

Membership as from May 2017

Councillor R Nobbs – Chairman
Councillor D Hudson – Vice Chairman
Councillor J Clarke
Councillor A Drummond
Councillor W Hirst
Councillor P Hulbert
Councillor M Jefferys
Councillor Wadham
Town Mayor Councillor R Hood
Deputy Town Cllr J Lay
Mayor 'ex officio' Cllr A Drummond



Newmarket
TOWN COUNCIL

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 4th June 2018 at 7.15pm**

AGENDA

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 8th May 2018 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. **CARNIVAL** – To receive a presentation and discuss plans for 2018
7. **WINTER WONDERLAND** – To agree plans for 2018
8. **MARKET CELEBRATION EVENT** – To receive an update
9. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** To review previous month and discuss month ahead
10. **PLAY GROUND INSPECTION REPORT:** To receive and review the report
11. **FINANCE** – To review the Income and Expenditure (Enc)
12. **CORRESPONDENCE**
 - a. Email regarding toilets next to Memorial Garden
13. Items for next Agenda
14. **DATE OF NEXT MEETING: Monday 2nd July 2018**

Roberta Bennett, Town Council Manager, 30th May 2018

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 Tuesday 8th May 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
 Councillor W Hirst
 Councillor R Hood

Councillor P Hulbert
 Councillor M Jefferys

Also Present: Bobby Bennett – TCM, Julie Ashton – Minute Assistant, Cllr Winter, 2 Newmarket BID Representatives, 2 Bureau of Silly Ideas Representatives and 1 Member of the Press.

	Minute	Action by
L/18/05/1	<u>ELECTION OF A CHAIRMAN</u> Apologies had been received from the Chairman and Vice Chairman and a proposal was made for the Mayor to Chair the meeting. The following was agreed: <u>1/18/05/1.01 Resolved</u> <u>That the Mayor be appointed as the Chairman.</u>	
L/18/05/2	<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 the meeting may be filmed or recorded.	
L/18/05/3	<u>APOLOGIES</u> Apologies were received from Cllrs Berry, Hudson, Lay, Morrey, Nobbs and Wright. Cllrs Anderson and Clarke were absent.	
L/18/05/4	<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/18/05/5	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 9TH APRIL 2018</u> Members received the minutes of the Leisure Services Committee meeting held on 9th April 2018 and the following amendment was made: Page 3 – L/18/04/12 – The date of the Twinning welcome reception was changed to read 18th May 2018. Subject to the amendment being made the following was agreed:	

L/18/05/5.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 9th April 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

Matters arising:

Page 2 – L/18/04/11 – TCM confirmed that the Market event would be held on 15-16 September along with an event in the Guineas and a food festival. The Open weekend would be held on 22 – 23 September.

L/18/05/6 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

None noted.

L/18/05/7 TO RECEIVE A PRESENTATION FORM THE BUREAU OF SILLY IDEAS

The Bureau of Silly Ideas is an organisation that works with partners across heritage, arts and community organisations to deliver arts and entertainment. FHDC had engaged them to deliver shows in the District including Newmarket and a request was made to put on a show in the Memorial Gardens 16- 19 August.

They would engage with local artists and community organisations and the Events Manager agreed to provide contact details and support.

The Chairman thanked the Bureau of Silly Ideas for their presentation and they left the meeting.

L/18/05/8 TO REVIEW BOOKINGS FOR APRIL 2018

The Events Manager advised that all Saturdays in December had been booked for Christmas parties along with 3 weddings for 2018. Two additional bookings had been received from Network Rail following the first inquiry as they were impressed with the venue and facilities. It was hoped that other inquiries would be encouraged to use the venue and this would be marketed.

Booking enquiries were steady but there had been a drop in meeting room enquiries. This was normal for the summer months and an offer for “Sir Ernest Cassel – Summer Meeting Savings” would be introduced.

The microphone for the Memorial Hall needed to be replaced and the Chairman delegated the purchase of a replacement to TCM as soon as possible as this was within her permitted price range.

L/18/05/9 MEMORIAL GARDENS SUMMER ENTERTAINMENT

The Events Manager advised that inflatables, magic shows and food stalls had been booked for the summer entertainment programme. Work would now start on the design of the flyer.

L/18/05/10 TOILET PROVISION IN THE MEMORIAL GARDENS

TCM advised that the Memorial Gardens had been surveyed for the fitting of temporary toilets today. However the quote may be revised due to the amount of work required and the quote would be submitted to the Community Services Committee for consideration.

L/18/05/11 MARKET EVENT ROAD CLOSURE QUOTES

TCM advised that evidence of road management was required and the selected quote would be submitted to SCC. Three quotes were considered and the following was agreed:

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.

