

Membership from June 2020

Councillor Anderson
Councillor Appleby
Councillor Borda (Vice Chairman)
Councillor Bowen
Councillor De'Ath (Chairman)
Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby
Councillor O'Neill
Mrs Philippa Winter (non-councillor)
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 7th December 2020 at 6pm**

A G E N D A

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/85662607595?pwd=NFdUa0lOSmhRUHRNcnpiejY5b3FSdz09>

Or by telephone: +441314601196 / Meeting ID: 856 6260 7595 & password: 983828

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 Mayor determining whose turn it is to speak. Voting will be orally, by roll call. Occasionally matters relating to contractual or staffing issues have to be held in the confidential part of the meeting.

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

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

- 1) Chairman's announcement** - That the proceedings are being recorded. All participants will be muted by the host of the meeting, who will unmute the individual the Chairman has invited to speak
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4) Minutes of previous meeting held 2nd November 2020**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 5) Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak on more than two items and for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- 6) Accounts** – To receive and note the accounts for Community and Leisure for the previous month (to follow)
- 7) Budget Proposal** – To receive and approve proposals for the 2020/2021 budget (herewith)

8) Newmarket Venues

- a) To receive a working group report and authorise any actions
- b) To note any booking requests and authorise any actions

9) Cemetery Matters - To receive an update and authorise any actions

10) Memorial Gardens

- a) Play Area Report – To receive the monthly inspection report (to follow)
- b) To receive and approve quotes for tree work in the Memorial Gardens (herewith)

11) Hanging baskets – to receive a quote for hanging baskets for summer 2021 (herewith)

12) St Mary's Square – To consider parking on grass verge, and authorise any actions

13) History Trail – To discuss proposals for a history trail and authorise any actions

14) Recycling – To discuss the recycling of plant wastage (verbal report)

15) Correspondence

16) Date of next meeting – Monday 4th January 2021

17) Items for the next agenda

Signed *D. Baines* Debbie Baines, Town Clerk

1st December 2020



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee
Held on Monday 2nd November 2020 at 7:00 pm via Zoom

Attendance:

Councillor J Borda (Chairman)
 Councillor A Appleby
 Councillor R Hood
 Philipp Winter

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 1 Member of the Public.

Minute	Action by
CL/20/11/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and 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.	
CL/20/11/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath, Drummond, Kerby and Fitzgerald. Cllrs Anderson and Bowen were absent.	
CL/20/11/3 <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.	
CL/20/11/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY AND LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 5TH OCTOBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community and Leisure Services Committee meeting held on 5th October 2020 and the following amendment was made: Page 2 – CL/20/10/8 – the following sentence was removed “A request was made that Freshfield be included in the planting plans” Subject to the amendment being made, the following was agreed:	

CL/20/11/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 5th October 2020 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

Matters arising.

Page 2 - CL/20/10/7 – weed spraying – this would be considered again in the Spring

Page 3 – CL/20/10/12 – Remembrance Sunday - The Events Manager confirmed the numbers that would be in attendance for wreath laying only and that Government guidance permitted the event to go ahead with social distancing being adhered to. A bugler would be in attendance and NTC would cover their travel expenses.

CL/20/11/5 PUBLIC PARTICIPATION

No members of the public wished to speak.

CL/20/11/6 TO RECEIVE THE ACCOUNTS FOR OCTOBER 2020

The accounts for October 2020 were being prepared and would be circulated.

CL/20/11/7 BUDGET PROPOSAL FROM THE WORKING GROUP

The Working Group had gone over the proposed budget in detail, it was agreed that figures be reviewed in an attempt to reduce expenditure. The following was agreed:

CL/20/11/7.01 Recommendation

That the Mayor and RFO look at the draft budget again and try to reduce the increase and report findings at the next meeting.

CL/20/11/8 NEWMARKET VENUES

The Events Manager reported that other venues had reduced hire charges due to the pandemic and requested that councillors consider current charges to ensure they were competitive. It was noted that the Terms & Conditions did not currently allow payments by credit card. The following was agreed:

CL/20/11/8.01 Recommendation

That a Working Group be set up comprising of Cllrs Borda, Jefferys, O'Neill and Phillipa Winter (with Cllr De'Ath as Chairman if able to attend) with a remit of reviewing the hire charges for Newmarket venues, review the terms and conditions and present recommendations at the next meeting.

