

Membership from June 2020

Councillor Anderson
Councillor Appleby
Councillor Borda (Vice Chairman)
Councillor Bowen
Councillor De'Ath (Chairman)
Councillor Drummond
Councillor Fitzgerald
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby
Councillor O'Neill
Mrs Philippa Winter (non-council)
Councillor Yarrow



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
COMMUNITY & LEISURE SERVICES COMMITTEE to be held at
on **Monday 5th October 2020 at 7pm**

A G E N D A

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time.

The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows:

<https://us02web.zoom.us/j/89111044684?pwd=VmM3Y2lyWHZuZ1lsMlhmcm0xd2I4dz09>

Or by telephone: +442030512874 / Meeting ID: 891 1104 4684 & password: 925760

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Chair determining whose turn it is to speak. Voting will be orally, by roll call.

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting. Members of the public and press may not 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 meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

- 1) **CHAIR TO ANNOUNCE** that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak
- 2) **APOLOGIES** for absence.
- 3) **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** - To receive and confirm for accuracy the Minutes of the Community and Leisure Services Meeting held on 7th September 2020 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 to be brought to their attention.
- 6) **ACCOUNTS** – To receive the accounts for Community and Leisure for Month 6 (to be tabled)
- 7) **SERVICE LEVEL AGREEMENT** – To receive a report (verbal)
- 8) **SAKURA CHERRY TREE PROJECT** – To discuss the position of gifted trees and ongoing maintenance
- 9) **DRAFT BUDGET PROPOSAL** – To receive a draft proposal for the Community & Leisure Committee for the 2021/2022 budget (herewith)
- 10) **CEMETERY MATTERS**
 - a) To consider further flint work on the cemetery wall within this financial year (herewith)
 - b) To receive a report regarding other cemetery matters and authorise any actions

To: Chairman and Members of Community & Leisure Services Committee, Other Council Members, The Press

- 11) **MEMORIAL GARDENS**
 - a) **Play Area Report – To receive the monthly inspection report for September 2020 (herewith)**
 - b) **To receive an update regarding play area improvements**
- 12) **REMEMBRANCE SUNDAY** – To receive an update and authorise any actions (verbal report)
- 13) **BILL TUTTE MEMORIAL** – To receive an update and authorise any actions (herewith).
- 14) **COUNCIL SERVER ROOM** – To receive quotations for air-conditioning in the Memorial Hall server room (to follow)
- 15) **ADDITIONAL PEDESTRIAN CROSSINGS IN NEWMARKET** – To receive an update and authorise any actions
- 16) **SEVERALS PAVILION** – To consider a report from the Severals Working Group (herewith)
- 17) **CLOCK TOWER PROJECT** – To consider any actions
- 18) **CHRISTMAS LIGHTING AND INFRASTRUCTURE** – To receive an update and authorise any actions
- 19) **HISTORY TRAIL** – To consider any matters relating to a Newmarket History Trail and authorise any actions
- 20) **PARKING AT ST MARY'S SQUARE** – To receive a proposal to install fencing at the area and authorise any actions (herewith)
- 21) **Virtual Town Crying Competition:** to consider a request to host (virtually) the annual British Town Crying Championships (herewith)
- 22) **CORRESPONDENCE**
- 23) **DATE OF NEXT MEETING** – Monday 2nd November 2020
- 24) **ITEMS FOR THE NEXT AGENDA**

Signed *D. Baines*

Debbie Baines, Town Clerk

29th September 2020



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee Held on Monday 7th September 2020 at 7:00 pm via Zoom

Attendance:

Councillor J De'Ath (Chairman)
Councillor A Appleby
Councillor M Anderson
Councillor J Borda
Councillor A Drummond
Philippa Winter

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill
Councillor Kevin Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, 1 Member of the Press and 4 Members of the Public.

		Action by
C/20/09/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.	
C/20/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Fitzgerald and Kerby. Cllr Bowen was absent.	
C/20/09/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
C/20/09/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY AND LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 3RD AUGUST 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community and Leisure Services Committee meeting held on 3rd August 2020 and the following was agreed: <u>C/20/09/4.01 Resolved</u> That the minutes of the Community and Leisure Services Committee meeting held on 3rd August 2020 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.	

There were no matters arising.

C/20/09/5 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 TO BE BROUGHT TO THEIR ATTENTION

A resident spoke to item 11 regarding lobbying for funds for pedestrian crossings.

A resident spoke to item 15 – regarding the reopening of the Pavilion at the Severals for Narcotics Anonymous meetings.

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

**CL/20/09/5.01 Resolved
That item 15 be brought forward.**

C/20/09/6 NTC VENUE BOOKINGS

The Events Manager presented a report on the revised guidance for the use of community buildings during the COVID-19 pandemic. The recommendations were discussed and the following was agreed:

**CL/20/09/6.01 Recommendation
That the Recommendations in the report to resume taking bookings for events taking place 1st October onwards at NTC venues be approved, subject to following the revised guidelines.**

C/20/09/7 TO RECEIVE THE ACCOUNTS FOR AUGUST 2020

The accounts for August 2020 were received and noted.

