

Membership as from May 2017

Councillor R Nobbs – Chairman
Councillor D Hudson – Vice
Chairman
Councillor M Anderson
Councillor J Clarke
Councillor W Hirst
Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor J Morrey
Councillor Wadham
Councillor Wright
Councillor J Lay
Town Mayor Cllr A Drummond
Deputy Town Cllr C O'Neill &
Mayor 'ex officio' Cllr J Berry



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
Tuesday 8th May 2018 at 7.15pm**

AGENDA

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 9th April 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. To receive a presentation from the Bureau of Silly Ideas
7. **BOOKINGS:** review of April 2018 and to discuss event staffing levels and requirements for the month ahead
8. **MEMORIAL GARDEN** – Summer Entertainment
9. **MEMORIAL GARDEN** – Toilet Provision Update
10. **MARKET EVENT** – Road Closure Quotes
11. **TWINNING** - Welcoming reception update
12. **CARNIVAL 2018** - Update
13. **PLAY GROUND INSPECTION REPORT:** To discuss the report
14. **FINANCE** – To review the Income and Expenditure for the Year Ended March 2018
15. **ANNUAL MEETING** – To consider the committee report
16. Correspondence
17. Items for next Agenda
18. **DATE OF NEXT MEETING: Monday 4th June 2018**
19. **EXCLUSION OF THE PRESS & PUBLIC**
20. 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
21. To receive an update on press embargoed event plans for Christmas

Signed *R J Bennett* 2nd May 2018

Roberta Bennett, Town Council Manager

**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 April 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor D Hudson (Chairman)
Councillor J Clarke
Councillor A Drummond
Councillor W Hirst

Councillor R Hood
Councillor M Jefferys
Councillor C O'Neill
Councillor J Wadham

Also Present: Bobby Bennett – TCM, Julie Ashton – Minute Assistant, Cllr Winter and 1 Member of the Press.

Minute	Action by
L/18/04/1 <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 the meeting may be filmed or recorded.	
L/18/04/2 <u>APOLOGIES</u> Apologies were received from Cllrs Anderson, Berry, Hulbert, Lay, Morrey, Nobbs and Wright.	
L/18/04/3 <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/18/04/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 5TH MARCH 2018</u> Members received the minutes of the Leisure Services Committee meeting held on 5th March 2018 the following was agreed: <u>L/18/04/4.01 Resolved</u> That the minutes of the Leisure Services Committee meeting held on 5th March 2018 be adopted and signed as a true record by the Chairman of the Leisure Services Committee. There were no matters arising.	
L/18/04/5 <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</u>	

ATTENTION

None noted.

L/18/04/6 TO REVIEW BOOKINGS FOR MARCH 2018

TCM advised that the accounts were up to date and income had improved for the last quarter of the year. Looking forward to next year, May was looking positive with a number of bookings already made.

L/18/04/7 TO DISCUSS EVENT STAFFING LEVELS AND REQUIREMENTS

TCM advised that the policy for evening events would be reviewed to ensure that staff costs were included.

L/18/04/8 STRATEGIC MANAGEMENT OF THE MEMORIAL GARDENS PROJECT

TCM proposed that this item be moved to the Community Services Committee and the following was agreed:

L/18/04/8.01 Recommendation

That the Memorial Gardens project be transferred to the Community Services Committee.

L/18/04/9 TOILET AND KIOSK PROVISION IN THE MEMORIAL GARDENS

TCM advised that provision of a kiosk and toilets would be outside of the Memorial Gardens project and the following was agreed:

L/18/04/9.01 Recommendation

That a working group be set up comprising of the Chairman, TCM, Cllrs Jefferys and Winter to look at securing a Public Works Loan for the provision of a kiosk and toilets in the Memorial Gardens.

TCM was asked to seek quotes for hiring two portable toilets for the summer season and to add this item to the next full Council meeting.

L/18/04/10 TO RECEIVE AN UPDATE ON THE YUMMY HUT

TCM advised that a new floor had been installed by in-house staff and that it had resulted in a positive outcome. The Hut was now ready for the summer season.

L/18/04/11 TO AGREE THE MARKET CELEBRATION TEAM AND BUDGET

TCM advised that an outline plan had been produced to hold an event on Saturday 15th September to coincide with the Open Newmarket event. The plan included road closure of the High Street to move the market to the High Street, security and enlisting an events company to put on activities for children throughout the day. A proposal was made to carry forward some of the underspend from last year's budget and the following was agreed:

L/18/04/11.01 Recommendation

That a budget of £10,000.00 be set up to fund the Market Celebration event from funds carried forward from the 2017-2018 budget underspend.

