



Newmarket

TOWN COUNCIL

Membership as from May 2019

Councillor De'Ath - Chairman
Councillor Cooke - Vice Chairman
Councillor Drummond,
Councillor Hood,
Councillor Hulbert,
Councillor Lay
Councillor Lindsay

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the

LEISURE SERVICES COMMITTEE to be held at

Memorial Hall, High Street, NEWMARKET on

Monday 3rd June 2019 at 7.15pm

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded
2. **APOLOGIES** To receive and accept apologies for absence
3. **REGISTER OF INTERESTS** Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members Dispensation
4. **MINUTES OF PREVIOUS MEETING** To receive and confirm for accuracy the Minutes of the Meeting held on 13th May 2019 and any matters arising
5. **PUBLIC PARTICIPATION** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. **FINANCE** – To review the Income and Expenditure (budget enclosed)
7. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** – To timetable fee reviews
8. **SUMMER ENTERTAINMENT** – To approve costs
9. **CARNIVAL**– To consider plans for 2019
10. **WINTER WONDERLAND** - To consider plans for 2019
11. **CORRESPONDENCE:**
 - a. **E-mail re: Running Track**
12. Items for next Agenda:
13. **DATE OF NEXT MEETING: Monday 1st July 2019**

Signed

Roberta Bennett, Town Council Manager, 29th May 2019

Distribute to the following for information: County & District Councillors, The Press, Newmarket Town Council
Notice Boards & the Web-site

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 13th May 2019 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor J De'Ath (Chairman)
 Councillor A Drummond
 Councillor R Hood

Councillor Hulbert
 Councillor J Lay
 Councillor K Lindsay

Also Present: Bobby Bennett – TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Appleby, Jefferys, Kerby, O'Neill and 4 Members of the Public.

Minute	Action by
L/19/05/1 <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/19/05/2 <u>APOLOGIES</u> Apologies were received from Cllr Cooke.	
L/19/05/3 <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/19/05/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 1ST APRIL 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 1st April 2019 and the following was agreed: <u>L/19/05/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 1st April 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. There were no matters arising.	
L/19/05/5 <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 resident praised the work achieved by the last Committee and asked what	

ideas and plans the new Committee had. The Chairman advised that there were plans for new events which would be considered by full Council.

Cllr Jefferys advised that over the years this Committee had achieved many successes that had made a difference for the Town but he failed to understand why the Committee had fewer numbers and that the skills and ideas of a larger group were being excluded.

L/19/05/6 INTRODUCTION TO THE LEISURE SERVICES COMMITTEE

TCM gave an overview of the remit and responsibilities of the Leisure Services Committee.

Cllr Appleby left the meeting.

L/19/05/7 TO REVIEW INCOME & EXPENDITURE FOR APRIL 2019

TCM gave an overview of the budget and the need to keep within it. The income and expenditure reports for April 2019 were noted.

Cllr O'Neill left the meeting.

L/19/05/8 TO REVIEW THE BOOKINGS FOR MARCH 2019 AND STAFFING REQUIREMENTS

The Events Manager advised that there were 8 bookings so far for June 2019 and there were no staffing requirements. The Tea Dances were going well and the Heath Court Hotel would continue to support the raffle.

Use of the Bill Tutte Memorial over the summer would include the following:

Saturday 15th June 2019 - National Armed Forces Day organised by Newmarket BID. Events Manager would check this with the Bill Tutte Committee.

Saturday 13th July 2019 – Music and Art Festival 10:00am to 4:00pm 6 groups would be performing.

20th July – 14th September 2019 – Animal Health Trust Art Trail – performances would take place between 10:00am – 12:00 each day and it was confirmed that this would not clash with the Food and Drink Festival.

L/19/05/9 TO RECEIVE AN UPDATE ON THE MEMORIAL GARDENS

TCM advised that there were a few minor snagging issues to resolve and the bin collections had been increased to twice weekly. All of the equipment had been obtained for the watering of the Gardens. There had been a number of fantastic comments from users on the improvements which would collated.