C/20/09/8 WEST SUFFOLK SLA

Philippa Winter advised that a credit to the SLA accounts would be requested in respect of watering of hanging baskets and maintaining St Marys church yard which had not been done during lockdown. Officers from West Suffolk had agreed to visit and view areas of concern in the town.

C/20/09/9 CEMETERY

Flint work on the Cemetery wall 2020/2021 – the recommendations in the report to use earmarked reserves for additional work for repairs to the wall this year were considered; the RFO would seek a quote for extra days for any necessary additional work.

A member of the Public left the meeting

Introduction of opening times – the recommendation in the report was discussed and was supported in principle. Town Clerk would seek quotes and get costs for all options.

C/20/09/10 MEMORIAL GARDENS

Play equipment quotes for launch pad of aerial slide – the quotes to replace the aerial slide launch pad were considered and the following was agreed:

CL/20/09/10.01 Recommendation

That the quote from Massey & Harris for £3,634 + VAT with an integral mound of raised earth be accepted.

Closure date for the public toilets – The closure date was considered and the following was agreed:

CL/20/09/10.02 Recommendation

That the public toilets be closed after the half term break and opened for the start of the Easter holiday 2021.

C/20/09/11 BILL TUTTE MEMORIAL

RFO advised that the damaged bollard was beyond repair and the cost of a new one will be £846+VAT. The company responsible for the damage would be requested to pay for the replacements. The following was agreed:

CL/20/09/11.01 Recommendation

That the damaged bollard be replaced at a cost of £836+VAT.

C/20/09/12 ADDITIONAL PEDESTRIAN CROSSING

Town Clerk advised that a response from SCC regarding costs was awaited. This item was deferred to the next meeting.

C/20/09/13 SEVERALS PAVILION

The recommendations in the ASB report were discussed and the following was agreed:

CL/20/09/13.01 Recommendation

That a working group be set up comprising of Cllrs De'Ath, O'Neill, Jefferys, Appleby and Yarrow with terms of reference to consider the recommendations in the ASB report and report back to the next meeting.

C/20/09/14 CLOCK TOWER PROJECT

It was noted that the project had stalled and Philippa Winter agreed to pick it up again and take it forward. Tenders for the planting scheme would be sought and the maintenance costs would be looked at.

C/20/09/15 CHRISTMAS LIGHTING AND INFRASTRUCTURE

Town Clerk advised that the Christmas lights would be delivered and installed on 4th/5th November 2020 with the switch on taking place on 20th November 2020.

Changing the colour of the lights at the Clock Tower were discussed and having the ability to change them without cost would be looked into.

A proposal to put lights with timers on the planters was considered and the following was agreed:

CL/20/09/15.01 Recommendation

That lights with timers be put on the planters.

C/20/09/16 WINTER FAIR

The Events Manager presented the report on the options for the NTC Christmas event and the following was agreed:

CL/20/09/16.01 Recommendation

That the recommendation to deliver the Christmas event with an ice-rink and huts be approved, subject to being able to carry forward the deposits if the event is cancelled due to COVID-19.

C/20/09/17 CORRESPONDENCE

Request to hold a Family Band Day May 2021 at the Severals was considered and the following was agreed:

CL/20/09/17.01 Recommendation

That the request to hold a Family Band Day in May 2021 be accepted. Dates to be agreed with the Jockey Club Estates.

Request from the Cricket Club to use the Pavilion and Severals would be considered when the dates are known.

C/20/09/18 DATE OF NEXT MEETING

Monday 5th October 2020 via Zoom.

C/20/09/19 ITEMS FOR NEXT AGENDA

- Cemetery opening times
- Pavilion ASB recommendation
- Pedestrian Crossings
- Clock Tower Project
- Request from the Cricket Club to use the Pavilion
- A History Trail
- Fire alarms at the Memorial Hall

A proposal was made to revisit item 15 to consider adding lights to the planters and the following was agreed:

CL/20/09/19.01 Resolved

That item 15 be revisited.

