



Newmarket

TOWN COUNCIL

Minutes of the Annual Meeting of the Newmarket Town Council
held on Tuesday 29th May 2018 at 7.30 pm
at the Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP

Attendance:

Councillor A Drummond (Town Mayor)
Councillor C O'Neill (Deputy Mayor)
Councillor J Clarke
Councillor W Hirst
Councillor R Hood
Councillor D Hudson
Councillor P Hulbert

Councillor M Jefferys
Councillor J Lay
Councillor J Morrey
Councillor R Nobbs
Councillor A Starkey
Councillor P Winter
Councillor D Wright

Also Present: Roberta Bennett – TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Gillian Padbury – Admin Officer, Cllr Robin Millar - SCC, 1 Member of the Press and 4 Members of the Public.

Minute	Action by
18/05/1 <u>FIRE SAFETY BRIEFING AND ANNOUNCEMENT THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Mayor opened the meeting at 7:36pm and read out the Fire Safety Briefing. TCM presented the Mayor with a plaque giving thanks for his work and service over the last two years and a round of applause was given. The Mayor thanked colleagues and advised that he had given a last speech at the last meeting and that tonight was about the new Mayor.	
18/05/2 <u>ELECTION OF TOWN MAYOR</u> The Mayor invited nominations for the position of Town Mayor. Two nominations were received, Cllr O'Neill proposed Cllr Jefferys seconded by Cllr Hirst, Cllr Drummond proposed Cllr Hood seconded by Cllr Nobbs. There were no other nominations and a vote was taken. <u>18/05/2.01 Resolved</u> Cllr Hood was duly elected to serve as Town Mayor for Newmarket for 2018/19. Cllr Hood took the Chair and thanked colleagues for the opportunity to serve as the Mayor. She also gave thanks to the former Mayor for his work for the Town Council and a round of applause was given.	
18/05/3 <u>TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE</u>	

The Mayor would sign the declaration of acceptance of office of Town Mayor after the meeting and thanked Members for their votes.

18/05/4 ELECTION OF DEPUTY TOWN MAYOR

The Mayor invited nominations for the position of Deputy Town Mayor.

Two nominations were received, Cllr Drummond proposed Cllr Lay seconded by Cllr Nobbs, Cllr O'Neill proposed Cllr Jefferys seconded by Cllr Clarke. There were no other nominations and a vote was taken.

18/05/4.01 Resolved

Cllr Lay was duly elected to serve as Deputy Town Mayor for Newmarket for 2018/19.

18/05/5 DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Lay would sign the declaration of acceptance of office of Deputy Town Mayor after the meeting.

Cllr Wright left the meeting

18/05/6 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Appleby, Berry and Wadham.

18/05/7 ANNOUNCEMENT TO COUNCILLORS THAT PROCEEDINGS MAY BE FILMED, PHOTOGRAPHED OR RECORDED

The Mayor read out the announcement that the meeting may be filmed or recorded.

18/05/8 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

None noted.

18/05/9 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION RELATING TO ITEMS LISTED IN THE PUBLIC PART OF THE AGENDA OR MATTERS RELATING TO THE BUSINESS OF THE COUNCIL

None noted.

18/05/10 TO RECEIVE ANY ITEMS BROUGHT FORWARD FROM THE ANNUAL MEETING OF THE TOWN

TCM advised that she had noted the following items:

- To reiterate the Town Council's support of resident parking zones
- Maintenance and forward planning for the play area in the Memorial Gardens
- Strengthen links with Newmarket BID and support them to improve

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retail in the Town

- The removal of dog and waste bins from the Yellow Brick Road
- Talk to Tesco regarding trolley wheel restrictors
- The smell of the water course at the Yellow Brick Road

A plan of action would be produced to take these items forward.

18/05/11 TO RECEIVE AND CONFIRM THE MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 30TH APRIL 2018

The Mayor presented the minutes of the ordinary Town Council meeting held on 30th April 2018 and the following amendments were made:

Page 3 – 18/04/8 – the following was added to the last sentence “congested A14/1A42 junction”

Page 7 – 18/04/20.01 Resolved – the details of the named vote were added as follows. The results of the vote are in the table below:

Councillor	For	Against	Abstention
Appleby		X	
Berry	X		
Clarke			X
Drummond	X		
Hirst			X
Hood	X		
Hudson	X		
Hulbert	X		
Jefferys		X	
Lay	X		
Morrey	X		
Nobbs	X		
O'Neill		X	
Starkey	X		
Wadham	X		
Winter		X	

Page 10 – 18/04/25 – 3 runs was amended to read 2 runs.