L/18/05/12 TWINNING WELCOME RECEPTION UPDATE

The Events Manager advised that food, wine and a service had been booked for 50 people. The Chairman advised that they normally bring a flag to the event and the Events Manager would offer the use of the flag pole. An invitation to attend the event would be sent to all Cllrs.

L/18/05/13 CARNIVAL 2018

Events Manager advised that a meeting had been held with the organisers and it was confirmed that there would be 10 floats. The next meeting would be held on 24th May 2018. A donation of £500 had been made to NTC and this would be received and added to the current Carnival budget of £5,000. The following was agreed:

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.

L/18/05/14 PLAYGROUND INSPECTION REPORT

TCM advised that two further issues had been identified with the play equipment and the items involved had been taken care of and were no longer available to be used.

L/18/05/15 TO REVIEW INCOME & EXPENDITURE FOR THE YEAR END TO MARCH 2018

The Income and Expenditure report for the year end March 2018 was received and noted. A request was made to consider installing a trail trim at the Severals.

L/18/05/16 ANNUAL MEETING

TCM advised that she was working with the Chairman to draft a positive Committee Report for the Annual Meeting.

L/18/05/17 CORRESPONDENCE

None noted

L/18/05/18 TO NOTE ANY ITEMS FOR NEXT MEETING

- 2018 Carnival
- 2018 Winter Wonderland

L/18/05/19 DATE OF NEXT MEETING

Monday 4th June 2018 in the Memorial Hall at 7:15pm.

L/18/05/20 *EXCLUSION OF THE PRESS & PUBLIC*****

With the vote being unanimous, it was:

L/18/05/20.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The Press and Public left the meeting

L/18/05/21 *TO RECEIVE AN UPDATE ON PRESS EMBARGOED EVENT PLANS FOR CHRISTMAS ITEMS*****

Members received a presentation from Newmarket BID on the plans for Christmas 2018.

Meeting closed at pm.

Signed _____ Date _____

30/05/2018

Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading 24/05/2018

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Month No : 2

Committee Report

Leisure Services**Memorial Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Rates	0	576	7,000	6,424		6,424	8.2 %
Water Rates	996	996	3,000	2,004		2,004	33.2 %
Electricity	0	1,127	8,000	6,873		6,873	14.1 %
Gas	0	0	3,000	3,000		3,000	0.0 %
Cleaning	84	84	0	-84		-84	0.0 %
Fire Precautions	0	0	500	500		500	0.0 %
R&M - Buildings	570	2,579	5,000	2,421		2,421	51.6 %
Furniture/Fixtures/Fittings	48	1,146	1,000	-146		-146	114.6 %
Trade Refuse Collections	0	1,594	1,600	6		6	99.6 %
Refreshment Costs Hall Hire	43	386	1,200	814		814	32.2 %
PWLB Loan Charges (CAP + INT)	0	0	68,000	68,000		68,000	0.0 %
Grant Aid	-10	-30	0	30		30	0.0 %
DNU	0	0	5,000	5,000		5,000	0.0 %
Memorial Hall :- Expenditure	1,731	8,458	103,300	94,842	0	94,842	8.2 %
Hall Hire Standard Rate	549	870	35,000	-34,130			2.5 %
Refreshments Income	20	20	6,000	-5,980			0.3 %
Memorial Hall :- Income	569	890	41,000	-40,110			2.2 %
Net Expenditure over Income	1,162	7,567	62,300	54,733			

Arts

Costs - Childrens' Events	0	0	2,000	2,000		2,000	0.0 %
Costs - Pocket Money Cinema	0	0	650	650		650	0.0 %
Costs - Tea Dance	160	368	1,600	1,232		1,232	23.0 %
Volunteer Co-ordination	0	0	1,000	1,000		1,000	0.0 %
Queens Visit Costs	0	0	2,000	2,000		2,000	0.0 %
Costs - Queens Birthday	0	0	150	150		150	0.0 %
Arts :- Expenditure	160	368	7,400	7,032	0	7,032	5.0 %
Income - Tea Dance	0	158	1,600	-1,442			9.9 %
Arts :- Income	0	158	1,600	-1,442			9.9 %
Net Expenditure over Income	160	209	5,800	5,591			

Winter Wonderland

Cost - Winter Wonderland	0	0	10,000	10,000		10,000	0.0 %
Winter Wonderland :- Expenditure	0	0	10,000	10,000	0	10,000	0.0 %

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Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading 24/05/2018