Meeting closed at 8.25pm

Signed _____ Date _____

DRAFT

Item 9

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	% change	Notes
		Budget	Spend	Budget	Spend	Budget	Year To Date	Proposed Draft Budget		
200	Outside Services									
4029	General Equipment	£ 500.00	£ 255.00	£ 500.00	£ 482.00	£ 500.00	£ 302.00	£ 500.00	0%	
4039	Vehicle Costs	£ 4,200.00	£ 706.00	£ 4,200.00	£ 951.00	£ 4,200.00	£ 658.00	£ 7,800.00	86%	New Van, Elec Charger
4095	Assets Purchased									
4326	Outside Services SLA	£ 67,515.00	£ 69,811.00	£ 79,891.00	£ 70,915.00	£ 72,716.00	£ 18,012.00	£ 74,878.00	3%	
	Overhead Expenditure	£ 72,215.00	£ 70,772.00	£ 84,591.00	£ 72,348.00	£ 77,416.00	£ 21,597.00	£ 83,178.00	7%	
1174	SCC Grants Received					£ -	£ 2,625.00	£ -		
	Total Income					£ -	£ 2,625.00	£ -		
201	General Town Planting									
4100	Seasonal Planting	£ 3,000.00	£ 1,628.00	£ 3,000.00	£ 3,509.00	£ 3,000.00	£ 1,619.00	£ 3,300.00	10%	to allow for inc planting as discussed by council
4101	Hanging Baskets	£ 7,000.00	£ 8,714.00	£ 3,000.00	£ 3,783.00	£ 4,000.00	£ -	£ 4,300.00	8%	
4102	Other Planting Expenses	£ 50.00	£ -	£ 50.00	£ 42.00	£ 50.00	£ 900.00	£ 900.00	1700%	to allow for inc planting as discussed by council
	Overhead Expenditure	£ 10,050.00	£ 10,342.00	£ 6,050.00	£ 7,334.00	£ 7,050.00	£ 1,619.00	£ 8,500.00	21%	
1007	Hanging Baskets Sponsorship Income	£ 5,100.00	£ 5,770.00	£ 4,750.00	£ 4,830.00	£ 4,750.00	£ -	£ 5,200.00	9%	
1009	Roundabout Sponsorship	£ 5,000.00	£ 5,293.00	£ 5,200.00	£ 5,368.00	£ 5,200.00	£ -	£ 5,200.00	0%	
1100	Grants Received	£ 2,395.00	£ -	£ -	£ -	£ -	£ -	£ -	5%	
	Total Income	£ 12,495.00	£ 11,063.00	£ 9,950.00	£ 10,198.00	£ 9,950.00	£ -	£ 10,400.00		
202	Cemetery									
4011	Rates	£ 1,948.00	£ 2,698.00	£ 3,036.00	£ 3,036.00	£ 3,100.00	£ 1,772.00	£ 3,700.00	19%	re-align after previous under-budgeting
4012	Water Rates	£ 350.00	£ 230.00	£ 355.00	£ 281.00	£ 250.00	£ 611.00	£ 1,000.00	300%	re-align after previous under-budgeting
4014	Electricity	£ 2,200.00	£ 551.00	£ 2,233.00	£ 430.00	£ 1,600.00	£ 148.00	£ 1,600.00	0%	
4016	Cleaning	£ -	£ -	£ -	£ 133.00	£ 100.00	£ 45.00	£ 100.00	0%	
4017	Fire Precautions	£ 150.00	£ 35.00	£ 152.00	£ 30.00	£ 152.00	£ -	£ 155.00	2%	
4019	New IT System/Hardware	£ -	£ 53.00	£ -	£ -	£ -	£ -	£ -	0%	
4035	Equipment	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	0%	
4036	R&M - Buildings	£ 8,000.00	£ 733.00	£ 2,000.00	£ 248.00	£ 2,000.00	£ -	£ 2,000.00	0%	
4037	R&M - Grounds	£ 1,000.00	£ 13,094.00	£ 16,500.00	£ 21,784.00	£ 16,500.00	£ 18,306.00	£ 22,000.00	33%	creation of hardstanding area for skips
4040	Trade Refuse Collections	£ 1,500.00	£ -	£ 1,500.00	£ -	£ -	£ -	£ 1,500.00	new	
4047	Grave Dipping	£ 13,000.00	£ 11,216.00	£ 13,500.00	£ 10,655.00	£ 12,000.00	£ 2,896.00	£ 11,500.00	-4%	
4084	Commemorative Bench Cemetery	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -	5%	
4325	Cemetery SLA	£ 8,880.00	£ 9,182.00	£ 9,240.00	£ 10,071.00	£ 10,071.00	£ 2,558.00	£ 10,540.00	0%	
4995	Budgeted Reserve Amount	£ 5,000.00	£ -	£ -	£ -	£ 3,000.00	£ -	£ 3,000.00	0%	
	Overhead Expenditure	£ 43,228.00	£ 36,690.00	£ 48,716.00	£ 46,668.00	£ 48,973.00	£ 26,338.00	£ 57,295.00	17%	
1000	Burial Fees	£ 24,000.00	£ 28,050.00	£ 30,000.00	£ 33,350.00	£ 29,000.00	£ 7,630.00	£ 29,000.00	0%	
1020	Interment Income	£ 10,000.00	£ 3,830.00	£ 7,500.00	£ 3,000.00	£ 6,000.00	£ -	£ 3,000.00	-50%	
1021	Monumental Income	£ 11,000.00	£ 5,705.00	£ 4,500.00	£ 6,648.00	£ 5,000.00	£ 335.00	£ 4,000.00	-20%	reduction to more realistic budget on income
1022	Grave Space Purchase Income	£ 12,200.00	£ 13,500.00	£ 16,000.00	£ 20,261.00	£ 16,000.00	£ 2,793.00	£ 12,000.00	-25%	
1029	Income Commemorative Bench	£ 1,050.00	£ 1,050.00	£ 1,066.00	£ 1,091.00	£ 1,500.00	£ 1,080.00	£ 1,500.00	0%	
	Total Income	£ 58,250.00	£ 52,135.00	£ 59,066.00	£ 64,350.00	£ 57,500.00	£ 11,838.00	£ 49,500.00	-14%	