TCM would look at involving the Heritage Centre in the project.

L/18/04/12 TWINNING – WELCOMING RECEPTION

TCM advised that an afternoon tea would be held in the Memorial Hall for 50 visitors on 15th September 2018 starting at 5:00pm. The cost would be £350.00.

L/18/04/13 PLAYGROUND INSPECTION REPORT

TCM had circulated the report by email and Members were advised that items with a risk assessment rate of 0 meant that there was no risk. It was noted that the swing had been removed and TCM was asked to look at the cost of a replacement.

L/18/04/14 TO RECEIVE THE POLICY FOR THE BILL TUTTE AREA

The amended draft policy was reviewed and a number of further amendments were suggested. The following was agreed:

L/18/04/14.01 Recommendation

That subject to amendments being made, the Policy for the Bill Tutte area be received and adopted.

L/18/04/15 TO REVIEW INCOME & EXPENDITURE

Members reviewed the Income and Expenditure report and TCM advised that there was a deficit on the F&P Committee budget and an underspend on the Leisure Services budget for the Public Works loan and the following was agreed:

L/18/04/15.01 Recommendation

That the budgeted amounts be transferred to the EMRs, that £10,000 be allocated for the market celebration event in 2018 and any remaining underspend from the Committee be transferred to the F&P Committee to offset the against the PWLB which had been budgeted on both Committees but only take out of F&P.

L/18/04/16 CORRESPONDENCE

None noted

L/18/04/17 TO NOTE ANY ITEMS FOR NEXT MEETING

- 2018 Carnival

L/18/04/18 DATE OF NEXT MEETING

Tuesday 8th May 2018 in the Memorial Hall at 7:15pm.

Meeting closed at 8:05pm.

Signed _____

Date _____

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Newmarket Town Council

12:23

Detailed Income & Expenditure by Budget Heading 31/03/2018

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Committee Report

Leisure ServicesMemorial Hall

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Rates	0	2,432	7,800	5,368		5,368	31.2 %
Water Rates	0	2,646	2,500	-146		-146	105.8 %
Electricity	0	7,318	5,500	-1,818		-1,818	133.0 %
Gas	2,706	3,166	5,000	1,834		1,834	63.3 %
Cleaning	86	5,048	7,500	2,452		2,452	67.3 %
Fire Precautions	0	295	1,000	705		705	29.5 %
Subscriptions	0	1,326	0	-1,326		-1,326	0.0 %
Office Maintenance	0	352	0	-352		-352	0.0 %
Performing Rights	0	0	900	900		900	0.0 %
R&M - Buildings	998	8,378	4,000	-4,378		-4,378	209.5 %
Furniture/Fixtures/Fittings	0	2,228	2,700	472		472	82.5 %
Trade Refuse Collections	-559	1,691	1,000	-691		-691	169.1 %
Opening/Closing Costs	0	803	1,600	797		797	50.2 %
Refreshment Costs Hall Hire	208	1,370	1,800	430		430	76.1 %
PWLB Loan Charges (CAP + INT)	0	33,995	59,000	25,005		25,005	57.6 %
Grant Aid	-70	-125	0	125		125	0.0 %
Tfr to Earmarked Reserves	0	0	5,000	5,000		5,000	0.0 %
Memorial Hall :- Expenditure	3,369	70,922	105,300	34,378	0	34,378	67.4 %
Hall Hire Standard Rate	7,924	38,006	38,500	-494			98.7 %
Misc Income	0	44	0	44			0.0 %
Refreshments Income	1,066	5,974	2,400	3,574			248.9 %
Memorial Hall :- Income	8,990	44,024	40,900	3,124			107.6 %
Net Expenditure over Income	-5,621	26,898	64,400	37,502			

