

Membership as from May 2019

Councillor De'Ath - Chairman
Councillor Borda
Councillor Drummond,
Councillor Hirst
Councillor Hood,
Councillor Hulbert,
Councillor Jeffreys
Councillor Lay



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 November 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 7th October 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 and to consider budget priorities
7. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** – To timetable fee reviews
8. **DRAFT BUDGET (ENC)**
9. **MEMORIAL GARDENS** – Play Safety Report update
10. **OKTOBERFEST**
11. **A TASTE OF CHRISTMAS** – To consider plans for 2019
12. **FITSALL ROOFING** – To consider the quotations
13. **Public Toilets** – To discuss the opening and closing during winter months
14. **CARNIVAL 2020** – To receive an update
15. **SILVER SUNDAY**
16. **CRICKET PITCH**
17. **HIRE FEES** – To review the hire fees (ENC)
18. **TEA DANCE** - To view the report
19. **CORRESPONDENCE**
 - a. **Newmarket Bombing Remembrance Exhibition**
20. Items for next Agenda:
21. **DATE OF NEXT MEETING: Monday 2nd December 2019**

Signed

Roberta Bennett, Town Council Manager, 29th October 2019

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

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Minutes of a Meeting of the Leisure Services Committee
Held on Monday 9th October 2019 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)
Councillor J Borda
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys
Councillor J Lay

Also present: Bobby Bennett - TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Joy Uney - Representative of Newmarket Music and Art, a Market Place Representative and 1 Member of the Public.

Minute	Action by
L/19/10/1 <u>ELECTION OF A CHAIRMAN</u> With apologies being received from the Chairman and no Vice Chairman available a proposal was made for the Mayor to take the Chair and the following was agreed: <u>L/19/10/1.01 Resolved</u> That the Mayor be elected as Chairman for this meeting.	
L/19/10/2 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and the TCM read the Fire Safety briefing and announced that proceedings may be filmed or recorded were not required.	
L/19/10/3 <u>APOLOGIES</u> Apologies were received from Cllrs De’Ath and Hirst.	
L/19/10/4 <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/19/10/5 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 2ND SEPTEMBER 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 2nd September 2019 and the following was agreed: <u>L/19/10/5.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 2nd September 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.	

There were no matters arising.

L/19/10/6 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.

A proposal was made to bring forward items 11, 17 & 19 and the following was agreed:

L/19/10/6.01 Resolved

That items 11, 17 and 19 be brought forward.

L/19/10/7 SUMMER ENTERTAINMENT 2019 FEEDBACK

The Events Manager advised that the feedback had been excellent and that the entertainment programme had been well received. Members noted the positive feedback and thanked the Events Manager for her work. TCM was asked to look into adding a plaque in the Gardens for Exning school.

L/19/10/8 TO REVIEW THE TOWN EVENTS PROGRAMME FOR 2020

Following this year's success the following was agreed:

L/19/10/7.01 Resolved

That NTC continues to work with Market Place to deliver the Summer Programme for 2020.

L/19/10/9 TO RECEIVE THE NEWMARKET MUSIC AND ART REPORT

Joy Uney presented the report which contained good feedback and further suggestions for next year. The following was agreed:

L/19/10/9.01 Resolved

That the report on Newmarket Music and Art be received and that delegated powers be given to the TCM and Events Manager to go through the aims in the report and formulate recommendations for 2020.

The Market Place representative and Joy Uney left the meeting.

A proposal was made to bring forward items 13, 14 & 15 and the following was agreed:

L/19/10/9.02 Resolved

That items 13, 14 and 15 be brought forward.

L/19/10/10 OKTOBERFEST

The Events Manager advised that the Solicitor had recommended that the security deposit be increased to £1000 and that this had been signed off and

agreed by the Mayor. The Events Manager would closely monitor the event to ensure that all terms and conditions are fully met.

L/19/10/11 TO CONSIDER PLANS FOR A TASTE OF CHRISTMAS 2019

The Events Manager advised that 8 traders were confirmed for the Alpine huts and that 4 food traders were being looked at. The Community Church had confirmed that they would take part with a walking Nativity and a stand in the Gardens. Plans to borrow a marquee to provide entertainment throughout the day were being looked into. The event would be held on 14th December 2019 11:00am – 6:00pm with a music and entertainment programme supported by a DJ playing Christmas records. The entertainment being looked at included a Christmas Fairy Godmother on stilts to direct people to the Gardens from the High Street, Runaway Present Train, traditional Father Christmas and the possibility of a Heliosphere.