[illegible]

4012	Water Rates	£ 150.00	£ 218.00	£ 152.00	£ 51.00	£ 152.00	£ -	£ 152.00	0%
4014	Electricity	£ 600.00	£ 61.00	£ 609.00	£ 349.00	£ 260.00	£ 159.00	£ 400.00	54%
4016	Cleaning	£ -	£ 120.00	£ -	£ 265.00	£ 300.00	£ -	£ 300.00	0%
4036	R&M - Buildings	£ 500.00	£ 142.00	£ 508.00	£ 872.00	£ 900.00	£ 8.00	£ 900.00	0%
4044	Public toilet cleaning	£ -	£ -	£ 600.00	£ -	£ -	£ -	£ 100.00	new
4046	Public Toilet Opening and closing	£ -	£ 760.00	£ -	£ 1,490.00	£ 2,000.00	£ 160.00	£ 2,400.00	
	Overhead Expenditure	£ 2,950.00	£ 2,281.00	£ 2,990.00	£ 4,475.00	£ 5,084.00	£ 1,799.00	£ 5,772.00	20% Abbey Security
									14%
1005	Misc Income	£ -	£ 200.00	£ -	£ -	£ -	£ -	£ -	
1100	Grants Received	£ 3,000.00	£ 3,300.00	£ 3,300.00	£ 3,300.00	£ 3,300.00	£ -	£ 3,300.00	WSC
	Total Income	£ 3,000.00	£ 3,500.00	£ 3,300.00	£ 3,300.00	£ 3,300.00	£ -	£ 3,300.00	0%
211	The Queens Statue								
4012	Water Rates	£ 200.00	£ -	£ 203.00	£ -	£ 203.00	£ -	£ 200.00	-1%
4014	Electricity	£ 1,000.00	£ -	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	0%
4037	R&M - Grounds	£ 3,000.00	£ 400.00	£ 1,000.00	£ 350.00	£ 1,000.00	£ 62.00	£ 1,000.00	0%
	Overhead Expenditure	£ 4,200.00	£ 400.00	£ 1,503.00	£ 350.00	£ 1,503.00	£ 62.00	£ 1,500.00	0%
215	Allocments								
4037	R&M - Grounds	£ 1,500.00	£ 665.00	£ -	£ -	£ 1,500.00	£ 106.00	£ 1,500.00	0%
	Overhead Expenditure	£ 1,500.00	£ 665.00	£ -	£ -	£ 1,500.00	£ 106.00	£ 1,500.00	0%
1010	Alloiment Fees	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ -	£ 900.00	0%
	Total Income	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ -	£ 900.00	0%
220	Stuidlands								
4045	Street Lighting - Enerby fees & Maint Cont	£ 10,000.00	£ 10,048.00	£ 13,500.00	£ 12,864.00	£ 15,500.00	£ -	£ 15,500.00	0%
4052	Street Lighting - Repair	£ 1,500.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	0%
	Overhead Expenditure	£ 11,500.00	£ 10,048.00	£ 14,500.00	£ 12,864.00	£ 16,500.00	£ -	£ 16,500.00	0%
308	Christmas								
4310	Christmas Lights	£ 15,000.00	£ 16,504.00	£ 11,207.00	£ 11,207.00	£ 12,000.00	£ 11,207.00	£ 15,500.00	29% Xmas new contract
4811	CP - Christmas Lights Infrast	£ 3,000.00	£ 3,640.00	£ 12,793.00	£ 10,370.00	£ 10,000.00	£ -	£ 10,000.00	0%
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	0%
	Overhead Expenditure	£ 18,000.00	£ 20,144.00	£ 24,000.00	£ 21,577.00	£ 23,000.00	£ 11,207.00	£ 26,500.00	15%
309	Newmarket Bombing Memorial								
4099	Contribution to overall costs	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	0%
	Overhead Expenditure					£ 1,000.00	£ -	£ 1,000.00	0%
						</			

