



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 4th June 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor R Nobbs (Chairman)
Councillor J Clarke
Councillor A Drummond

Councillor W Hirst
Councillor R Hood
Councillor M Jefferys

Also Present: Bobby Bennett – TCM, Christy Argyroudi – Events Manager, Tracy and Julie Williams – Carnival Organisers, Julie Ashton – Minute Assistant and 1 Member of the Public.

Minute	Action by
L/18/06/1 <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 the meeting may be filmed or recorded.	
L/18/06/2 <u>APOLOGIES</u> Apologies were received from Cllrs Hudson, Hulbert, Lay, and Wadham.	
L/18/06/3 <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/18/06/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 8TH MAY 2018</u> Members received the minutes of the Leisure Services Committee meeting held on 8th May 2018 and the following was agreed: <u>L/18/06/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 8th May 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. Matters arising: Page 2 – L/18/05/7 – The Events Manager confirmed that the Bureau of Silly Ideas would be performing in the Memorial Gardens 16th August 2018. Page 3 – L/18/05/12 – Thanks were given to the Events Manager for organising the excellent Twinning Reception and to The Admin Officer for facilitating the event.	

L/18/06/5 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/18/06/6 CARNIVAL

The organisers of the Carnival gave an update on the event and confirmed that 10 floats had been booked along with food stalls, a bouncy castle and a small fun fair. Anglian Water had donated £2000.00 and this would be used to fund an entertainment package. They would also have a tent on the Severals. A competition had been added for a Carnival Prince and the Classic Car Club would provide a car for the Prince and Princess. The road closure, security and health and safety were all in hand.

The Carnival Organisers left the meeting

L/18/06/7 WINTER WONDERLAND

The Chairman advised that the Christmas Lights would be switched on 16th November and that NTC would provide a Lantern Parade to coincide. Lantern workshops would also be provided in October.

It was noted that the work to the Memorial Gardens would prevent any events being held there but Newmarket BID would be hosting a Making Magical Memories event 29th November – 2nd December 2018. This would mitigate the cut down programme for Winter Wonderland and TCM would speak with BID regarding NTC contributing a small donation from the Winter Wonderland budget. The following was agreed:

L/18/06/7.01 Recommendation

That any surplus in the Winter Wonderland budget be transferred to an earmarked reserve.

L/18/06/8 UPDATE ON THE MARKET CELEBRATION EVENT

The Events Manager issued a list of events for the day and advised that the event would be held from 11:00am to 4:00pm. Morris Dancers would be available on the day and the Newmarket History Society would put on an exhibition in the Memorial Hall.

Road Closure, Security and first aid provision were being organised with Newmarket BID and West Suffolk. A request was made for a jester to be available and this would be looked at.

L/18/06/9 TO REVIEW BOOKINGS AND STAFF EVENT STAFFING REQUIREMENTS

The Events Manager advised that June revenue was down on last year and that this was due to a large booking. The summer saving offer was on the website and social media. The offer had also been emailed to agencies.

Recent activities included the French Twinning event and the overall feedback had been good, however the catering did not deliver a high standard of service and a new provider would be sourced. The Annual Meeting of the Town was well attended and she hoped the new format was welcomed. It was suggested that the meeting be held separately from the Annual Town Council meeting next year and be held a week earlier to avoid half term.

She was now involved with the planning of the Music Festival, Market Celebration and the Carnival.

L/18/06/10 PLAYGROUND INSPECTION REPORT

TCM advised that work had started on the water feature and that it will be recommissioned on 18th June 2018.

L/18/06/11 TO REVIEW INCOME & EXPENDITURE FOR MAY 2018

The Income and Expenditure report for May 2018 was received and it was noted that the RM buildings spend was already at 50%. This was due to the replacement of sash windows and would be monitored. The budget for Furniture, Fixtures and Fittings was low due to the purchase of new flag poles and this would also be monitored. The overspend on the Pavilion expenditure was due to the remedial work from the Risk Assessment on Legionella. The twinning invoice had now been received.

L/18/06/12 CORRESPONDENCE

Email regarding toilets next to Memorial Gardens – the comments were noted and enquires would be made to hire a toilet attendant to open and supervise them at the weekends.

L/18/06/13 TO NOTE ANY ITEMS FOR NEXT MEETING

- 2018 Summer Entertainment Programme
- Air conditioning for the Council Chamber and Server room.

L/18/06/14 DATE OF NEXT MEETING

Monday 2nd July 2018 in the Memorial Hall at 7:15pm.

Meeting closed at 8:30pm.

Signed _____ Date _____