L/19/05/10 SUMMER ENTERTAINMENT

Ally Atkins gave an update on the plans for the 6 week creative programme over the summer which would look to attract all residents and not just families. She was looking for support for a further £1,000 for a story teller. The Chairman thanked Ally for the update and the Committee were confident that they would be able to provide further funding.

TCM was asked to ask the Kiosk to carry out a survey of the Gardens on the number of visitors over the next 14 days. This would be carried out again during the school holidays to compare usage.

L/19/05/11 TO RECEIVE AN UPDATE ON TWINNING

TCM advised that she had been given delegated powers to look into the viability of a trip to France. Only 9 people had confirmed places and regrettably it would not be viable and would be postponed until the following year.

Ally Atkins left the meeting

The Events Manager advised that she had done all she could to generate more interest but did not manage to get more people signed up.

Members discussed the need to keep the twinning going and it was noted that Newmarket Choir had performed in France 3 years ago and that the Rugby Club used to play in France and the French had also played here over a number of years.

Cllr Kerby left the meeting.

It was noted that more effort was needed to gather contact details of Community groups and to provide information of the scheme to promote interest for next year.

L/19/05/12 TO CONSIDER PLANS FOR THE CARNIVAL 2019

Members were advised that the Mayor and Cllr Nobbs had met with the Carnival organisers and identified that a few receipts from last year were missing. The organisers were more aware of keeping a record of how public money was spent and were keen to organise the 2019 Carnival. The License Agreement had been revised and the organisers would invited to sign it.

Cllrs Jefferies and a member of the public left the meeting.

The Chairman advised that the Committee should look for ways to make the Carnival a bigger event year on year and this would be looked at.

L/19/05/13 TO CONSIDER PLANS FOR THE WINTER WONDERLAND 2019

TCM advised that the Lantern parade used to go from the Pavilion to the Memorial Gardens but with the Gardens being shut last year, it was included in the Christmas lights switch on which did not go so well.

The Events Manager advised that there was a budget of £4,000 and that Newmarket BID events had been scaled back for this year. The Christmas lights switch on would be 15th November 2019 followed by a Christmas Market 16/17th November 2019. Father Christmas would be at the Museum and a pantomime would be held in the Memorial Hall.

It was suggested that a Festival of Light could be held in the Memorial Gardens instead of the Lantern Workshop and parade. The working group of

the Mayor, TCM and Events Manager would look into new ideas for using the Winter Wonderland budget for 2019.

L/19/05/14 TO CONSIDER QUOTES FOR STAGE LIGHTING

TCM advised that it was a legal requirement to get the stage lighting inspected and tested. Members considered 3 quotes and the following was agreed:

L/19/05/14.01 Recommendation

That the quote from Future Electrical for £480 + £175 be accepted to inspect and test the stage lighting in the Memorial Hall.

L/19/05/15 SEVERALS - TO CONSIDER A REQUEST FROM NEWMARKET ACADEMY

It was noted that cricket used to be played on the George Lambton field and that West Suffolk should be asked to provide a long term solution. The request to use the Severals was considered and the following was agreed:

L/19/05/15.01 Resolved

That the request from Newmarket Academy to use the Severals for cricket be accepted in the short term and that West Suffolk and SCC be approached to provide a long term solution.

L/19/05/16 CORRESPONDENCE

- Racing Centre – request to use the Severals for 2 Sundays in June for practise sessions for a Staff Sports Day to promote the event. Events Manager was asked to find out where the Sports Day would be held.

L/19/05/17 TO NOTE ANY ITEMS FOR NEXT MEETING

- 2019 Carnival
- 2019 Winter Wonderland
- Community Groups in Newmarket

L/19/05/18 DATE OF NEXT MEETING

Monday 3rd June 2019 in the Memorial Hall

Meeting closed at 8:30pm.