A first draft of the flyer was considered and this would be updated when all of the entertainment activities were confirmed. The Events Manager would email a breakdown of the costs for the budget coming in at £4885.

A request was made for volunteers to help set up the event and marquee.

L/19/10/12 CARNIVAL 2020

The Events manager advised that the first Carnival Committee meeting would be held 17th October 2019 and that she was still chasing up the bank statements from the 2019 Carnival.

L/19/10/13 TO REVIEW INCOME & EXPENDITURE

TCM advised that budgets were on track and that the Soap Box Derby had performed exceptionally well. There was an unexpected cost to fix a leak in the roof of the Council Chamber. The income and expenditure reports for September 2019 would be circulated tomorrow.

L/19/10/14 TO REVIEW THE BOOKINGS EVENT STAFFING AND REQUIREMENTS – TO TIMETABLE FEE REVIEWS

The Events manager advised that bookings for September had been good and October would include the Oktoberfest.

L/19/10/15 WEST SUFFOLK PLAY SAFETY REPORT & ANNUAL REPORT

TCM advised that she was looking to set up a working group to scrutinise the reports.

L/19/10/16 MEMORIAL GARDENS WATER FEATURE

TCM advised that there was a problem with the surface of the water feature and steps would be taken to remedy this. Members considered the proposal from Ustigate Waterplay for the de-commissioning, maintenance plan and re-commissioning of the water feature and the following was agreed:

L/19/10/16.01 Resolved

That the quote Ustigate Waterplay to de-commission the water feature be

accepted.

A member of the public left the meeting.

L/19/10/17 INVITATION TO MEMBERS TO JOIN SITE INSPECTION OFFICERS

TCM advised that the working group to be set up would also be invited to join the site inspections at the Memorial Hall, Memorial Gardens, Pavilion and Sevels. A date would be sent out for the inspections along with an invitation to join the working group.

L/19/10/18 ART IN THE GARDEN
This item was deferred.

L/19/10/19 SUN LANE
Members were advised that Newmarket Academy would be working on the designs for Sun Lane.

L/19/10/20 TO REVIEW THE HIRE FEES
This item was deferred.

L/19/10/21 CORRESPONDENCE
None noted.

L/19/10/22 TO NOTE ANY ITEMS FOR NEXT MEETING

- Cricket pitch
- Deferred items

L/19/10/23 DATE OF NEXT MEETING
Monday 4th November 2019 in the Memorial Hall

Meeting closed at 8:34pm.

Signed _____ Date _____

Newmarket Town Council

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/2020 as at 09/09/2019

		<u>2018-2019</u>		<u>2019-2020</u>		<u>2020-2021</u>		
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Committed Exp.	Next Year Budget
1016	Refreshments Income	6,000	2,946	6,120	6,120	636	0	1,000
	Total Income	41,000	18,579	41,120	41,120	12,389	0	21,000
120	Net Expenditure	66,100	88,619	85,005	83,757	56,105	0	115,629
301	Arts							
4440	Costs - Childrens' Events	2,000	2,940	2,030	2,690	3,250	0	3,350
4442	Costs - Pocket Money Cinema	0	0	660	0	0	0	0
4443	Costs - Tea Dance	1,600	2,272	1,624	1,624	1,052	0	1,624
	OverHead Expenditure	3,600	5,212	4,314	4,314	4,302	0	4,974
1043	Income - Tea Dance	1,600	1,704	1,550	1,550	958	0	1,550
1101	Donations Received	0	0	0	0	150	0	0
	Total Income	1,600	1,704	1,550	1,550	1,108	0	1,550
301	Net Expenditure	2,000	3,508	2,764	2,764	3,194	0	3,424
302	Winter Wonderland							
4453	Cost - Winter Wonderland	10,000	4,728	9,000	9,000	625	0	9,000
	OverHead Expenditure	10,000	4,728	9,000	9,000	625	0	9,000
1059	Income - Winter Wonderland	6,000	361	5,000	5,000	0	0	3,000
	Total Income	6,000	361	5,000	5,000	0	0	3,000
302	Net Expenditure	4,000	4,367	4,000	4,000	625	0	6,000

