



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 4th March 2019 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 Hulbert
Councillor J Lay

Councillor M

Also Present: Bobby Bennett – TCM, Christy Argyroudi – Events Manager, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, 2 Representatives – Market Place, 1 Member of the Press and 1 Member of the Public.

Minute	Action by
L/19/03/1 <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/19/03/2 <u>APOLOGIES</u> Apologies were received from Cllrs, Hudson, Jefferys and Wadham. Cllr Wright was absent.	
L/19/03/3 <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/19/03/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 4TH FEBRUARY 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 4th February 2019 and the was agreed: <u>L/19/03/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 4th February 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. There were no matters arising.	
L/19/03/5 <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</u>	

RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

The Chairman proposed that item 8 – Summer entertainment in the Memorial Gardens be brought forward and the following was agreed:

L/19/03/5.01 Resolved

That item 8 - Summer entertainment in the Memorial Gardens be brought forward.

L/19/03/6 TO DISCUSS THE SUMMER ENTERTAINMENTS IN THE MEMORIAL GARDENS

Two representatives gave a presentation on the work of Market Place a Charity funded by the Arts Council to work in partnerships to bring the arts to local communities. Market Place had worked in partnership with a number of Local Authorities and had contributed to the Newmarket Festival and Winter Wonderland events.

In a project lead by Newmarket Town Council in partnership with Market Place we would look at putting on 6 workshops to be held every Thursday 1:00 – 4:00pm to enhance the Summer Entertainment building up to a final celebration picnic in the Memorial Gardens. The project would be accessible and attract individuals, families and groups with local artists to engage in community workshops with the theme being based around Castles. The estimated cost of the project was £3,000 with NTC subsidising 25%. The workshops would have a passport style booklet with an overall evaluation of the event. The following was agreed:

L/19/03/6.01 Recommendation

That NTC support the project and work in partnership with Market Place and contribute 25% of the £3,000 costs. That NTC provide volunteers to support the workshops.

Two Market Place representatives left the meeting.

L/19/03/7 TO REVIEW INCOME & EXPENDITURE FOR JANUARY 2019

The RFO presented the income and expenditure reports for January 2019 and highlighted the grants and donations received for the Memorial Gardens project.

The income and expenditure reports for January 2019 were noted.

L/19/03/8 TO REVIEW THE BOOKINGS FOR FEBRUARY 2019 AND STAFFING REQUIREMENTS

The Events Manager advised that the Tea Dance had made a small profit and that 9 new people had joined in January and February via Facebook. The raffle prizes donated by Heath Court Hotel had helped boost the revenue and Anglian Water had donated prizes at the last dance.

The number of enquiries for bookings had increased during January and February compared with the previous months. 60% were from existing customers and 40% from new customers. Three new long term hire agreements for the Pavilion had been secured Monday to Thursday for the next three months.

The Chairman had kindly offered to cover the opening/closing of an event on Saturday 9th March 2019.

L/19/03/9 TO RECEIVE AN UPDATE ON THE MASTER PLAN PROGRESS

The Chairman advised that the project was progressing very well and that the castle had arrived.

L/19/03/10 TO RECEIVE AND CONSIDER QUOTES FOR THE LIFTS

TCM presented 3 quotes to repair the lifts for consideration and the following was agreed:

L/19/03/10.01 Recommendation

That the quote from Krone for £5,413.05 +VAT be accepted to repair the lift and stair lift.

L/19/03/11 CORRESPONDENCE

- Request from TKmaxx to put an event on at the Bill Tutte Memorial to raise money for Comic Relief and Air Cadets. – The request was considered and the following was agreed:

L/19/03/11.01 Resolved

That the request from TKmaxx to put a charity event on at the Bill Tutte Memorial 9th March 2019 10:30 to 4:00pm be accepted. That the Mayor, TCM and Events Manager meet with the TKmaxx Store Manager to discuss the event.

L/19/03/12 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

L/19/03/13 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

L/19/03/13.01 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.

L/19/03/14 *FINANCE AND BOOKINGS - TO ALLOW A REVIEW OF CLIENTS*****

The RFO presented a report on the findings of the audit of the RBS Bookings and Omega systems. RBS had delivered training to the RFO and Events Manager which was beneficial and had assisted the plans to address the issues

identified.

The discrepancies were explained along with a plan to avoid future errors. Adjustment would be made to correct errors for end of year accounting.

The Committee thanked the RFO for her work on the audit and the report was received.

L/19/03/15 *KIOSK TENDERS*****

TCM advised that one tender had been received and another two had been sent out. Receipt of all tenders was expected within the next two days and would be considered as a matter of urgency once they are all received.

L/19/03/16 DATE OF NEXT MEETING

Monday 1st April 2019 in the Memorial Hall

Meeting closed at 8:08 pm.

Signed _____ Date _____