Newmarket Joggers had booked the Pavilion to use the changing rooms on 7th May 2020.

L/20/01/8 MEMORIAL GARDENS

- Play Safety Report – this item was deferred
- CCTV – Acting TCM advised that the mast at the Guineas and the paperwork from West Suffolk to pay the invoice were awaited.

L/20/01/9 TO RECEIVE A DEBRIEF ON A TASTE OF CHRISTMAS

The Events Manager gave a verbal debrief and presented photos of the event which despite the lack of log cabins not being available and the stalls being accommodated in the Memorial Hall, the event was well attended with over 2000 visitors. Feedback from the stall holders was issued and noted. Next year would be a much better event.

The information regarding the log cabins had been confusing and all efforts would be made to demand a refund of the money paid in advance. The following was agreed:

L/20/01/9.01 Resolved

That if a refund is not received for the log cabins that were not delivered, that a claim made to the Small Claims Court.

L/20/01/10 NEWMARKET CALENDAR

The Events Manager advised that the Calendar had been designed jointly with NTC, the BID and Discover Newmarket and was to cover all events held in Newmarket. The NTC events had been added and any known community events would also be added. A Flyer had been produced to advertise the Town Calendar on social media and a meeting was scheduled with the BID and Discover Newmarket to look at taking this initiative forward.

L/20/01/11 TO RECEIVE A RECOMMENDATION FOR THE CLEANING CONTRACT

Two quotes for the cleaning contract were considered and the following was agreed:

L/20/01/11.01 Resolved

That the quote from ACS to clean the Council premises for £492.93+VAT on a rolling monthly basis be accepted and that the option of a permanent cleaner be investigated.

L/20/01/12 TO DISCUSS THE CRICKET PITCH

An update for a hub on the George Lambton Playing Fields from West Suffolk was still awaited. Cllr Jefferys agreed to contact the clubs that had shown an interest in using the Pavilion.

L/20/01/13 TO RECEIVE AN UPDATE ON THE NEWMARKET BOMBING EXHIBITIONS

The Events Manager advised that a flyer to promote the event to be held 6th & 7th February 2020 had been produced. Sessions would be held for schools at 10:00, 12:00 and 14:00 and slots could be booked. A public session would be held at 18:00 on both days.

A request for funds was made for advertising and competition prizes and the following was agreed:

L/20/01/13.01 Resolved

That delegated power be given to the Acting TCM to spend up to £500 on advertising costs and competition prizes for the Newmarket Bombing Exhibitions.

L/20/01/14 TO RECEIVE AN UPDATE ON THE CARNIVAL 2020

The Events Manager advised that a survey had been issued to all schools asking for their input on the Carnival. A number of options were considered for a walking Carnival or floats and a theme for this year. After further discussion the following was agreed:

20/01/14.01 Resolved

That the theme of the Carnival 2020 be related to climate change and protecting the world and that it be a walking Carnival with no floats or petrol/diesel vehicles.

The Events Manager advised that the bank statement from the 2019 organisers had now been received along with confirmation that two charity donations had been made.

Acting TCM asked for more volunteers to join the working group and the following was agreed:

L/20/01/14.02 Resolved

That a Carnival 2020 Working Group comprising of the Chairman, Events Manager, Cllrs Borda, Hulbert, Jefferys, Kirk and Lay be set up.

L/20/01/15 CORRESPONDENCE

Lexington Letter of thanks for hosting their visit in September 2019 was noted.

L/20/01/16 MEMORIAL HALL ROOF REPAIRS

This item was deferred to the next meeting.

L/20/01/17 TO NOTE ANY ITEMS FOR NEXT MEETING

- Review of the start time of the meeting
- Cricket Pitch
- Carnival 2020
- Memorial Hall roof repair quotes
- Cinema
- Twinning
- Memorial Gardens

L/20/01/18 DATE OF NEXT MEETING

Monday 3rd February 2020 in the Memorial Hall

Meeting closed at 8:23pm.

Signed: By Chairman

Date: 03/02/2020