	2018/2019	2019/2020	2020/2021	2020/2021	2021/2022	% change	
	Budget	Spend	Budget	Spend	Budget	Year to Date	Proposed Draft Budget
120 Memorial Hall							
4011 Rates	£ 7,000.00	£ 5,760.00	£ 5,892.00	£ 5,892.00	£ 6,000.00	£ 2,993.00	£ 6,170.00
4012 Water Rates	£ 3,000.00	£ 2,045.00	£ 4,700.00	£ 6,039.00	£ 5,000.00	£ 420.00	£ 5,000.00
4014 Electricity	£ 5,000.00	£ 1,495.00	£ 4,000.00	£ 5,014.00	£ 5,000.00	£ 1,293.00	£ 5,000.00
4015 Gas	£ 6,000.00	£ 7,295.00	£ 4,500.00	£ 6,435.00	£ 6,000.00	£ 2,320.00	£ 6,000.00
4016 Cleaning	£ -	£ 913.00	£ -	£ 3,220.00	£ 7,000.00	£ 2,162.00	£ 7,000.00
4017 Fire Precautions	£ 500.00	£ 449.00	£ 510.00	£ 240.00	£ 510.00	£ 481.00	£ 510.00
4036 R&M - Buildings	£ 11,000.00	£ 16,531.00	£ 11,000.00	£ 11,054.00	£ 15,480.00	£ 1,289.00	£ 15,500.00
4038 Furniture/Fixtures/Fittings	£ 3,150.00	£ 3,184.00	£ 2,500.00	£ 666.00	£ 2,500.00	£ -	£ 2,500.00
4040 Trade Refuse Collections	£ 1,600.00	£ 1,594.00	£ 1,632.00	£ 1,660.00	£ 1,700.00	£ 1,771.00	£ 1,950.00
4044 Public Toilet Cleaning	£ 650.00	£ 218.00	£ -	£ -	£ 200.00	£ -	£ 200.00
4078 Refreshment Costs Hall Hire	£ 1,200.00	£ 2,716.00	£ 1,224.00	£ 829.00	£ 800.00	£ -	£ 800.00
4080 PWLB Loan Charges (CAP + I)	£ 68,000.00	£ 67,990.00	£ 88,919.00	£ 89,878.00	£ 88,919.00	£ 44,932.00	£ 89,864.00
4995 Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00
Overhead Expenditure	£ 107,100.00	£ 107,200.00	£ 124,877.00	£ 130,927.00	£ 141,109.00	£ 57,661.00	£ 142,494.00
1001 Hall Hire Standard Rate	£ 35,000.00	£ 15,534.00	£ 35,000.00	£ 19,334.00	£ 20,000.00	£ 3,385.00	£ 7,000.00
4008 Banner-theatre	£ -	£ 100.00	£ -	£ -	£ -	£ -	£ -
1016 Refreshments Income	£ 6,000.00	£ 2,946.00	£ 6,120.00	£ 1,319.00	£ 1,000.00	£ -	£ 500.00
Total Income	£ 41,000.00	£ 18,580.00	£ 41,120.00	£ 20,653.00	£ 21,000.00	£ 3,385.00	£ 7,500.00
301 Arts							
4440 Costs - Childrens Events	£ 2,000.00	£ 2,940.00	£ 2,690.00	£ 3,250.00	£ 3,350.00	£ -	£ 3,500.00
4443 Costs - Tea Dance	£ 1,600.00	£ 2,272.00	£ 1,624.00	£ 1,774.00	£ 1,624.00	£ -	£ 1,800.00
Overhead Expenditure	£ 3,600.00	£ 5,212.00	£ 4,314.00	£ 5,024.00	£ 4,974.00	£ -	£ 5,300.00
1043 Income - Tea Dance	£ 1,600.00	£ 1,704.00	£ 1,550.00	£ 1,816.00	£ 1,550.00	£ -	£ -
1101 Donations Received	£ -	£ -	£ -	£ 150.00	£ -	£ -	£ -
1174 SCC Grants Received	£ -	£ -	£ -	£ 650.00	£ -	£ -	£ -
Total Income	£ 1,600.00	£ 1,704.00	£ 1,550.00	£ 2,616.00	£ 1,550.00	£ -	£ -
302 Winter Event							
4453 Cost of Winter Event	£ -	£ -	£ 11,000.00	£ 7,163.00	£ 9,000.00	£ -	£ 15,000.00
Overhead Expenditure			£ 11,000.00	£ 7,163.00	£ 9,000.00	£ -	£ 15,000.00
1059 Income - Winter Event	£ -	£ -	£ 5,000.00	£ 158.00	£ 3,000.00	£ -	£ 3,000.00
Donations Received	£ -	£ -	£ -	£ 1,250.00	£ -	£ -	£ -
Total Income			£ 5,000.00	£ 1,408.00	£ 3,000.00	£ -	£ 3,000.00
303 Entertainment							
4094 Market Event	£ 10,000.00	£ 8,135.00	£ -	£ -	£ -	£ -	£ 500.00
4096 Purple Tuesday	£ -	£ 310.00	£ -	£ 876.00	£ 500.00	£ -	£ 10,000.00
4098 Soapbox Derby	£ -	£ -	£ -	£ 23,431.00	£ -	£ 200.00	£ 10,000.00
4179 Entertainment	£ -	£ -	£ 4,000.00	£ 121.00	£ 6,000.00	£ 30.00	£ 10,000.00
Overhead Expenditure	£ 10,000.00	£ 8,445.00	£ 4,000.00	£ 24,428.00	£ 6,500.00	£ 230.00	£ 20,500.00
1172 Soapbox Derby - Income	£ -	£ -	£ -	£ 22,619.00	£ -	£ -	£ -
1174 Grants Received	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -
Total Income	£ -	£ 500.00	£ -	£ 22,619.00	£ -	£ -	£ -
304 Tourism							
4311 Christmas Tree	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00
4320 Legends of the Turf	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00
Overhead Expenditure	£ 2,000.00	£ -	£ 2,000.00	£ -	£ 2,000.00	£ -	£ 2,000.00