CL/20/11/9 CEMETERY

Cemetery gate automation – RFO reported that she could only get 2 local quotes and that one had suggested using solar power. West Suffolk already use solar powered gates at other cemeteries. The two quotes to install automatic gates at the Cemetery were considered and the following was agreed:

CL/20/11/9.01 Recommendation

That the quote from Suffolk Gate Automation to install a solar powered automated gate at the Cemetery for £4687+VAT with a fob system and 20 fobs £634+VAT and a free exit loop for cars £432+VAT be accepted.

A West Suffolk report on managing unauthorised memorabilia items on graves at the Cemetery was considered and the following was agreed:

CL/20/11/9.01 Recommendation

That the West Suffolk report on managing unauthorised memorabilia items on graves at the Cemetery be adopted and be sensitively applied.

A West Suffolk report for a solution to deter the use of artificial grass on new graves in the Cemetery by providing alternative temporary coverings was considered and the following was agreed:

CL/20/11/9.02 Recommendation

That the West Suffolk solution to deter use of artificial grass on new graves at the Cemetery be adopted.

Town Clerk reported the recent theft of a vehicle from the cemetery and a number of additional thefts that had occurred over recent months, and suggested that a policy for introducing opening hours could help to prevent thefts in the future. The following was agreed:

CL/20/11/9.03 Recommendation

That a policy for introducing opening hours at the Cemetery be implemented when the automatic gates were installed.

CL/20/11/10 MEMORIAL GARDENS

Monthly Play Area Inspection (October) – There no urgent matters to be considered, a small number of minor issues were noted to be monitored and actioned when necessary.

Update on Play Area Improvements – RFO reported that installation of additional equipment to deter anti-social behaviour was awaited, and that a solution to the need for improvements to the mound was still being considered.

Quotes for tree work – This item was deferred in order to determine which trees required work as a priority.

CL/20/11/11 CLOCK TOWER PROJECT

Town Clerk report that there was no further update.

CL/20/11/12 MARKET

The West Suffolk report on the Market was noted and in addition that they intended holding a Christmas market every Saturday in December using both the High Street and Bill Tutte Memorial area.

Town Clerk would arrange a meeting with West Suffolk in the New Year, to discuss the market.

CL/20/11/13 PLANTING RECYCLING

This item was deferred to the next meeting.

CL/20/11/14 CORRESPONDENCE

A request from the support group Lifecraft. to hold a meeting at the Pavilion was considered and the following was agreed:

CL/20/11/14.01 Recommendation

That the Charity Lifecraft be allowed to use the Pavilion 26th November 2020 for 2 hours.

DATE OF NEXT MEETING

Monday 7th December 2020 via Zoom.

CL/20/11/15 ITEMS FOR NEXT AGENDA

- History Trail
- Tree work in the Memorial Garden
- Clock Tower project
- Plant recycling

Meeting closed at 8:08pm

Signed _____ Date _____

		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	£ 5,000.00	19%	New Van, Elec Charger bal.to EMR Vehicles
4095	Assets Purchased					£ -	£ 2,625.00	£ -	3%	
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	4%	
	OverHead Expenditure	£ 72,215.00	£ 70,772.00	£ 84,591.00	£ 72,348.00	£ 77,416.00	£ 21,597.00	£ 80,378.00		
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	£ -	£ -	-100%	
	OverHead Expenditure	£ 10,050.00	£ 10,342.00	£ 6,050.00	£ 7,334.00	£ 7,050.00	£ 1,619.00	£ 7,600.00	8%	
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	£ -	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 12,495.00	£ 11,063.00	£ 9,950.00	£ 10,198.00	£ 9,950.00	£ -	£ 10,400.00	5%	
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	£ -	£ -	£ -	£ -	£ -		
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	£ 18,308.00	£ 18,000.00	9%	creation of handstanding area for skips
4040	Trade Refuse Collections	£ 1,500.00	£ -	£ 1,500.00	£ -	£ -	£ -	£ 1,500.00	new	
4047	Grave Digging	£ 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	£ -	£ -	£ -	£ -	£ -	£ -		
4325	Cemetery SLA	£ 8,880.00	£ 9,182.00	£ 9,240.00	£ 10,071.00	£ 10,071.00	£ 2,558.00	£ 10,540.00	5%	
4995	Budgeted Reserve Amount	£ 5,000.00	£ -	£ -	£ -	£ 3,000.00	£ -	£ 1,000.00	-67%	
	OverHead Expenditure	£ 43,228.00	£ 36,690.00	£ 48,716.00	£ 46,668.00	£ 48,973.00	£ 26,338.00	£ 51,295.00	5%	
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	£ -	£ 4,000.00	-33%	
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	£ 50,500.00	-12%	

