



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 3rd June 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 and 2 Members of the Public.

Minute	Action by
L/19/06/1 <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/19/06/2 <u>APOLOGIES</u> Apologies were received from Cllr Cooke.	
L/19/06/3 <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/19/06/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 13TH MAY 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 13 th May 2019 and the following was agreed: <u>L/19/06/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 13th May 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. Matters arising: Page 3 – L/19/05/12 Carnival 2019 – TCM reported that the Licence Agreement had been reviewed by the solicitor and was ready to be signed at the meeting due to be held tomorrow.	
L/19/06/5 <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</u>	

MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

A resident again pointed out that the Committee was too small to meet the interests of the Town and there was a risk of it not being quorate. The absence of the Vice Chairman was noted having not attended a single meeting so far. TCM advised that valid reasons have been given for absence. The Chairman was asked when the other 9 Cllrs would be invited to join the Committee. The Chairman advised that this matter was in hand.

L/19/06/6 TO REVIEW INCOME & EXPENDITURE FOR APRIL 2019

The income and expenditure reports for April 2019 were noted.

A member of the public left the meeting.

L/19/06/7 TO REVIEW THE BOOKINGS EVENT STAFFING AND REQUIREMENTS

The Events Manager advised that she had given the information for the bookings of the Bill Tutte events to the Bill Tutte Committee and there were no issues. The following events had been confirmed:

- Bill Tutte - Saturday 20th July 2019 – dance school
- Tattersalls - Saturday 06th July 2019 – Delta Sunrise Band to play at the start of the Carnival between 10:00am and 12:00

Bookings for June 2019 were quiet and there were no staffing requirements.

TCM advised that the audit had recommended that the venue hire fees should be reviewed in September so that they can feed into the budget setting in November. The Tea Dance figures were reviewed and fresh efforts would be made to promote them to increase the numbers attending.

L/19/06/8 SUMMER ENTERTAINMENT – TO APPROVE COSTS

The Events Manager gave out examples of the flyers, there would also be posters and a banner to promote it. A verbal update on the costs were given for the bouncy castle, Market Place and marketing a total of £3315. The RFO would be asked to confirm that there will be a sufficient budget to cover the costs with the additional £1000 donation from a locality budget and the following was agreed:

L/19/06/8.01 Resolved

That the costs for the Summer Entertainment events of £3315 be accepted, subject to confirmation of the £1000 donation from a locality budget.

L/19/06/9 TO CONSIDER PLANS FOR THE CARNIVAL 2019

The Events Manager advised that she would be meeting the organisers tomorrow and the Licence Agreement would be signed. She would also request a report on what had been booked e.g. Classic Cars, floats and funfair etc.

L/19/06/10 TO CONSIDER PLANS FOR THE WINTER WONDERLAND 2019

The Events Manager advised that the costs for a Festival of Light were too high and other options would be looked at for a smaller event within the £4,000 budget. It was suggested that the event takes place on Saturday 14th December 2019 and the following was agreed:

L/19/06/10.01 Resolved

That the Chairman, TCM and Events Manager be given delegated power to look at options for a smaller event for Saturday 14th December 2019 that would be within budget.

L/19/06/11 CORRESPONDENCE

- West Suffolk Play Safety Report – there were no significant risks and a minor accident had been investigated and no cause was found.
- E-mail to request a running track to be installed in Newmarket – the request would be passed to West Suffolk.

L/19/06/12 TO NOTE ANY ITEMS FOR NEXT MEETING

- Terms of Reference
- WS Play Safety Report
- Carnival Report
- Memorial Gardens update
- 2019 Winter Wonderland
- Sun Lane

L/19/06/13 DATE OF NEXT MEETING

Monday 1st July 2019 in the Memorial Hall

Meeting closed at 8:12pm.

Signed _____ Date _____