Signed _____ Date _____

15/05/2019

Newmarket Town Council

Item 6

16:07

Detailed Income & Expenditure by Budget Heading as at 30/04/2019

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Month No : 1

Committee Report Leisure Services M1

Leisure Services

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
120	<u>Memorial Hall</u>							
4011	Rates	591	591	7,140	6,549		6,549	8.3 %
4012	Water Rates	0	0	2,700	2,700		2,700	0.0 %
4014	Electricity	619	619	4,000	3,381		3,381	15.5 %
4015	Gas	0	0	4,500	4,500		4,500	0.0 %
4016	Cleaning	90	90	0	-90		-90	0.0 %
4017	Fire Precautions	0	0	510	510		510	0.0 %
4036	R&M - Buildings	502	502	11,000	10,498		10,498	4.6 %
4038	Furniture/Fixtures/Fittings	0	0	2,500	2,500		2,500	0.0 %
4040	Trade Refuse Collections	1,020	1,020	1,632	612		612	62.5 %
4078	Refreshment Costs Hall Hire	37	37	1,224	1,187		1,187	3.0 %
4080	PWLB Loan Charges (CAP + INT)	0	0	88,919	88,919		88,919	0.0 %
4995	Budgeted Reserve Amount	0	0	2,000	2,000	5,000	-3,000	250.0 %
	Memorial Hall :- Expenditure	2,859	2,859	126,125	123,266	5,000	118,266	6.2 %
1001	Hall Hire Standard Rate	3,745	3,745	35,000	-31,255			10.7 %
1016	Refreshments Income	46	46	6,120	-6,074			0.7 %
	Memorial Hall :- Income	3,791	3,791	41,120	-37,329			9.2 %
	Net Expenditure over Income	-933	-933	85,005	85,938			
301	<u>Arts</u>							
4440	Costs - Childrens' Events	0	0	2,030	2,030		2,030	0.0 %
4442	Costs - Pocket Money Cinema	0	0	660	660		660	0.0 %
4443	Costs - Tea Dance	177	177	1,624	1,447		1,447	10.9 %
	Arts :- Expenditure	177	177	4,314	4,137	0	4,137	4.1 %
1043	Income - Tea Dance	319	319	1,550	-1,231			20.6 %
	Arts :- Income	319	319	1,550	-1,231			20.6 %
	Net Expenditure over Income	-143	-143	2,764	2,906			
302	<u>Winter Wonderland</u>							
4453	Cost - Winter Wonderland	0	0	9,000	9,000		9,000	0.0 %
	Winter Wonderland :- Expenditure	0	0	9,000	9,000	0	9,000	0.0 %
1059	Income - Winter Wonderland	0	0	5,000	-5,000			0.0 %
	Winter Wonderland :- Income	0	0	5,000	-5,000			0.0 %
	Net Expenditure over Income	0	0	4,000	4,000			