0%

0%

0%

67%

215%

0%

0%

0%

4%

11%

7%

-100%

-100%

67%

67%

0%

0%

0%

15%

0%

0%

1%

0%

1%

-65%

-50%

-64%

allowing for projected reduction in bookings in 2021

allowing for projected reduction in bookings in 2021

provision for unexpected reinstatement of tea dance

it is likely that this event will not take place for the majority of year

2021 winter event - catering for possible lack of usual sponsorship

increase to cater for possible community events over 2021/22

0%	taking back the running of Carnival
0%	
0%	
0%	
400%	Budget to save into EMR for future new play area equipment
0%	
200%	Budget to save into EMR for future new replacement of water feature equipment
0%	
0%	
53%	
0%	kiosk rental to be confirmed
0%	
0%	for both twinning - twinning events unsure
0%	
3%	
30%	re-align after previous under-budgeting
0%	
0%	
64%	re-align after previous under-budgeting
50%	allowing for further safety works
0%	
0%	
0%	
9%	
-63%	
-100%	
-63%	

[illegible]



Report to	Community & Leisure Services Committee
Subject	Cemetery Flint Wall Renovations
Purpose	Decision
Classification	Unrestricted
Meeting date	5th October 2020
Item number	
Written By	Cathy Whitaker; RFO

Summary: This report outlines details of costs for further flint-walling works in the cemetery.

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. That further flint-walling works be carried out in Newmarket Cemetery in the current financial year.

1.	Introduction
a.	At the Community & Leisure Services Committee meeting on 7 th September, it was decided to go ahead with further flint-walling works this financial year.
b.	Expert contractor availability would be established, along with cost.
2.	Context
a.	The flint walls are in a poor state, with a sudden collapse happening three years ago.
3.	Proposal/Options
a.	Clarification has been received regarding availability for a further 10 days work at £405 p/day.
4.	Financial/Resource Implications
a.	£4,050 could be used to pay for this from the EMR 330 Cemetery, which currently stands at £31,296.
5.	Next Steps/Recommendations
a.	Council resolves to use EMR 330 funds to the value of £4,050 to carry out 10 days further flint-wall works in cemetery.



Newmarket Memorial Gardens

Inspection Ref: 1191859

Site Ref: 26066

Customer Order: N/A

Operational Inspection - 22-September-2020 - 08:45 Inspector Tim McGhee

Risk Assessment: 0 Risk Assessment not Undertaken



Location:

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

Facility Details: The inspection of this site was not undertaken as the site was inaccessible because site closed for upgrade of play equipment. No access.



Report to	Community & Leisure Committee
Subject	Bill Tutte Memorial – Bollard damage
Purpose	Decision
Classification	Unrestricted
Meeting date	5th October 2020
Item number	
Written By	Cathy Whitaker; RFO

Summary: This report outlines the situation regarding the bollard damage at the memorial.

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. That Meads Construction be engaged to re-instate bollard number 1 at a cost of £950.
2. That an insurance claim be actioned with the town council's insurers for the cost of re-instating bollard number 1.
3. That Meads Construction be engaged to install the new bollard number 2 at a cost of £650.
4. That the cost of installation of bollard 2 be reclaimed from Parcellforce in full; along with the cost of manufacturing a new bollard.

1.	Introduction
a.	There are two bollards which require repair at the memorial following vehicle incidents.
b.	The council costs should be reclaimed via an insurance claim (Bollard 1) and a direct claim (Bollard 2).
2.	Context
a.	Bollard 1 was hit and displaced by a vehicle (unwitnessed) on or around 25/11/19.
b.	Bollard 2 was hit and damaged by a Parcellforce vehicle (witnessed & photographed) on 11/6/20.
3.	Proposal/Options
a.	Bollard 1 to be re-instated by Meads Construction.
b.	Bollard 2 to be installed by Meads Construction once the replacement bollard is ready.
4.	Financial/Resource Implications
a.	Bollard 1: £100 excess; in line with council insurance policy.
b.	Bollard 2: Full recompense is expected from Parcellforce in due course.
5.	Next Steps/Recommendations
a.	That council resolves to proceed with the Meads Construction quote for the re-instatement / installation of the two bollards (£1,600 plus VAT).
b.	That an insurance claim is registered for bollard 1 and a full claim against Parcellforce be made for bollard 2.

