



Newmarket

TOWN COUNCIL

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

Attendance:

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

Councillor R Hood
Councillor M Jefferys
Councillor Hulbert
Councillor J Lay

Also present: Christy Argyroudi – Events Manager, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, and 1 Member of the Press and 3 Members of the Public.

Minute	Action by
L/19/09/1 <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/19/09/2 <u>APOLOGIES</u> None noted. Cllr Cooke was absent.	
L/19/09/3 <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/19/09/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 5TH AUGUST 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 5th August 2019 and the following was agreed: <u>L/19/09/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 5th August 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. There were no matters arising.	
L/19/09/5 <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 ATTENTION</u>	

A representative from the Newmarket Community Arts Group advised that they had been disappointed not to secure the Palomino Pub as a community asset but would continue to look for alternative venues to put on events. The arts were important to residents and they would aim to drive the project forward. They were planning to hold music workshops and needed £3,000 to fund PA equipment. They were also planning to run a Community Arts competition and asked if NTC would like to join the running of this project. The Chairman advised her to contact the Newmarket Festival for a grant and the Newmarket Choir to see if they could be the nominated charity next year.

An item on the Newmarket Community Art Group would be added to the next agenda.

Two members of the public left the meeting

L/19/09/6 TO REVIEW INCOME & EXPENDITURE

The income and expenditure reports for July 2019 were reviewed and noted.

L/19/09/7 TO REVIEW THE BOOKINGS EVENT STAFFING AND REQUIREMENTS – TO TIMETABLE FEE REVIEWS

The Events manager advised that there were 2 parties booked for 28th September in the Memorial Hall and Pavilion and a wedding booked for 4th October. A volunteer was required to open and close a children's party on 14th September in the afternoon. Cllr Hirst volunteered with possible help from Cllr Borda depending on the timings.

L/19/09/8 WEST SUFFOLK PLAY SAFETY REPORT

RFO advised that an update was not available however complaints had been received from parents regarding children climbing up the side of the castle slide. It was noted that this was misuse of the equipment and that parents were responsible for ensuring that the equipment is used safely and correctly.

The providers of the equipment had suggested adding a guard and this would be looked into. Advice would be sought from the play equipment safety inspectors and permanent signs for how to use the equipment and for parents to be responsible for how the children use the equipment would also be looked at.

L/19/09/9 TO RECEIVE A REPORT ON THE NEWMARKET SOAPBOX DERBY

Members were advised that the event went well for a first time event and that there were a lot of learning points for any future events. A debriefing meeting had been held and a full report would be presented to full Council.

The Mayor thanked Cllr Lay and the Events Manager for the work they had put in and thanks were also given to all of the volunteers who had helped to make it a fun and successful day.

L/19/09/10 TO RECEIVE A REPORT ON THE CARNIVAL 2019

The Events manager circulated a report from the organisers and bank statements and receipts would be received soon. It was noted that the event

had not been as good as last year due to the weather, lack of floats from Masters Logistical and sponsorship. The organisers had suggested getting help form a Carnival Committee and a Committee would be set up consisting of the Events Manager, Chairman and organisers.

L/19/09/11 SUN LANE

Members were advised that there was no further update and costs for flower boxes and benches would be presented at the next meeting. TCM would be asked to look at Tesco Section 106 monies for the wrought iron arches for Sun Lane and Wellington Street.

L/19/09/12 TO CONSIDER PLANS FOR A TASTE OF CHRISTMAS 2019

The Events Manager advised that she had been approached by local traders for the Alpine huts and she had asked the Church about arranging a walking nativity. She was talking with various entertainment agencies and the marketing would start mid-October.

L/19/09/13 CHRISTMAS TREE STAND

This item was deferred to the next meeting.

L/19/09/14 OKTOBERFEST

The Events Manager advised that the event would be held on Saturday 19th October 2019 1:00 – 10:00pm. Tickets would cost £18.50 and included one drink. Social media had indicated that 122 were going to the event and that 1,300 were interested.

There would be a large marquee with an adjoining small tent situated near the Pavilion and away from the horse walk. There would be 12 bars in the marquee and an additional 3 bars in the small tent. The tents would be fenced off and 2 bands would be providing interval music with 2 street food traders providing the food.

They would need access to the Severals from Thursday 17th October to set up and from Sunday 20th – Tuesday 22nd to break down and clear the site. A hire agreement would be drafted similar to that of the Carnival along with a request for liability insurance, licences, a safety plan and risk assessments.

Members discussed the fees for hiring the Pavilion and the following was agreed:

L19/09/14.01 Resolved

That a hire fee of £1,000 be charged for the Pavilion with a £500 refund if the site is left clean with no damage.

The Events Manager was asked to look at NTC being promoted as a supporter of the event.

L/19/09/15 TO REVIEW THE TOWN EVENTS PROGRAMME FOR 2020

The Events Manager gave a breakdown of the programme for 2020 which

included the following:

19th October – Oktoberfest at the Severals
25th October – Celebrate Silver Sunday a free tea dance event
12th November – Purple Tuesday in the Memorial Hall
14th December – a Taste of Christmas
Tea Dance – last Friday each month £4.50 from 2:00 – 4:15pm
Mid-January – “Meet & Match” event in the Memorial Hall for Community groups
Car boot sales – 8 charities to be selected dates will be available on the website
4th July – Carnival
30th July – 27th August – Summer Entertainment Programme in the Memorial Gardens
30th August – Soapbox Derby 30th August

20th September – Lexington Twinning event 2nd welcome reception
29th May – 1st June – Maison Lafitte Twining event to include accommodation, welcome reception and daily excursions with lunch.

L/19/09/16 TO REVIEW THE HIRE FEES

The Events Manager circulated the current hire fees at the meeting and Members would review them and bring comments to the next meeting.

L/19/09/17 CORRESPONDENCE

None noted.

L/19/09/18 TO NOTE ANY ITEMS FOR NEXT MEETING

- Carnival 2020
- Sun Lane
- Taste of Christmas
- Summer Programme
- Review of hire fees
- Castle slide
- Cricket pitch
- Community Arts Group
- Christmas tree stand

L/19/09/19 DATE OF NEXT MEETING

Monday 7th October 2019 in the Memorial Hall

Meeting closed at 8:28pm.

Signed _____

Date _____