203	Disused Churchyards									
4037	R&M - Grounds	£ 1,500.00	£ 261.00	£ 4,000.00	£ 4,412.00	£ 4,000.00	£ -	£ 2,000.00		-50%
4995	Budgeted Reserve Amount	£ -	£ -		£ -	£ 1,000.00	£ -	£ -		-100%
4996	Tfr from Earmarked Reserves	£ 3,000.00	£ -		£ -	£ -		£ -		
	OverHead Expenditure	£ 4,500.00	£ 261.00	£ 4,000.00	£ 4,412.00	£ 5,000.00	£ -	£ 2,000.00		-60%
204	Memorial - Tutte, War & Cooper									
1014	Electricity	£ -	£ 78.00	£ 100.00	£ 64.00	£ 100.00	£ 44.00	£ 100.00		0%
4036	R&M - Buildings	£ 500.00	£ 950.00	£ 500.00	£ 14.00	£ 500.00	£ -	£ 500.00		0%
4037	R&M - Grounds	£ 7,000.00	£ 3,794.00	£ -	£ 7,193.00	£ 500.00	£ -	£ 1,000.00		100%
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ -	£ -	£ -		probable ongoing cleaning costs
	OverHead Expenditure	£ 7,500.00	£ 4,822.00	£ 600.00	£ 7,271.00	£ 1,100.00	£ 44.00	£ 1,600.00		45%
1005	Misc Income	£ -	£ 950.00	£ -	£ -	£ -	£ -	£ -		
	OverHead Income	£ 7,500.00	£ 5,772.00	£ -	£ -	£ -	£ -	£ -		
205	Clocks									
4014	Electricity	£ 300.00	£ 158.00	£ 300.00	£ 238.00	£ 200.00	£ 30.00	£ 250.00		25%
4036	R&M - Buildings	£ -	£ 404.00	£ 500.00	£ -	£ 500.00	£ 140.00	£ 500.00		0%
4177	Clock Tower Expenses	£ 1,200.00	£ 1,302.00	£ 700.00	£ 1,210.00	£ 1,400.00	£ 660.00	£ 1,400.00		0%
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ -		-100%
	OverHead Expenditure	£ 1,500.00	£ 1,864.00	£ 1,500.00	£ 1,448.00	£ 3,100.00	£ 830.00	£ 2,150.00		-31%
206	Bus Shelters									
4036	R&M - Buildings	£ 500.00	£ 630.00	£ 1,500.00	£ 3,989.00	£ 1,500.00	£ -	£ 1,500.00		0%
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	OverHead Expenditure	£ 500.00	£ 630.00	£ 1,500.00	£ 3,989.00	£ 1,500.00	£ -	£ 1,500.00		0%
207	General Town Maintenance									
4037	R&M - Grounds	£ -	£ -	£ -	£ 529.00	£ 500.00	£ -	£ -		-100%
4092	Infrastructure	£ 2,500.00	£ 87.00	£ 2,500.00	£ -	£ 2,500.00	£ -	£ 2,500.00		0%
4108	Town Centre Regeneration	£ 15,000.00	£ 4,544.00	£ 8,000.00	£ -	£ 8,000.00	£ -	£ 8,000.00		0%
4140	Dog Waste Collection/Disposal	£ 800.00	£ -	£ 812.00	£ 616.00	£ 812.00	£ 794.00	£ 850.00		5%
4995	Budgeted Reserve Amount	£ 1,000.00	£ -	£ -	£ -	£ 1,000.00	£ -	£ -		-100%
	OverHead Expenditure	£ 19,300.00	£ 4,632.00	£ 11,312.00	£ 1,145.00	£ 12,812.00	£ 794.00	£ 11,350.00		-11%
1100	Grants Received			£ -	£ 2,455.00	£ -	£ -	£ -		
	Total Income			£ -	£ 2,455.00	£ -	£ -	£ -		
208	Public Conveniences									
4011	Rates	£ 1,700.00	£ 1,416.00	£ 1,121.00	£ 1,448.00	£ 1,472.00	£ 1,472.00	£ 1,520.00		3%