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Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Income - Winter Wonderland	0	0	6,000	-6,000			0.0 %
Winter Wonderland :- Income	0	0	6,000	-6,000			0.0 %
Net Expenditure over Income	0	0	4,000	4,000			
Tourism							
Christmas Tree	0	0	1,000	1,000		1,000	0.0 %
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 %
Transfer from Reserves	0	0	1,000	-1,000			0.0 %
Tourism :- Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	0	0	1,000	1,000			
Carnival							
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 %
Carnival income	0	0	350	-350			0.0 %
Carnival Contribution Income	0	0	1,500	-1,500			0.0 %
Income - Carnival Fundraisers	0	0	405	-405			0.0 %
Carnival :- Income	0	0	2,255	-2,255			0.0 %
Net Expenditure over Income	0	0	2,745	2,745			
Memorial Gardens							
Water Rates	173	173	600	427		427	28.9 %
Electricity	0	0	100	100		100	0.0 %
R&M - Buildings	0	48	0	-48		-48	0.0 %
R&M - Grounds	61	498	10,000	9,502		9,502	5.0 %
R&M - play-equipment	94	94	10,000	9,906		9,906	0.9 %
Annual Event Fund	0	0	2,500	2,500		2,500	0.0 %
Opening/Closing Costs	330	640	4,000	3,360		3,360	16.0 %
Water Feature	0	0	20,000	20,000		20,000	0.0 %
Memorial Garden Kiosk	0	0	1,000	1,000		1,000	0.0 %
DNU	0	0	17,500	17,500		17,500	0.0 %
Memorial Gardens :- Expenditure	659	1,453	65,700	64,247	0	64,247	2.2 %
Kiosk Income	0	0	1,200	-1,200			0.0 %
Memorial Gardens :- Income	0	0	1,200	-1,200			0.0 %
Net Expenditure over Income	659	1,453	64,500	63,047			

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Detailed Income & Expenditure by Budget Heading 24/05/2018

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Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Twining</u>							
Twining Expenses	0	0	2,500	2,500		2,500	0.0 %
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			
<u>The Severals Sports Facilities</u>							
Rates	0	228	2,700	2,472		2,472	8.4 %
Water Rates	0	225	2,000	1,775		1,775	11.3 %
Electricity	0	0	1,400	1,400		1,400	0.0 %
Gas	146	460	1,000	540		540	46.0 %
Fire Precautions	0	68	150	82		82	45.3 %
R&M - Buildings	776	776	500	-276		-276	155.2 %
R&M - Grounds	0	0	500	500		500	0.0 %
Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0 %
Trade Refuse Collections	0	0	200	200		200	0.0 %
Capital Expenditure	0	0	2,500	2,500		2,500	0.0 %
The Severals Sports Facilities :- Expenditure	923	1,757	11,950	10,193	0	10,193	14.7 %
Sports Hire Income	-23	28	8,000	-7,973			0.3 %
The Severals Sports Facilities :- Income	-23	28	8,000	-7,973			0.3 %
Net Expenditure over Income	945	1,730	3,950	2,220			
Leisure Services :- Expenditure	3,472	12,036	208,850	196,814	0	196,814	5.8 %
Income	547	1,076	61,055	-59,979			1.8 %
Net Expenditure over Income	2,926	10,960	147,795	136,835			

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Roberta Bennett

From: TCM
Sent: 14 May 2018 13:09
To: [removed GDPR]
Subject: RE: Bogs next to memorial gardens

Dear [removed GDPR]

Again, I apologise for the inconvenience and we are looking into toilet provision and how we can best provide it going forward.

Toilet provision is a district council responsibility and, as a town council we have been working to try and maintain a provision at this end of the High Street as it is no longer a district council priority.

I will make sure the Town Council know of your comments as these will add to the discussions we are currently having.

Kind regards
 Roberta.

From: [Removed GDPR]
Sent: 14 May 2018 12:59
To: TCM <TCM@newmarket.gov.uk>
Subject: Re: Bogs next to memorial gardens

This is a very poor answer when you guys are shut on a Sunday when the weekend is they busiest time in the park. So if the bogs are shut where are you meant to go to bog?

[removed GDPR]

From: TCM <TCM@newmarket.gov.uk>
Sent: 14 May 2018 12:51
To: [removed GDPR]
Subject: RE: Bogs next to memorial gardens

Dear [Removed GDPR]

Thank you for your email,
 Due to previous misuse of the public conveniences, we are limited to opening them when we have staff in attendance at the adjacent memorial hall.

We have approached The Yummy Hut to ask if they would be prepared to open then when they are open but we have not finalised arrangements.

We have previously had considerable issues with drug paraphernalia being left and antisocial behaviour which has made the management of these facilities difficult. We are considering other options and can only apologise for the inconvenience.

Yours Sincerely
Roberta Bennett

Roberta Bennett
Town Council Manager



From: [Removed GDPR]
Sent: 14 May 2018 07:00
To: TCM <TCM@newmarket.gov.uk>
Subject: Bogs next to memorial gardens

why are the bogs next to the memorial gardens open on a weekend went to the park yesterday with our twins then need to go to the bog and you have to trudge across town to the bogs near bus station that's a joke .

[Removed GDPR]