



Minutes of a Meeting of the Leisure Services Committee
Held on Monday 6th August 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor R Nobbs (Chairman)
Councillor D Hudson (Vice Chairman)
Councillor J Clarke
Councillor A Drummond

Councillor R Hood
Councillor P Hulbert
Councillor J Lay
Councillor D Wright

Also Present: Bobby Bennett – TCM, Christy Argyroudi – Events Manager and Julie Ashton – Minute Assistant.

	Minute	Action by
L/18/08/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and advised that Fire Safety briefing was not required as there were no members of the Public present. Cllr Wright advised that he was not listed as a Member of the Committee and had not received the agenda and papers 4 days prior to the meeting taking place. TCM apologised and advised that due to unusual circumstances he had not been added to the Committee and that this was an oversight. The pack had been emailed but unfortunately it had been sent to an old email address. TCM confirmed that the meeting was quorate and could go ahead. The following was agreed: <u>L/18/08/1.01 Resolved</u> <u>That the Leisure Services Committee meeting for 6th August 2018 was quorate and be held tonight.</u> Cllr Wright would be added to the Committee.	
L/18/08/2	<u>APOLOGIES</u> Apologies were received from Cllrs Hirst, Jefferys and Wadham.	
L/18/08/3	<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/18/08/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 2ND JULY 2018</u> Members received the minutes of the Leisure Services Committee meeting held on 2nd July 2018 and the following was agreed:	

L/18/08/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 2nd July 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

Matters arising:

Page 2 – L/18/07/5 – Thanks were given to the Chairman, TCM and particularly the Events Manager for the way they had handled the bouncy castle issue.

Page 4 – L/18/07/12 – The Chairman would follow up on the air conditioning unit to process the order.

Page 5 – L/18/07/20 – It was noted that the Lexington welcome event had been a success and everyone had enjoyed the day at the races. Thanks were given to Cllr Starkey for arranging the day at the races.

L/18/08/5 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/18/08/6 TO REVIEW INCOME & EXPENDITURE FOR JULY 2018

The Income and Expenditure report for July 2018 was received and TCM advised that a refund had been received for the electricity and the budget for Carnival income would be amended to exclude it.

L/18/08/7 WINTER WONDERLAND

The Events Manager advised that the event had been renamed as Christmas 2018 – Making Magical Memories and the schedule of events included the following:

- Lantern Workshop – 27 – 28 October 2018
- Christmas Lights switch on and Lantern Parade – Friday 16 November 4:00 – 8:00pm
- Late night shopping – Thursday 29 November 12:00 – 8:00pm and 30 November 9:00am – 8:00pm
- An audience with Father Christmas – 29 meet and greets would be held over 4 days.
- Professional photo opportunities would be provided
- 22 shows would be held in the Memorial Hall with pantomimes, magic and ballet shows from 29 November – 02 December 2018 – Events Manager would check the content of the shows
- A fun fair was planned to be available from 29 November to 02

Minutes of Leisure Services Committee held on 6th August 2018

December at the Severals – Events Manager to confirm that the start time will be from 1:00pm and to clarify the position on the Showman's Guild to hold any future events. Permission to use the Severals needed to be confirmed with Jockey Club Estates.

- Christmas Market – 29 November – 02 December (location to be confirmed)
- The BID will use the Pavilion as an operation room from 28 November – 02 December free of charge.

L/18/08/8 UPDATE ON THE MARKET CELEBRATION EVENT

The Events Manager confirmed that the Road Closure, traffic management, security and First Aid were in place. The Newmarket History Society would have a stand at the Bill Tutte Memorial. There will be a mix of period stalls and gazebos and the risk assessment would be signed off by the FHDC Safety Officer.

L/18/08/9 DEBRIEF FROM THE CARNIVAL EVENT

A report was awaited from the Carnival organisers.

L/18/08/10 TO REVIEW BOOKINGS AND STAFF EVENT STAFFING REQUIREMENTS

The Events Manager advised that Newmarket Venues would have a stand at the Newmarket Wedding Show at the Rowley Mile to promote the venues.

The Newmarket Academy car boot sale on 29th July was cancelled due to the weather and had been rescheduled for 9th September 2018.

There was one confirmed Christmas party booked for 8th December 2018 but the aim was to have 4 parties and a promotion will be started for 7th, 14th and 15th December 2018.

TCM advised that cover for annual leave in September should be manageable. A request was made for the bookings report to be made available in the pack.

L/18/08/11 TO REVIEW VENUE HIRE CHARGES

Chairman advised that the venue hire charges were being reviewed to include VAT.

L/18/08/12 MACMILLAN COFFEE MORNING

Members considered a request to hold a Macmillan Coffee Morning in collaboration with the Co-op on 27th September 2018 at the Pavilion. The Co-op would provide the refreshments and food and the following was agreed:

L/18/08/12.01 Recommendation

That a Macmillan Coffee Morning be held at the Pavilion on 27th September 2018.

L/18/08/13 PLAYGROUND INSPECTION REPORT

TCM advised that general maintenance work was being carried out and she

had considered topping up the surface under the swing but that this was no longer required as the swing had been removed. The Fort (next to Water Feature), Water Feature and rope unit would only last another 1-2 years

L/18/08/14 TO CONSIDER THE FUTURE LOCATION OF THE YUMMY HUT

Chairman advised that due to the garden project the Yummy Hut would need to be moved to a hard surface area, possibly located in the current children's play area next to the railings. Consideration would be given to converting the storage area next to the toilets but a decision would be made on receipt of the plans for the garden.

L/18/08/15 CORRESPONDENCE

None noted.

L/18/08/16 TO NOTE ANY ITEMS FOR NEXT MEETING

- Jockey Club Estates approval to use the Severals for a fun fair
- Venue hire charges
- Market Celebration

L/18/08/17 DATE OF NEXT MEETING

Monday 3rd September 2018 in the Memorial Hall at 7:15pm.

Meeting closed at 8:28pm.

Signed _____

Date _____

3/9/18.