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%	re-align after previous under-budgeting
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 cleansing	£ -	£ -	£ 600.00	£ -	£ -	£ -	£ 100.00	new	
4046	Public Toilet Opening and closing	£ -	£ 760.00	£ -	£ 1,490.00	£ 2,000.00	£ 160.00	£ 2,400.00	20%	Abbey Security
	OverHead Expenditure	£ 2,950.00	£ 2,281.00	£ 2,990.00	£ 4,475.00	£ 5,084.00	£ 1,799.00	£ 5,772.00	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	0%	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	Allotments									
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	Allotment 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	Studlands									
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	£ -	£ -	-100%	
	OverHead Expenditure					£ 1,000.00	£ -	£ -	-100%	
	Expenditure	£ 196,943.00	£ 163,551.00	£ 201,262.00	£ 183,881.00	£ 205,538.00	£ 64,396.00	£ 209,645.00	2%	
	Income	£ 74,645.00	£ 67,598.00	£ 73,216.00	£ 81,203.00	£ 71,650.00	£ 14,463.00	£ 65,100.00	-9%	
	Net Expenditure	£ 122,298.00	£ 95,953.00	£ 128,046.00	£ 102,678.00	£ 133,888.00	£ 49,933.00	£ 144,545.00	8%	£10,657.00 increase from previous year's committee budget