Continued on Page 13

Newmarket Town Council

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/2020 as at 09/09/2019

		<u>2018-2019</u>		<u>2019-2020</u>		<u>2020-2021</u>		
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Committed Exp.	Next Year Budget
<u>305</u>	<u>Carnival</u>							
4312	Newmarket Carnival	5,000	5,500	5,000	5,000	5,000	0	5,000
	OverHead Expenditure	5,000	5,500	5,000	5,000	5,000	0	5,000
1026	Carnival income	350	0	0	0	0	0	0
1039	Carnival Contribution Income	1,500	0	0	0	0	0	0
1040	Income - Carnival Fundraisers	405	500	0	0	0	0	0
	Total Income	2,255	500	0	0	0	0	0
	305 Net Expenditure	2,745	5,000	5,000	5,000	5,000	0	5,000
<u>306</u>	<u>Memorial Gardens</u>							
4012	Water Rates	600	-194	608	608	138	0	200
4014	Electricity	100	168	105	105	0	0	105
4037	R&M - Grounds	10,000	14,904	2,000	2,000	1,548	0	12,000
4041	R&M - play-equipment	202	202	2,000	2,000	12	0	2,000
4042	Annual Event Fund	2,500	0	0	0	0	0	0
4046	Opening/Closing Costs	4,000	2,430	5,300	5,300	2,120	0	4,500
4069	Memorial Gdns Reg. MASTERPLAN	44,623	495,994	30,000	30,000	9,521	0	0
4080	PWLB Loan Charges (CAP + INT)	0	9,445	0	0	0	0	0
4095	Assets Purchased	0	0	0	0	1,146	0	0

Continued on Page 15

Budget Detail - By Committee

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Note : Budget Report for 2019/2020 as at 09/09/2019

	<u>2018-2019</u>		<u>2019-2020</u>			<u>2020-2021</u>	
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Committed Exp.	Next Year Budget
4112 Water Feature	2,675	2,675	2,000	2,000	902	0	2,000
4142 Memorial Garden Kiosk	1,000	259	1,000	1,000	154	0	1,000
4995 Budgeted Reserve Amount	0	0	0	0	0	0	1,000
OverHead Expenditure	65,700	525,884	43,013	43,013	15,541	0	22,805
1004 Kiosk Income	1,200	600	1,200	1,200	600	0	1,200
1005 Misc Income	0	7,328	0	0	0	0	0
1100 Grants Received	0	35,000	0	0	0	0	0
1101 Donations Received	0	21,395	0	0	810	0	0
1174 Grants Received SCC	0	0	0	0	650	0	0
1175 Loan Proceeds	0	179,937	0	0	0	0	0
1181 Grant Received FHDC	0	35,000	0	0	0	0	0
Total Income	1,200	279,260	1,200	1,200	2,060	0	1,200
306 Net Expenditure	64,500	246,624	41,813	41,813	13,481	0	21,605
307 Twinning							
4181 Twinning Expenses	2,500	2,500	2,500	2,500	34	0	3,500
4184 Lexington Link	1,000	978	1,000	1,000	1,913	0	0
OverHead Expenditure	3,500	3,478	3,500	3,500	1,947	0	3,500
307 Net Expenditure	3,500	3,478	3,500	3,500	1,947	0	3,500

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/2020 as at 09/09/2019

	<u>2018-2019</u>		Agreed Budget	<u>2019-2020</u>		Committed Exp.	Next Year Budget
	Budget	Actual		Revised Budget	Actual YTD		
310 The Severals Sports Facilities							
4011 Rates	2,700	2,280	2,741	2,332	1,633	0	2,380
4012 Water Rates	2,000	-191	2,030	2,030	193	0	1,000
4014 Electricity	1,400	1,129	1,421	1,421	536	0	1,000
4015 Gas	1,000	1,903	1,015	1,015	553	0	1,200
4016 Cleaning	0	0	0	0	233	0	1,500
4017 Fire Precautions	150	68	152	152	71	0	152
4036 R&M - Buildings	1,000	1,918	550	550	1,267	0	1,000
4037 R&M - Grounds	0	0	550	550	0	0	600
4038 Furniture/Fixtures/Fittings	1,000	503	1,000	1,000	0	0	1,000
4040 Trade Refuse Collections	200	0	200	200	0	0	200
4044 Public Toilet Cleansing	0	443	0	0	0	0	100
4200 Capital Expenditure	2,500	0	0	0	0	0	0
4995 Budgeted Reserve Amount	0	0	500	500	0	0	500
OverHead Expenditure	11,950	8,052	10,159	9,750	4,487	0	10,632
1002 Sports Hire Income	8,000	5,759	8,120	8,120	8,728	0	8,000
1016 Refreshments Income	0	622	0	0	146	0	150
Total Income	8,000	6,381	8,120	8,120	8,874	0	8,150
310 Net Expenditure	3,950	1,671	2,039	1,630	-4,388	0	2,482