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

18/05/11.01 Resolved

That the minutes of the Ordinary Town Council meeting held on 30th April 2018 be signed as a correct record by the Town Mayor.

18/05/12 TO RECEIVE THE REPORT AND RECOMMENDATIONS FROM THE DEVELOPMENT & PLANNING COMMITTEE MEETING HELD ON 8TH & 21ST MAY 2018

The Chairman of the Development & Planning Committee presented the

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minutes of the Development & Planning Committee meeting held on 8th & 21st May 2018. There were no recommendations.

18/05/13 TO RECEIVE THE REPORT AND RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 14TH MAY 2018

The Chairman of the Community Services Committee presented the minutes of the Community Services Committee meeting held on 14th May 2018.

18/05/13.01 Resolved (C/18/05/7.01 Recommendation)

That the revised terms of reference be received and adopted.

18/05/13.02 Resolved (C/18/05/9.01 Recommendation)

That the lease between NTC and Newmarket Allotments Association for a period of 7 years from 1st October 2018 to 30th September 2024 be approved.

18/05/13.03 Resolved (C/18/05/10.01 Recommendation)

That the licence for the use of land at 45 Field Terrace Way for a period of 4 years from 4th November 2017 to 3rd November 2021 be approved.

18/05/13.04 Resolved (C/18/05/11.01 Recommendation)

That an additional amount of £5,950 + VAT be added to the Christmas Lights budget from the operating budget.

18/05/13.05 Resolved (C/18/05/11.02 Recommendation)

That £1,950 + VAT be transferred from the Christmas Lights EMR to cover additional infrastructure costs.

18/05/13.06 Resolved (C/18/05/17.01 Recommendation)

That Mia Witham be appointed as the designer for the Memorial Gardens project and that the Chairman and RFO be given delegated power to manage the associated fees.

18/05/13.07 Resolved (C/18/05/18.01 Recommendation)

That Massey & Harris be appointed as the providers of play equipment for the Memorial Garden project.

18/05/13.08 Resolved (C/18/05/19.01 Recommendation)

That Survey Solutions be appointed as the topographical surveyor for the Memorial Garden project.

18/05/14 TO RECEIVE THE REPORT AND RECOMMENDATIONS FROM THE LEISURE SERVICES COMMITTEE MEETING HELD ON 8TH MAY 2018

The Chairman of the Leisure Services Committee presented the minutes of the Leisure Services Committee meeting held on 8th May 2018.

18/05/14.01 Resolved (L/18/05/11.01 Recommendation)

That the quote for £945.19 to manage the road closure on Saturday 15th September 2018 from 8:00am – 5:30pm be accepted.

18/05/14.02 Resolved (L/18/05/13.01 Recommendation)

That the £500 donation made out to NTC be received and added to the £5,000 Carnival budget. That £5,500 be transferred to the Carnival organisers.

18/05/15 TO RECEIVE THE REPORT AND RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 14TH MAY 2018

The Chairman of the Human Resources Committee presented the minutes of the Human Resources Staffing Committee meeting held on 14th May 2018.

18/05/15.01 Resolved (H/18/05/7.01 Recommendation)

That subject to amendments being made, the HR Committee report to the Annual Meeting of the Town be approved.

18/05/16 TO RECEIVE THE REPORT AND RECOMMENDATIONS FROM THE FINANCE & POLICY COMMITTEE MEETING HELD ON 21ST MAY 2018

The Chairman of the Finance & Policy Committee presented the minutes of the Finance & Policy Committee meeting held on 21st May 2018.

18/05/16.01 Resolved (F/18/05/14.01 Recommendation)

That the Standing Orders and Financial Standing Orders be received and adopted.

A proposal was made to change Standing Orders 9(f) for Chairmen and Vice Chairmen to be elected at the first individual Committee meeting rather than at the Annual Meeting of the Town Council. The proposal was not carried.

18/05/17 TO APPOINT MEMBERS TO COMMITTEES OF THE COUNCIL AND APPOINT CHAIRMAN AND VICE CHAIRMAN OF EACH COMMITTEE

The Mayor proposed that Councillors indicate which Committee they would wish to serve on and following this they would be elected on block.

It was noted that the Town Mayor and Deputy Town Mayor and the preceding Town Mayor were ex officio Members of all the Town Council's Committees.

The Town Council agreed to the following Committee memberships, Chairmen and Vice Chairmen as follows:

1. Development & Planning Committee

18/05/17.01 Resolved

That Cllrs Clarke, Berry, Drummond, Hirst, Hood, Hulbert, Morrey, Lay, Nobbs, O'Neil, Wadham and Winter be members of the Development & Planning Committee for the year 2018/19. Chairman Cllr Morrey, Vice Chairman Cllr Lay.