**Severals/Pavilion Working Group Meeting to discuss Anti-Social Behaviour Report
24/09/2020**

**Present: Cllr Jefferys, Cllr Appleby, Cllr O'Neill, Cllr Yarrow, D. Baines (Town Clerk)
Report to Community & Leisure Committee – 5th October 2020**

Proposals

- | | |
|----|---|
| 1. | <p>Increase usage of the Severals through regular organised activities</p> <ul style="list-style-type: none"> • Cricket
Discuss with WSC possible use of George Lambton for charitable activities (eg boot fairs) to develop the Severals for use of cricket at weekend, whilst providing more suitable parking for these types of event. • Keep fit activities
Encourage use of the Severals for keep fit activities during the evening, by offering free use of the Severals only (not the Pavilion) after 5pm, for activities located <i>near the Pavilion</i>. |
| 2. | <p>Alarm System
Review and ensure is fit for purpose</p> |
| 3. | <p>Additional signage - promoting expected use of the area (eg no littering, drinking)</p> <p>Around legislation: Public Space Protection Order
“We are trying to make this town a safe and welcoming place, therefore there is a PSPO which prohibits drinking in this area”.</p> |
| 4. | <p>Investigate how other initiatives could feed in and make use of the space</p> <ul style="list-style-type: none"> • WSC Youth Strategy Group. • SOS Bus |
| 5. | <p>Checks and patrols of the area throughout the day
Investigate whether there is an SLA for the PCSO and whether the TC say has any influence over their duties and priorities</p> |
| 6. | <p>Installation of a trim trail around the Severals</p> |
| 7. | <p>Litter and emptying of bins
Review frequency of emptying and whether this is sufficient.
Arrange purchase of a stock of litter pickers and equipment (from WSC?)</p> |
| 8. | <p>Security budget
Ensure budget for any repairs or upgrading to security systems and measures.</p> |
| 9. | <p>Young people need someone to gather
Installation of multi-purpose shelter, with seating on the Fordham Road facing inwards.
Installation of multi-purpose shelter, at the Skate Park</p> |

Other items discussed (no actions/proposals)	
	Changes/improvements to CCTV <i>Not seen as being a worth-while expense at present.</i>
	Lighting Should lights be left on during the evening? Report suggests that lighting allows offenders to be seen and can act as a deterrent. <i>No recommendations at present.</i>
	Friends of the Park group <i>No recommendations on this point.</i>
	Nearby licensed premises selling alcohol to under-age drinkers <i>No recommendations at present, but should be kept under review.</i>
	Location of cycle racks (report advises they are not well placed) <i>Not aware of any issues.</i>

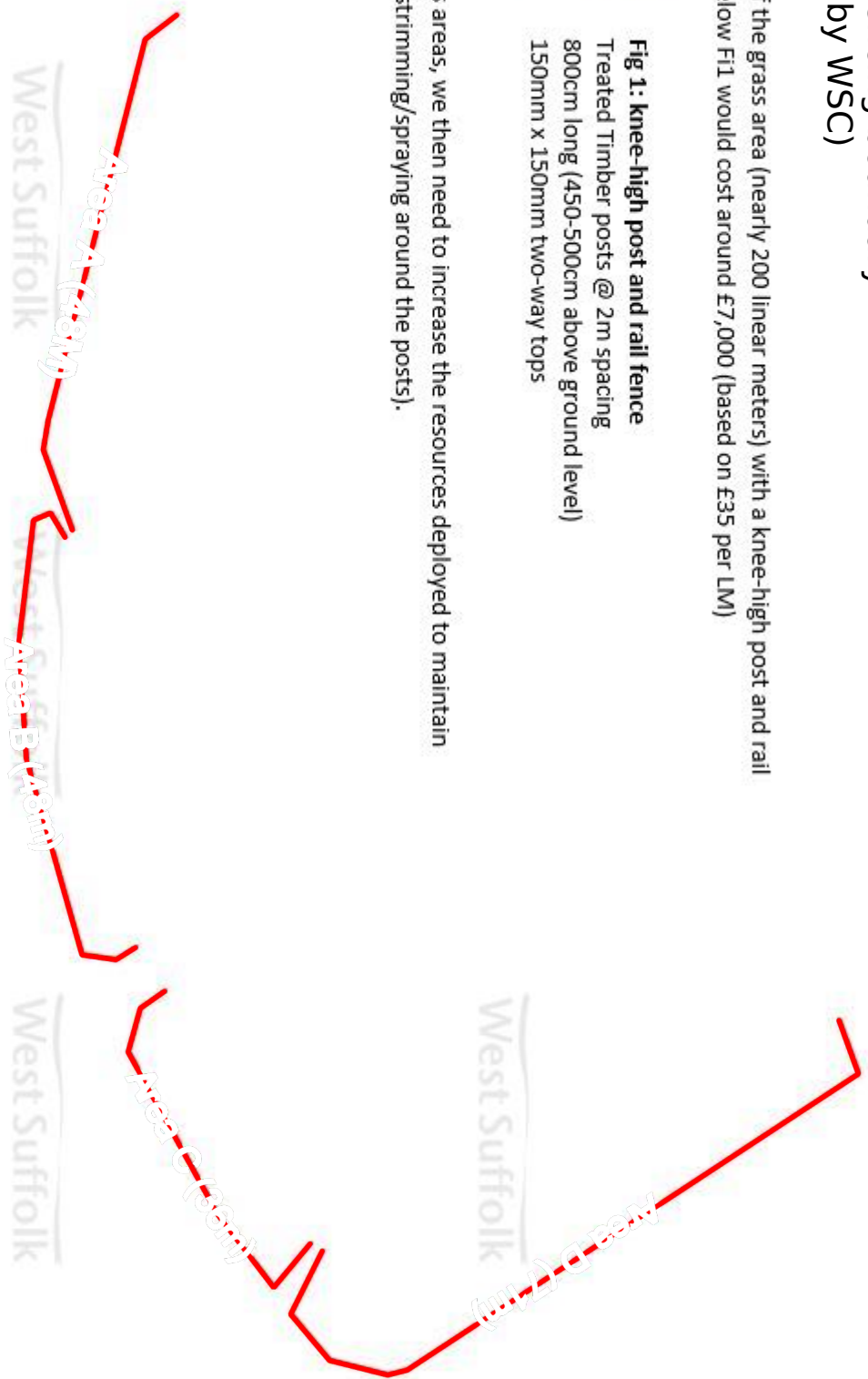
St Mary's Square Map of proposed fencing boundary (costing provided by WSC)