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget Report for 2019/2020 as at 09/09/2019

	<u>2018-2019</u>		<u>2019-2020</u>			<u>2020-2021</u>	
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Committed Exp.	Next Year Budget
Leisure Services - Expenditure	218,850	668,497	209,111	207,454	121,280	0	201,040
Income	61,055	307,285	56,990	56,990	47,050	0	34,900
Net Expenditure	157,795	361,212	152,121	150,464	74,230	0	166,140

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Newmarket

TOWN COUNCIL

Newmarket Venues – Hire Centre 1st January 2019 – 1st January 2020

Events

Rooms & Services	Price List
Memorial Hall - Monday to Friday -Full day (8h)	£300.00
Memorial Hall – Monday to Friday – Half day (5h)	£250.00
Memorial Hall – Saturday & Sunday -Full day (8h)	£350.00
Memorial Hall – Saturday & Sunday – Half day (5h)	£300.00
Sports Pavilion - Monday to Friday- Full day (8h)	£250.00
Sports Pavilion – Monday to Friday – Half day (5h)	£200.00
Sports Pavilion – Saturday & Sunday – Full day (8h)	£300.00
Sport Pavilion- Saturday & Sunday – Half day (5h)	£250.00
Memorial Hall – Use of kitchen for events	£50.00
Memorial Hall –Use of Bar (Licence required)	£50.00
Several Sport Pavilion – Use of Kitchen	£25.00
Memorial Hall- *NTC furniture set up	£30.00
Memorial Hall *NTC furniture removal	£30.00
Sports Pavilion- *NTC furniture set up	£20.00
Sports Pavilion- *NTC furniture removal	£20.00
Client furniture set up & removal	Free of charge
Chair Covers with bows– Client set up & removal	£1.20 per chair
Chair covers with bows – *NTC set up & removal	£1.90 per chair
Square Table cloths - Client set up & removal	£5.00 per table
Square Table cloths – *NTC set up & removal	£5.20 per table
Round Table cloths - Client set up & removal	£15.00 per table
Round Table cloths – *NTC set up & removal	£15.20 per table

VAT Included
Catering options available

*NTC: Newmarket Town Council



Newmarket TOWN COUNCIL

Newmarket Venues – Hire Centre 1st January 2019 – 1st January 2020

Room & Services	Meetings & Conferences
Memorial Hall - Monday to Friday -Full day (8h)	£300.00
Memorial Hall – Monday to Friday – Half day (5h)	£250.00
Memorial Hall – Saturday & Sunday -Full day (8h)	£350.00
Memorial Hall – Saturday & Sunday – Half day (5h)	£300.00
Council Chamber - Full day (8h)	£200.00
Council Chamber – Half day (5h)	£150.00
Sir Ernest Cassel- Full day (8h)	£150.00
Sir Ernest Cassel – Half day (5h)	£100.00
Sports Pavilion - Monday to Friday- Full day (8h)	£250.00
Sports Pavilion – Monday to Friday – Half day (5h)	£200.00
Sports Pavilion – Saturday & Sunday – Full day (8h)	£300.00
Sport Pavilion- Saturday & Sunday – Half day (5h)	£250.00
Projector and Screen hire	£12.00
Memorial Hall PA system	£12.00
Flipchart	£6.00
Coffee/Tea with biscuits- per person per serving	£2.75
*NTC Conference/ Meeting furniture set up	£20.00
*NTC Conference/Meeting furniture removal	£20.00
Client set up & removal	Free of charge
Memorial Hall – Use of kitchen	£25.00
Sport Pavilion – Use of kitchen	£20.00