		2018/2019	2018/2019	2019/2020	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	3%	
4012	Water Rates	£ 3,000.00	£ 2,045.00	£ 4,700.00	£ 6,039.00	£ 5,000.00	£ 420.00	£ 5,000.00	0%	
4014	Electricity	£ 5,000.00	£ 1,495.00	£ 4,000.00	£ 5,014.00	£ 5,000.00	£ 1,293.00	£ 5,000.00	0%	
4015	Gas	£ 6,000.00	£ 7,295.00	£ 4,500.00	£ 6,435.00	£ 6,000.00	£ 2,320.00	£ 6,000.00	0%	
4016	Cleaning	£ -	£ 913.00	£ -	£ 3,220.00	£ 7,000.00	£ 2,162.00	£ 2,000.00	-71%	
4017	Fire Precautions	£ 500.00	£ 449.00	£ 510.00	£ 240.00	£ 510.00	£ 481.00	£ 510.00	0%	
4036	R&M - Buildings	£ 11,000.00	£ 16,531.00	£ 11,000.00	£ 11,054.00	£ 15,480.00	£ 1,289.00	£ 4,000.00	-74%	
4038	Furniture/Fixtures/Fittings	£ 3,150.00	£ 3,184.00	£ 2,500.00	£ 666.00	£ 2,500.00	£ -	£ 2,500.00	0%	
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	15%	
4044	Public Toilet Cleansing	£ 650.00	£ 218.00	£ -	£ -	£ 200.00	£ -	£ 200.00	0%	
4078	Refreshment Costs Hall Hire	£ 1,200.00	£ 2,716.00	£ 1,224.00	£ 829.00	£ 800.00	£ -	£ 800.00	0%	
4080	PWLB Loan Charges (CAP + IN	£ 68,000.00	£ 67,990.00	£ 88,919.00	£ 89,878.00	£ 88,919.00	£ 44,932.00	£ 89,864.00	1%	
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ -	-100%	
	OverHead Expenditure	£ 107,100.00	£ 107,200.00	£ 124,877.00	£ 130,927.00	£ 141,109.00	£ 57,661.00	£ 123,994.00	-12%	
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	-65%	allowing for projected reduction in bookings in 2021
1003	Banner Income	£ -	£ 100.00	£ -	£ -	£ -	£ -	£ -		
1016	Refreshments Income	£ 6,000.00	£ 2,946.00	£ 6,120.00	£ 1,319.00	£ 1,000.00	£ -	£ 500.00	-50%	allowing for projected reduction in bookings in 2021
	Total Income	£ 41,000.00	£ 18,580.00	£ 41,120.00	£ 20,653.00	£ 21,000.00	£ 3,385.00	£ 7,500.00	-64%	
301	Arts									
4440	Costs - Childrens' Events	£ 2,000.00	£ 2,940.00	£ 2,690.00	£ 3,250.00	£ 3,350.00	£ -	£ 3,500.00	4%	
4443	Costs - Tea Dance	£ 1,600.00	£ 2,272.00	£ 1,624.00	£ 1,774.00	£ 1,624.00	£ -	£ 1,800.00	11%	provision for unexpected reinstatement of tea dance
	OverHead Expenditure	£ 3,600.00	£ 5,212.00	£ 4,314.00	£ 5,024.00	£ 4,974.00	£ -	£ 5,300.00	7%	
1043	Income - Tea Dance	£ 1,600.00	£ 1,704.00	£ 1,550.00	£ 1,816.00	£ 1,550.00	£ -	£ -	-100%	it is likely that this event will not take place for the majority of year
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	£ -	£ -	-100%	
302	Winter Event									
4453	Cost of Winter Event	£ -	£ -	£ 11,000.00	£ 7,163.00	£ 9,000.00	£ -	£ 11,000.00	22%	2021 winter event - catering for possible lack of usual sponsorship
	OverHead Expenditure	£ -	£ -	£ 11,000.00	£ 7,163.00	£ 9,000.00	£ -	£ 11,000.00	22%	
1059	Income - Winter Event	£ -	£ -	£ 5,000.00	£ 158.00	£ 3,000.00	£ -	£ 3,000.00	0%	
	Donations Received	£ -	£ -	£ -	£ 1,250.00	£ -	£ -	£ -		
	Total Income	£ -	£ -	£ 5,000.00	£ 1,408.00	£ 3,000.00	£ -	£ 3,000.00	0%	
303	Entertainment									
4094	Market Event	£ 10,000.00	£ 8,135.00	£ -	£ -	£ -	£ -	£ -	-100%	
4096	Purple Tuesday	£ -	£ 310.00	£ -	£ 876.00	£ 500.00	£ -	£ -		
4098	Soapbox Derby	£ -	£ -	£ -	£ 23,431.00	£ -	£ 200.00	£ 10,000.00		
4179	Entertainment	£ -	£ -	£ 4,000.00	£ 121.00	£ 6,000.00	£ 30.00	£ 5,000.00	-17%	increase to cater for possible community events over 2021/22
	OverHead Expenditure	£ 10,000.00	£ 8,445.00	£ 4,000.00	£ 24,428.00	£ 6,500.00	£ 230.00	£ 15,000.00	131%	
1172	Soapbox Derby - Income	£ -	£ -	£ -	£ 22,619.00	£ -	£ -	£ 10,000.00		
1174	Grants Received	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ -	£ 500.00	£ -	£ 22,619.00	£ -	£ -	£ 10,000.00		
304	Tourism									
4311	Christmas Tree	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
4320	Legends of the Turf	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ -	-100%	
	OverHead Expenditure	£ 2,000.00	£ -	£ 2,000.00	£ -	£ 2,000.00	£ -	£ 1,000.00	-50%	