2. Community Services Committee

18/05/17.02 Resolved

That Cllrs Anderson, Clarke, Drummond, Hirst, Hood, Hulbert, Jefferys, Morrey, Nobbs, O'Neil, Starkey, Wadham and Winter be Members of the Community Services Committee for the year 2018/19. Chairman Cllr Winter Vice Chairman Cllr Starkey.

3. Leisure Services Committee

18/05/17.03 Resolved

That Cllrs Clarke, Drummond, Hirst, Hood, Hudson, Hulbert, Jefferys, Nobbs and Wadham be Members of the Leisure Services Committee for the year 2018/19. Chairman Cllr Nobbs Vice Chairman Cllr Hudson

4. Finance & Policy Committee

18/05/17.04 Resolved

That the Town Mayor, Deputy Town Mayor, immediately preceding Town Mayor, Chairmen of Committees be members of the Finance & Policy Committee for the year 2018/19. Chairman Cllr Drummond Vice Chairman Cllr Lay. Vice Chairmen of committees would be able to attend as substitutes on occasions where the chairmen are unavailable to attend.

5. Human Resources Committee

18/05/17.05 Resolved

That the Town Mayor, Deputy Town Mayor, immediately preceding Town Mayor, Chairmen of Committees be members of the Human Resources Committee for the year 2018/19. Chairman Cllr Town Mayor Vice Chairman Cllr Drummond. Vice Chairmen of committees would be able to attend as substitutes on occasions where the chairmen are unavailable to attend.

18/05/18 TO ELECT/CONFIRM TOWN COUNCILLORS AS REPRESENTATIVES ON OTHER BODIES

18/05/18.01 Resolved

That members be elected as representatives on other bodies for 2018/19 as listed below:

Group	Representative
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Twinning Association (Maisons Laffitte)	Town Mayor & O'Neill
Planning Service User Group – Resolved that Representatives should always be Chairman & Vice-Chairman of D&P	Chairman & Deputy Chairman of D&P Committee
Lexington Link	Cllrs Starkey & O'Neill
World Heritage Status Group	Chair of D&P & TCM
Horsewalk Maintenance Group	Cllrs Berry & O'Neill
Newmarket Retailers Association	Cllr Clarke, Hirst & Hulbert
MARPA	Cllr Hulbert
Newmarket Rail Group	Cllrs Hulbert & Starkey
Newmarket Neighbourhood Plan Steering Committee	Cllrs Drummond, Hirst, Hood, Jefferys, Lay, Morrey & Wadham
Newmarket Vision Steering Group	Town Mayor
Newmarket Vision Transport Delivery Group	Cllrs Hirst, Hood, Hulbert & Starkey
Newmarket Vision Education Group	Cllrs Hood, Jefferys & Starkey
Mildenhall & Lakenheath Airbase Group	Town Mayor & Cllr Hulbert
Suffolk Preservation Society	Cllr Morrey
Safer Neighbourhood Team & West Suffolk Crime & Disorder	Cllrs Anderson, Lay & Wright
Chamber of Commerce Newmarket & Suffolk	All Cllrs
Newmarket BID	Cllr Winter
Great Local Run	Cllr Jefferys
PCSO & Police Liaison	Cllrs Drummond, Lay & Winter
High Street Design Project	Cllrs Starkey & Winter
Memorial Gardens Master Plan	Cllrs Jefferys, Nobbs, Starkey & Winter
Website/Digital/Media	Cllrs Starkey & Winter

18/05/19 TO RECEIVE THE AUDIT REPORT FOR THE YEAR ENDING 31ST MARCH 2018

Members received the Audit Report for the year ending 31st March 2018 and congratulations were given to TCM and her team for achieving an excellent report and the Council for the work done. The following was agreed:

18/05/19.01 Resolved

That the Audit Report for the year ending 31st March 2018 be received and adopted.

18/05/20 TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN

There was nothing further to add to the report given at the AMT.

The Mayor proposed that Item 24 be brought forward and the following was agreed:

18/05/20.01 Resolved

That item 24 Reports from County Councillors be brought forward.

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18/05/21 TO RECEIVE AND NOTE (IF ANY) FROM COUNTY COUNCILLORS

Cllr Millar had nothing to add to the report given at the Annual Meeting of the Town regarding the new leadership and the outstanding issues at Snailwell Road and Studlands. Damage had been reported to the railings outside of Waitrose and these would be fixed in the next maintenance slot over a 14 week window.