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Month No : 1

Committee Report Leisure Services M1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
303	Entertainments							
4098	SoapBox Derby - costs	510	510	0	-510		-510	0.0 %
4179	Entertainment	0	0	6,000	6,000		6,000	0.0 %
	Entertainments :- Expenditure	510	510	6,000	5,490	0	5,490	8.5 %
	Net Expenditure over Income	510	510	6,000	5,490			
304	Tourism							
4311	Christmas Tree	0	0	1,000	1,000		1,000	0.0 %
4320	Legends of the Turf	0	0	1,000	1,000		1,000	0.0 %
	Tourism :- Expenditure	0	0	2,000	2,000	0	2,000	0.0 %
	Net Expenditure over Income	0	0	2,000	2,000			
305	Carnival							
4312	Newmarket Carnival	0	0	5,000	5,000		5,000	0.0 %
	Carnival :- Expenditure	0	0	5,000	5,000	0	5,000	0.0 %
	Net Expenditure over Income	0	0	5,000	5,000			
306	Memorial Gardens							
4012	Water Rates	0	0	608	608		608	0.0 %
4014	Electricity	0	0	105	105		105	0.0 %
4037	R&M - Grounds	42	42	2,000	1,958		1,958	2.1 %
4041	R&M - play-equipment	0	0	2,000	2,000		2,000	0.0 %
4046	Opening/Closing Costs	260	260	5,300	5,040		5,040	4.9 %
4069	Memorial Gdns Reg.	8,633	8,633	30,000	21,367		21,367	28.8 %
4095	Assets Purchased	877	877	0	-877		-877	0.0 %
4112	Water Feature	0	0	2,000	2,000		2,000	0.0 %
4142	Memorial Garden Kiosk	135	135	1,000	865		865	13.5 %
4995	Budgeted Reserve Amount	0	0	0	0	17,500	-17,500	0.0 %
	Memorial Gardens :- Expenditure	9,946	9,946	43,013	33,067	17,500	15,567	63.8 %
1004	Kiosk Income	600	600	1,200	-600			50.0 %
1101	Donations Received	657	657	0	657			0.0 %
	Memorial Gardens :- Income	1,257	1,257	1,200	57			104.8 %
	Net Expenditure over Income	8,689	8,689	41,813	33,124			
307	Twinning							
4181	Twinning Expenses	0	0	2,500	2,500		2,500	0.0 %

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Detailed Income & Expenditure by Budget Heading as at 30/04/2019

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Month No : 1

Committee Report Leisure Services M1

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4184	Lexington Link	0	0	1,000	1,000		1,000	0.0 %
	Twining :- Expenditure	0	0	3,500	3,500	0	3,500	0.0 %
	Net Expenditure over Income	0	0	3,500	3,500			
310	<u>The Severals Sports Facilities</u>							
4011	Rates	235	235	2,741	2,505		2,505	8.6 %
4012	Water Rates	84	84	2,030	1,946		1,946	4.2 %
4014	Electricity	0	0	1,421	1,421		1,421	0.0 %
4015	Gas	0	0	1,015	1,015		1,015	0.0 %
4017	Fire Precautions	71	71	152	82		82	46.4 %
4036	R&M - Buildings	242	242	550	308		308	44.0 %
4037	R&M - Grounds	0	0	550	550		550	0.0 %
4038	Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0 %
4040	Trade Refuse Collections	0	0	200	200		200	0.0 %
4995	Budgeted Reserve Amount	0	0	500	500		500	0.0 %
	The Severals Sports Facilities :- Expenditure	632	632	10,159	9,527	0	9,527	6.2 %
1002	Sports Hire Income	1,235	1,235	8,120	-6,885			15.2 %
	The Severals Sports Facilities :- Income	1,235	1,235	8,120	-6,885			15.2 %
	Net Expenditure over Income	-603	-603	2,039	2,642			
	Leisure Services :- Expenditure	14,123	14,123	209,111	194,987	22,500	172,487	17.5 %
	Income	6,603	6,603	56,990	-50,387			11.6 %
	Net Expenditure over Income	7,521	7,521	152,121	144,600			

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From: [Roberta Bennett](#)
To: [Office Admin](#)
Subject: FW: Running Track
Date: 29 May 2019 11:05:59

-----Original Message-----

From:
Sent: 20 May 2019 13:21
To: Councillor Hood <CouncillorHood@newmarket.gov.uk>
Cc: TCM <TCM@newmarket.gov.uk>
Subject: Running Track

Dear Councillor Hood

(removed paragraph - GDPR)

I am writing to you today with a question. If the finances were raised independently, could Newmarket potentially have a 400m running track installed, somewhere on the town councils land?

I know this subject has been brought up before and it's never really gotten off the ground but I'm keen to see if this is possible as most towns and city's have a track these days and I think this could really benefit the town and inspire future generations.

If you think this is something that is a remote possibility then would it be possible to arrange an informal meeting with you in the first instance?

Kind regards

(gdpr removed)