

Membership as from May 2019

Councillor De'Ath - Chairman
Councillor Cooke - Vice Chairman
Councillor Borda
Councillor Drummond,
Councillor Hirst
Councillor Hood,
Councillor Hulbert,
Councillor Lay
Councillor Lindsay



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 5th August 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 1st July 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 (budget enclosed)
7. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** – To timetable fee reviews
8. **WEST SUFFOLK** – Play Safety Report
9. **CARNIVAL 2019**– To receive a report
10. **SUN LANE**
11. **A TASTE OF CHRISTMAS** - To consider plans for 2019
12. **TWINNING** – To receive a report
13. **TEA DANCE**
14. **CORRESPONDENCE:**
 - a. Oktoberfest Newmarket 2019
15. Items for next Agenda:
16. **DATE OF NEXT MEETING: Monday 2nd September 2019**

Signed

Roberta Bennett, Town Council Manager, 30th July 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 1st July 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

Also Present: Bobby Bennett – TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant and 2 Members of the Press, 3 Cricket Club Representatives and 1 Member of the Public.

Minute	Action by
L/19/07/1 <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/19/07/2 <u>APOLOGIES</u> Apologies were received from Cllrs Cooke and Lindsay.	
L/19/07/3 <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/19/07/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 3RD JUNE 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 3 rd June 2019 and the following was agreed: <u>L/19/07/4.01 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. There were no matters arising.	
L/19/07/5 <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 RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION</u>	

None noted.

The Chairman proposed that item 15 b) be brought forward and the following was agreed:

L/19/07/5.01 Resolved

That item 15 b) Cricket facilities be brought forward.

L/19/07/6 CORRESPONDENCE – CRICKET FACILITIES

Three cricket representatives requested permission to regularly hire the Pavilion and Severals to establish a hub for cricket teams to play in a league. TCM advised that there were health and safety issues as the Severals were close to the road. The Mayor welcomed their enthusiasm to bring cricket back to Newmarket and advised that the George Lambton playing field would be a better venue as it was bigger with free parking and the changing facilities had recently been renovated.

The representatives were advised to check out the facilities at the George Lambton playing field and the following was agreed:

L/19/07/6.01 Resolved

That the Committee support the aspiration to bring cricket back to Newmarket and would take the request to West Suffolk.

The representatives thanked the Committee for their support and left the meeting.

A member of the Press left the meeting

L/19/07/7 TO REVIEW THE COMMITTEE'S TERMS OF REFERENCE

The Terms of Reference were reviewed and the following was agreed:

C/19/07/7.01 Recommendation

That the Terms of Reference for the Leisure Services Committee be adopted.

L/19/07/8 TO REVIEW INCOME & EXPENDITURE FOR MAY 2019

TCM advised that income and expenditure reports for May 2019 would be circulated on Thursday following the end of month closure.

L/19/07/9 TO REVIEW THE BOOKINGS EVENT STAFFING AND REQUIREMENTS

The Events Manager advised that there had been no further bookings and no cancelations for July 2019. There were no staffing requirements. The numbers attending the Tea Dance had declined recently and the Events Manager would compare the figures with last year's figures. She would be attending a school concert and would take the opportunity to promote the Tea Dance.

The visitor figures for the Memorial Gardens were noted and the Committee

were pleased to note that it was very popular.

L/19/07/10 WEST SUFFOLK PLAY SAFETY REPORT

TCM advised that items identified were all low risk with 1 item outstanding to tweak the spring on the gate to make it close quicker.

L/19/07/11 TO RECEIVE A REPORT ON THE CARNIVAL 2019

The Events Manager advised that the organisers had signed the amended agreement and that the risk assessment was expected to be received tomorrow. A meeting would be held following the Carnival on Saturday to review the event.

L/19/07/12 TO RECEIVE AN UPDATE ON THE MEMORIAL GARDENS

TCM advised that there was 1 item outstanding to install a canopy at the sensory wall and that a company had been asked to design a bespoke canopy. A budget was available for this item.

L/19/07/13 SUN LANE

Members were advised that efforts should be made to enhance Sun Lane and a proposal was made to install follower boxes, seating and wrought iron flower arches. The proposal was considered and the following was agreed:

L/19/07/13.01 Resolved

That a feasibility study be conducted to install flower boxes, seating and wrought iron flower arches.

TCM would check to see if there were Section 106 funds available for the flower arches. It was noted that the Heritage Centre were looking to compliment the Memorial Garden project and provide further facilities for children. This offer would be followed up.

L/19/07/14 TO RECEIVE AN UPDATE ON TWINNING

The Events Manager advised that a welcome reception would be held for the USA students on 19th July 2019 and NTC would provide catering and games in the Memorial Garden. Invitations would be sent to all Cllrs.

The Events Manager advised that fixed dates would be established for the friendship trip and that Newmarket would host the trip for 2020 on the last bank holiday in May 2020. A coach would be hired for a day trip with lunch being provided and host families would be sought for accommodation. The trip to France in 2021 would be on the first weekend in June. The association currently had 35 members and efforts would be made to increase the numbers and flyers would be printed to promote the event.

TCM would speak to Newmarket Academy to get the students involved and a mid-year fund raising event would be organised. The French Choir would be visiting on 2nd or 9th May 2020 and tying this in with the friendship trip would be looked at. The Choir had requested the use of the Memorial Hall for a concert and the Chairman would speak to the Musical Director of the

Newmarket Choir.

L/19/07/15 TO CONSIDER PLANS FOR THE WINTER WONDERLAND 2019

The Events Manager advised that the meeting with the Chairman and TCM had come up with a proposal to hold a 1 day event on Saturday 14th December 2019. A Christmas market would be located in the Memorial Garden and would include 10-15 wooden chalet stalls decorated with Christmas lights. Local suppliers would be approached to hire the stalls free of charge to offer a quality range of Christmas treats and gifts. Entertainment from local groups and other professionals would be sought to enhance the event. A Christmas LEGO/brick workshop would also be held in the Memorial Hall. Costs for the event would be below the set budget.

A proposal was made to consider changing the date to 21st December and the Events Manager would check availability and report back.

L/19/07/16 CORRESPONDENCE

- Cricket practice net – a request to purchase the practice nets was considered and politely declined at this time. A full inventory of cricket equipment held would be taken.

L/19/07/17 TO NOTE ANY ITEMS FOR NEXT MEETING

- Winter Wonderland 2019
- Carnival 2019
- Sun Lane
- Twinning
- Tea Dance

L/19/07/18 DATE OF NEXT MEETING

Monday 5th August 2019 in the Memorial Hall

Meeting closed at 8:25pm.

Signed _____ Date _____

From: hifields info <info@hifields.com>

Sent: 17 July 2019 10:18

To: Event <events@newmarket.gov.uk>

Subject: Oktoberfest Newmarket 2019

Good morning Christy.

We're looking to bring our Oktoberfest (German themed beer and food festival) to Newmarket this autumn and wondered if you offered a suitable outdoor space that we could potentially hire to host the event. The event is usually held in a traditional marquee.

We currently host German themed events in Bury St Edmunds at Nowton Park, but think this would be a great addition to Newmarket.

Is this something that we could discuss further?

Best wishes,

Tom Janes.

W: <http://hifields.com>

FB: <https://facebook.com/hifieldsfest>

FB: <https://facebook.com/deutschfestHQ>