Cllr Hood advised that the new SCC Leader was Matthew Hicks and the Deputy Leader was Mary Evans who was responsible for Highways and that changes would be made.

A request was made for SCC Cllrs to lobby for the reopening of the Newmarket waste recycling depot which had been closed for 8 years. The Mayor agreed to take this forward and requested that an item be put on the next agenda.

A request was made to look at a safety issue for vehicles turning right from Snailwell Road on to Fordham Road. Details would be sent to Cllr Millar.

18/05/22 TO CONSIDER QUOTES FOR FIRE DOORS

TCM advised that only two quotes had been received and the following was agreed:

18/05/22.01 Resolved

That due to the urgency of the work, two quotes instead of three be considered.

Two quotes were considered and the following was agreed:

18/05/22.02 Resolved

That the quote from Godfrey & Hicks for £3,336.69 + VAT to replace and fix a number of fire doors be accepted.

18/05/23 TO ADOPT THE HALL HIRE CHARGES FOR THE YEAR

The Hall hire charges for the year were considered and the following was agreed:

18/05/23.01 Resolved

That subject to confirmation of the policy for commercial companies and Health & Safety arrangements, the Hall Hire Charges be adopted for 2018/19.

18/05/24 TO APPROVE FINAL COSTS FOR THE WEBSITE PROJECT

Members were advised that the project was at the final stage to make a seamless link with NTC, Discover Newmarket and Love Newmarket websites. This would prevent duplication of information and make it easier for users to use the links. The costs for the final stage of the project were considered and the following was agreed:

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18/05/24.01 Resolved

That costs for the final stage of the website project for £1,687.50 + VAT and £300 + VAT for the Logo be approved.

18/05/25 TO RECEIVE AND NOTE (IF ANY) REPORTS FROM DISTRICT COUNCILLORS

None noted.

18/05/26 TO RECEIVE THE FORMER TOWN MAYOR'S ANNOUNCEMENTS

The Mayor's itinerary for May 2018 included the following:

- 3rd May 2018 – Started the Heath Race and presented prizes
- 10th May 2018 – Royal Visit- Prince Edward to the Real Tennis Club
- 15th May 2018 – Attended a meeting at FHDC to resolve a boundary dispute between Exning and Newmarket Neighbourhood Plan
- 18th May 2018 – Received the twinning delegates at the Memorial Hall and hosted Marie-Alice Bels who had given a book to the Council as a gift
- 18th May 2018 – Opened the new Unique night club
- 21st May 2018 – Launched the NTC/BID/Wintercomfort alternative giving scheme
- 29th May 2018 – Annual Town Meeting

18/05/27 TO RECEIVE AN UPDATE ON THE NEWMARKET VISION

This item was deferred to the next full Council meeting.

18/05/28 TO CONSIDER THE FINANCIAL AND BUSINESS RISK ASSESSMENTS 2018 AND REVIEW THE OPERATIONAL RISK ASSESSMENT SCHEME

TCM presented the report and advised that a number of risks had been reduced. The risk management scheme was considered and the following was agreed:

18/05/28.01 Resolved

That the Financial and Business Risk Assessments 2018 and the Operational Risk Assessment Scheme be adopted.

TCM was thanked for her efforts in producing the new Risk Assessment scheme.

18/05/29 TO RECEIVE REPORT(S) FROM TOWN COUNCILLORS ELECTED AS REPRESENTATIVES ON OTHER BODIES

None noted.

18/05/30 TO RECEIVE WARD REPORT(S) FROM TOWN COUNCILLORS

Members were advised that Greggs had been approached to increase the Minutes of the Annual Town Council Meeting held on Tuesday, 29th May 2018

seating area outside of the shop and that their head office were considering plans. These would be presented to NTC.

18/05/31 TO CONSIDER CORRESPONDENCE

The following correspondence was noted:

- Email from SCC regarding post 16 Travel Policy
- Newsletter – Safer Neighbourhood Team
- Cambridge and Peterborough Minerals and Waste Consultation

18/05/32 TO CONSIDER THE CLOSURE OF MARKS AND SPENCER AND THE POTENTIAL IMPACT ON THE TOWN CENTRE

Members were advised that a response had been received from M&S regarding the closure of the store. They had been informed that when the market moves to the High Street this would provide additional parking spaces for customers. Cllrs and residents were encouraged to contact the store on 0333 014 8555 to request that M&S reconsider plans to close. Any other planned positive changes should also be sent to M&S.

A request was made for NTC to look at public transport links to help increase footfall.

18/05/33 DATE OF NEXT MEETING

Monday, 25th June 2018 at 6.00 pm.

Meeting closed at 8:57pm

Signed : _____

Date : _____