Catering options available

VAT included

Hourly charges may apply – subject to availability

*NTC: Newmarket Town Council



Newmarket

T O W N C O U N C I L

Newmarket Venues – Hire Centre 1st January 2019 – 1st January 2020

Meetings & Conferences – Hourly Charges & Overtime

Room	Price List
The King Edward VII Memorial Hall - Monday to Friday	£42.00 per hour
The King Edward VII Memorial Hall - Saturday to Sunday	£48.00 per hour
Council Chamber	£30.00 per hour
Sir Ernest Cassel	£24.00 per hour
Sports Pavilion - Monday to Friday	£36.00 per hour
Sports Pavilion - Saturday to Sunday	£42.00 per hour

VAT Included

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Tea dance 2019

Date	Coffee/Tea	Food	DJ	Total Cost	Total revenue	Profit/Loss	PAX
25 January		£18	£160.00	£178	£206.25	+£28.25	43
22 February		£15	£160.00	£175	£195.42	+£20.42	44
29 March		£18.66	£160.00	£178.66	£137.92	-£40.74	32
26 April		£13.92	£160.00	£173.92	£181.25	+£7.33	42
31 May		£9.50	£160.00	£169.50	£141.67	-£27.83	34
28 June		£12	£160.00	£172.00	£160.42	-£11.58	37
26 July		£12.90	£160.00	£172.90	£141.25	-£31.65	33
9 August		£11.82	£160.00	£171.82	£136.25	-£35.57	31
27 September		£10.31	£160.00	£170.31	£200.83	+£30.52	47
25 October -Silver Sunday Free event		£8.98	£160.00	£168.98	£70.83 from Raffle tickets	-£98.15	63
29 November			£160.00				
13 December			£160.00				

** VAT is excluded**

Ticket price: £3.75 plus raffle tickets £1 each

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From: Sandra <@gmail.com>
Sent: 18 October 2019 02:47
To: Christy Argyroudi <christy@newmarket.gov.uk>
Subject: Re: Meeting on 4th November

Dear Christy,

Thank you for the printer's details.

This is a proposal for a commemoration event to be held in the Memorial Hall in February 2020.

The subject will be the remembrance of the bombing of Newmarket on February 18th 1941. This will be a public event, held for both local schools and town residents and visitors.

There will be an exhibition of relevant material inside the Memorial Hall 20th - 22nd February 2020. This will include enlarged pictures of the bombing aftermath, relevant extracts of text from the NLHS books about the bombing raid and life in wartime Newmarket. The bomb remnant, which the Society holds, could be put on display providing a small, secure display case could be obtained / borrowed.

The public could be requested to loan other relevant wartime items for display if other small, lockable display cases could be borrowed. Sadly, the Society's purpose-built display case for this purpose was stolen some years ago.

The Society has a couple of uniforms which could be displayed if they are still in good condition after storage for some years. These would require borrowed display dummies. The Society's display models were also stolen some years ago. The Society also has gas masks which could be displayed

The reworked Newmarket Local History Society book about the mysterious bombing raid on the town will be re-launched at the same time. The cost of reprinting was provided by Council Locality Budget funding. Copies of the book are to be freely distributed to local schools, public libraries. and Records' Offices.

A further project is to recognise and emphasise the heroic actions of the crew of Wellington Bomber 'R Robert' in saving the other half of the High Street and preventing many more casualties. This story was long hidden due to wartime secrecy. It could not even be told in the local press. However, Newmarket Local History Society uncovered the story years later, researched it and interviewed the Pilot of the Wellington about the events, which would otherwise have been lost to history.

Part of this project is, if possible, to discover the identities of the other crew members of 'R Robert' on that day. A propeller from the 'plane stands as a Memorial outside the Members' Entrance to the Rowley Mile Racecourse.

There will be a public appeal for information if additional details cannot be easily discovered. It is proposed that the Wellington crew should somehow be commemorated as wartime heroes of Newmarket

The scarring on the Memorial Hall, resulting from the bombing damage, should also be highlighted. It demonstrates a remarkable escape. A direct strike could have altered the course of the whole War as there was a secret meeting of military top brass taking place in there at the time.

There is also the opportunity to explore the Zeppelin attacks on Newmarket during World War I.