Arts

Free Community Entertainment	0	-539	0	539		539	0.0 %
Costs - Childrens' Events	0	1,821	3,000	1,179		1,179	60.7 %
Costs - Pocket Money Cinema	0	0	650	650		650	0.0 %
Costs - Tea Dance	160	1,927	0	-1,927		-1,927	0.0 %
Volunteer Co-ordination	0	0	1,000	1,000		1,000	0.0 %
Costs - Queens Birthday	0	85	0	-85		-85	0.0 %
Arts :- Expenditure	160	3,293	4,650	1,357	0	1,357	70.8 %
Income - Tea Dance	178	1,556	0	1,556			0.0 %
Income - Winter Wonderland	0	132	0	132			0.0 %
Arts :- Income	178	1,688	0	1,688			
Net Expenditure over Income	-18	1,605	4,650	3,045			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Winter Wonderland</u>							
Cost - Winter Wonderland	0	16,583	8,000	-8,583		-8,583	207.3 %
Winter Wonderland :- Expenditure	0	16,583	8,000	-8,583	0	-8,583	207.3 %
Income - Winter Wonderland	0	9,828	0	9,828			0.0 %
Winter Wonderland :- Income	0	9,828	0	9,828			
Net Expenditure over Income	0	6,755	8,000	1,245			
<u>Entertainments</u>							
Entertainment	0	169	0	-169		-169	0.0 %
Entertainments :- Expenditure	0	169	0	-169	0	-169	
Net Expenditure over Income	0	169	0	-169			
<u>Tourism</u>							
Legends of the Turf	0	1,156	1,000	-156		-156	115.6 %
Tourism :- Expenditure	0	1,156	1,000	-156	0	-156	115.6 %
Transfer from Reserves	-156	0	0	0			0.0 %
Tourism :- Income	-156	0	0	0			
Net Expenditure over Income	156	1,156	1,000	-156			
<u>Carnival</u>							
Newmarket Carnival	0	4,892	5,000	108		108	97.8 %
Carnival :- Expenditure	0	4,892	5,000	108	0	108	97.8 %
Carnival income	0	350	0	350			0.0 %
Carnival Contribution Income	0	1,904	0	1,904			0.0 %
Income - Carnival Fundraisers	0	905	0	905			0.0 %
Carnival :- Income	0	3,159	0	3,159			
Net Expenditure over Income	0	1,733	5,000	3,267			
<u>Memorial Gardens</u>							
Water Rates	0	1,201	200	-1,001		-1,001	600.4 %
Electricity	0	191	0	-191		-191	0.0 %
R&M - Grounds	2,200	11,557	12,000	443		443	96.3 %
R&M - play-equipment	177	6,160	5,000	-1,160		-1,160	123.2 %
Annual Event Fund	0	1,140	2,500	1,360		1,360	45.6 %
Opening/Closing Costs	310	3,520	3,750	230		230	93.9 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Water Feature	0	0	21,965	21,965		21,965	0.0 %
Memorial Garden Kiosk	305	1,204	0	-1,204		-1,204	0.0 %
Tfr to Earmarked Reserves	0	0	17,500	17,500		17,500	0.0 %
Memorial Gardens :- Expenditure	2,992	24,973	62,915	37,942	0	37,942	39.7 %
Kiosk Income	0	900	1,000	-100			90.0 %
Memorial Gardens :- Income	0	900	1,000	-100			90.0 %
Net Expenditure over Income	2,992	24,073	61,915	37,842			

Twining

Twining Expenses	0	0	2,500	2,500		2,500	0.0 %
Lexington Link	0	0	1,000	1,000		1,000	0.0 %
Twining :- Expenditure	0	0	3,500	3,500	0	3,500	0.0 %
Net Expenditure over Income	0	0	3,500	3,500			

The Severals Sports Facilities

Rates	0	2,214	2,700	487		487	82.0 %
Water Rates	0	938	2,500	1,562		1,562	37.5 %
Electricity	0	1,047	2,500	1,453		1,453	41.9 %
Gas	0	989	1,300	311		311	76.1 %
Cleaning	0	1,920	1,800	-120		-120	106.6 %
Fire Precautions	0	203	0	-203		-203	0.0 %
Telephone and Fax	0	0	250	250		250	0.0 %
Subscriptions	0	790	0	-790		-790	0.0 %
R&M - Buildings	53	2,295	750	-1,545		-1,545	306.0 %
R&M - Grounds	0	75	2,500	2,425		2,425	3.0 %
Furniture/Fixtures/Fittings	0	924	500	-424		-424	184.9 %
Trade Refuse Collections	-221	162	0	-162		-162	0.0 %
Opening/Closing Costs	0	35	0	-35		-35	0.0 %
Capital Expenditure	0	4,342	0	-4,342		-4,342	0.0 %
The Severals Sports Facilities :- Expenditure	-168	15,932	14,800	-1,132	0	-1,132	107.7 %
Sports Hire Income	963	8,245	8,000	245			103.1 %
Refreshments Income	0	48	0	48			0.0 %
The Severals Sports Facilities :- Income	963	8,293	8,000	293			103.7 %
Net Expenditure over Income	-1,131	7,639	6,800	-839			

Leisure Services :- Expenditure	6,353	137,921	205,165	67,244	0	67,244	67.2 %
Income	9,974	67,892	49,900	17,992			136.1 %
Net Expenditure over Income	-3,622	70,028	155,265	85,237			

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