



Minutes of a Meeting of the Leisure Services Committee
Held on Monday 5th November 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 D Hudson
Councillor M Jefferys
Councillor J Wadham

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

Minute		Action by
L/18/11/1	<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 announcement that proceedings may be filmed or recorded.	
L/18/11/2	<u>APOLOGIES</u> Apologies were received from Cllrs Hulbert, Lay and Wright.	
L/18/11/3	<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/18/11/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 1ST OCTOBER 2018</u> Members received the minutes of the Leisure Services Committee meeting held on 1 st October 2018 and the following was agreed: <u>L/18/11/4.01 Resolved</u> <u>That the minutes of the Leisure Services Committee meeting held on 1st October 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</u> There were no matters arising.	
L/18/11/5	<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.

L/18/11/6 TO RECEIVE A PRESENTATION REGARDING COMMUNITY ENGAGEMENT

This item was deferred to the next meeting.

L/18/11/7 TO REVIEW INCOME & EXPENDITURE FOR OCTOBER 2018

TCM advised that although the booking and accounts system use the same software they were not reconciling correctly and back-ups had been taken for the supplier to look into. The income and expenditure for October 2018 were noted.

L/18/11/8 TO CONSIDER REVISIONS TO THE BUDGET FOR 2018/2019

Members consider the proposed revisions to the budget so that it would be more balanced at end of year. TCM advised that a revision column would be shown in future reports and the following was agreed:

L/18/11/8.01 Resolved

That the revisions to the 2018/2019 budget be received and adopted.

L/18/11/9 TO CONSIDER PRIORITIES FOR THE 2018/2019 BUDGET

TCM presented the draft budget and asked members to send any comments to her. These would be considered at the next meeting for a recommendation to full Council.

L/18/11/10 TO RECEIVE A DEBRIEF FROM THE SILVER SUNDAY AND LANTERN WORKSHOP AND MEDIEVAL MARKETS

The Events Manager distributed the feedback from an online survey on the Medieval Market and although there had only been 16 respondents the overall feedback was good. There were a few comments that would be considered for next year.

Lantern Workshop – 63 adults and 80 children had attended the weekend and 70 lanterns were made with 3 giant ones for the parade. It was not as busy as expected but overall it was a successful and well attended workshop. Thanks were given to the Heath Court Hotel for covering the cost of the flyer and providing accommodation for the WishWork staff.

Silver Sunday – this was an excellent event and fully supported by the community. The menu was a full afternoon tea and special thanks were given to the Mayor and MP Matt Hancock for attending the event and taking a spin around the dance floor together. Thanks were also given to the Heath Court Hotel for supplying goody bags and raffle prizes.

L/18/11/11 TO RECEIVE THE CARNIVAL ACCOUNTS

The Chairman advised that after 3 requests and 1 meeting the accounts were still awaited. A spreadsheet had been provided for the organisers to complete and TCM would follow this up.

L/18/11/12 TO REVIEW THE BOOKINGS FOR SEPTEMBER AND STAFFING REQUIREMENTS

The Events Manager advised that there had been 1 wedding at the end of October and a steady flow of meetings throughout the month. For the coming months 2 Christmas parties had been booked and 1 wedding for 2019. Staff would be supporting the BID with the Christmas Event.

The member of the public left the meeting

L/18/11/13 TO RECEIVE AND REVIEW THE PLAYGROUND INSPECTION REPORT

The report had been circulated to Members prior to the meeting as the risk factor had changed from medium to high. TCM advised that this was down to 3 issues which had now been mitigated but the toddler area would remain taped off. The Memorial Gardens would be closed from 12th November to March 2019 for the Masterplan work.

L/18/11/14 TO RECEIVE AN UPDATE ON TWINNING

TCM advised that the Chairman of the Twinning Association would be stepping down. Members were asked to consider how the Committee could support the Association going forward. The Mayor, TCM, Events Manager and Cllr Drummond would meet with the Association to look at the administration requirements with a view to NTC providing this in the future.

L/18/11/15 TO CONSIDER THE CONCEPT OF FIT VILLAGES

Members were advised that funding would be available should the concept of the project be suitable to Newmarket. It was agreed that NTC should do all it can to help encourage fitness activities and TCM agreed to look further into the initiative and report back.

L/18/11/16 TO DISCUSS THE MEMORIAL GARDEN WALL

TCM advised that the issues with the wall had been discussed with the neighbours but they did not share the concerns. A further meeting would be held to agree a suitable solution.

L/18/11/17 TO RECEIVE AN UPDATE ON THE LANTERN PARADE

The Events Manager advised that the Parade would start at the Memorial Hall at 5:00pm and end at the Clock Tower. 4 Santas playing saxophones had been booked and Members were asked to consider a further 2 performers to enhance the event. The 2 options were considered and the following was agreed:

L/18/11/17.01 Resolved

That both performers be booked to enhance the Lantern Parade entertainment.

L/18/11/18 TO RECEIVE AN UPDATE RELATING TO BID CHRISTMAS EVENT

TCM advised that the final update for the Event was awaited and the Christmas lights would be switched on 16th November at 4:00pm to 8:00pm

with the Light switch on at 7:00pm. The Rutland Arms Hotel had provided logistic support for the installation of the Christmas tree and additional supports had been purchased by NTC to secure the tree.

L/18/11/19 TO CONSIDER SUPPORT TO THE MUSIC FESTIVAL 2019

The Chairman advised that the festival had been rebranded to include art and music. The Committee had supported the festival previously and this year a budget had been set to continue support. The following was agreed:

L18/11/19.01 Resolved

That the Committee continue to support the Art and Music Festival for 2019 and offer free use of the Memorial Hall and to fund advertising with a budget of £500.

L/18/11/20 TO CONSIDER THE FUTURE OF THE KIOSK IN THE MEMORIAL GARDEN

The Chairman advised that someone needed to be recruited to run the Kiosk from March 2019 and the Chairman, TCM and Events Manager would investigate ways of filling the vacancy.

L/18/11/21 CORRESPONDENCE

None noted.

L/18/11/22 TO NOTE ANY ITEMS FOR NEXT MEETING

- Twinning
- Budget for 2019/2020
- Event Programme for 2019

L/18/11/23 DATE OF NEXT MEETING

Monday 10th December 2018 in the Memorial Hall at 7:15pm.

Meeting closed at 8:40pm.

Signed _____ Date _____