To secure the boundary of the grass area (nearly 200 linear meters) with a knee-high post and rail fence like that pictured below FI1 would cost around £7,000 (based on £35 per LM)



Fig 1: knee-high post and rail fence
Treated Timber posts @ 2m spacing
800cm long (450-500cm above ground level)
150mm x 150mm two-way tops

By putting posts into grass areas, we then need to increase the resources deployed to maintain those areas (i.e. Mowing/strimming/spraying around the posts).



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St Mary's Square, Newmarket

Scale: 1:600

Printed on 2020-09-14 15:44:28

by dparker@SEBC_DOMAIN

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West Suffolk House
Western Way
Bury St Edmunds
IP33 3YU
01284 763233
www.westsuffolk.gov.uk

Hi Gemma

The Loyal Company of Town Criers hold an annual British Championships in a Criers Town. Normally the Town gets sponsors to help with the costs which usually incurs accommodation costs for the Criers as well as feeding them, prizes etc. However a virtual competition would not incur all these costs due to the Criers not actually being there. They would need to make videos of themselves and these would be judged in the normal categories which are

- Sustained Volume and clarity
- Diction and Inflection
- Bearing and Confidence
- Content of cry
- Best Dressed Crier
- Best dressed Consort
- Best Dressed Couple

The last two if the crier has their consort on the video with them. Different judges would judge a specific category and people such as the Mayor could be a judge as well as any others with specific skills but I would be able to help them on what they are looking for as I wouldn't be able to compete as it's my Home Town.

Here are some ideas for the virtual Town Crying Competition which we could use to raise money for a charity. (One of our other Criers came up with an idea of raising money for a Mental Health Charity as a lot of people are suffering More and are still suffering due to lockdown)

Title - It's o.k. to cry!

Charity strapline - Crying to Help (on the poster or advert it could have a T for Trying and have that crossed out and replaced with a C for Crying).

As a condition of entry each crier has to get 10 sponsors as a minimum (10 for a tenner) giving £1 each. Captain Tom managed to raise millions for his walk, so I'm sure we must be able to raise awareness of the L.C.T.C. if we publicise widely enough, particularly if we could involve the Royals.

We could have a 'just giving' page and use the newspapers both local and national plus social media.
13th - 20th May 2021 - Mental Health Awareness Week

Another idea that we had was to look to see if one of the big national newspapers has a centenary coming up.

As town criers we historically predate printed media and as early broadcasters of news they could be approached for sponsoring, and thereby advertising, a national cry

I did a little bit of research and came up with a few historical bits and pieces that we may be able to use for competition cry's, virtual or otherwise, that may gain a bit of national media coverage. These dates are all in 2021: -

Title - Looking Backward to Move Forward.

Kind Regards

Brenda Willison

Town Crier of Newmarket
Chairman of the Loyal Company of Town Criers

From: [REDACTED]
Sent: 08 September 2020 14:40
To: events <events@newmarket.gov.uk>
Subject: Memorials on BirdCage walk

Good afternoon Events team

I hope you are doing well.

Many thanks to [REDACTED] who advised that I could reach out to you for some help. My friend has seen that on the BirdCage walk in NewMarket, near the queen's status, there are some memorials for passed people.

Would you kindly let me know how we could get something in the memory of her dad who previously passed away, the cost and the time for this to happen?

I understand that you will have a community and leisure meeting very soon so I will be very grateful if this could be added to the agenda?

I thank you very much in advance

[REDACTED]

[REDACTED]



[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