4178	Transfer from Reserves	£ 1,000.00		£ -	£ -		£ -	£ -		
	Total Income	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
	305 Carnival									
4312	Newmarket Carnival	£ 5,000.00	£ 5,500.00	£ 5,000.00	£ 5,000.00	£ 10,000.00	£ -	£ 10,000.00	0%	taking back the running of Carnival
	OverHead Expenditure	£ 5,000.00	£ 5,500.00	£ 5,000.00	£ 5,000.00	£ 10,000.00	£ -	£ 10,000.00	0%	
1026	Carnival income	£ 350.00	£ -	£ -	£ -	£ -	£ -	£ 1,000.00		
1039	Carnival Contribution Income	£ 1,500.00	£ -	£ -	£ -	£ -	£ -	£ -		
1040	Income - Carnival Fundraisers	£ 405.00	£ 500.00	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 2,255.00	£ 500.00	£ -	£ -	£ -	£ -	£ 1,000.00		
	306 Memorial Gardens									
4012	Water Rates	£ 600.00	£ 194.00	£ 608.00	£ 808.00	£ 200.00	£ -	£ 200.00	0%	
4014	Electricity	£ 100.00	£ 168.00	£ 105.00	£ -	£ 105.00	£ -	£ 105.00	0%	
4037	R&M - Grounds	£ 10,000.00	£ 14,904.00	£ 2,000.00	£ 2,940.00	£ 12,000.00	£ 86.00	£ 5,000.00	-58%	
4041	R&M - play-equipment	£ 202.00	£ 202.00	£ 2,000.00	£ 102.00	£ 2,000.00	£ -	£ 10,000.00	400%	Budget to save into EMR for future new play area equipment
4042	Annual Event Fund	£ 2,500.00	£ -	£ -	£ -	£ -	£ -	£ -		
4046	Opening/Closing Costs	£ 4,000.00	£ 2,430.00	£ 5,300.00	£ 3,670.00	£ 4,500.00	£ 270.00	£ 4,500.00	0%	
4069	Mem Garden Master Plan	£ 44,623.00	£ 495,994.00	£ 30,000.00	£ 18,230.00	£ -	£ 4,410.00	£ -		
4112	Water Feature	£ 2,675.00	£ 2,675.00	£ 2,000.00	£ 1,797.00	£ 2,000.00	£ -	£ 6,000.00	200%	Budget to save into EMR for future new replacement of water feature equipment
4080	PWLB Loan Changes (CAP + M)	£ -	£ 9,445.00	£ -	£ -	£ -	£ -	£ -		
4142	Memorial Garden Kiosk	£ 1,000.00	£ 259.00	£ 1,000.00	£ 171.00	£ 1,000.00	£ 676.00	£ 1,000.00	0%	
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ -	-100%	
	OverHead Expenditure	£ 65,700.00	£ 525,883.00	£ 43,013.00	£ 26,102.00	£ 22,805.00	£ 5,442.00	£ 26,805.00	18%	
1004	Kiosk Income	£ 1,200.00	£ 600.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ -	£ 1,200.00	0%	kiosk rental to be confirmed
1005	Misc Income	£ -	£ 7,328.00	£ -	£ -	£ -	£ -	£ -		
1100	Grants Received	£ -	£ 35,000.00	£ -	£ -	£ -	£ -	£ -		
1101	Donations Received	£ -	£ 21,395.00	£ -	£ 1,010.00	£ -	£ -	£ -		
1181	Grant Received WSC	£ -	£ 35,000.00	£ -	£ 1,850.00	£ -	£ -	£ -		
1175	Loan Received	£ -	£ 179,937.00	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 1,200.00	£ 279,260.00	£ 1,200.00	£ 4,060.00	£ 1,200.00	£ -	£ 1,200.00	0%	
	307 Twinning									
4181	Twining Expenses	£ 2,500.00	£ 2,500.00	£ -	£ -	£ 3,500.00	£ 157.00	£ 3,500.00	0%	for both twinning - twinning events unsure
4184	Lexington Link	£ 1,000.00	£ 978.00	£ 3,500.00	£ 2,693.00	£ -	£ -	£ -		
	OverHead Expenditure	£ 3,500.00	£ 3,478.00	£ 3,500.00	£ 2,693.00	£ 3,500.00	£ 157.00	£ 3,500.00	0%	
	310 The Seversals Sports Facilities									
4011	Rates	£ 2,700.00	£ 2,280.00	£ 2,332.00	£ 2,332.00	£ 2,380.00	£ -	£ 2,450.00	3%	
4012	Water Rates	£ 2,000.00	£ 191.00	£ 2,030.00	£ 485.00	£ 1,000.00	£ 634.00	£ 1,300.00	30%	re-align after previous under-budgeting
4014	Electricity	£ 1,400.00	£ 1,129.00	£ 1,421.00	£ 726.00	£ 1,000.00	£ 298.00	£ 1,000.00	0%	
4015	Gas	£ 1,000.00	£ 1,903.00	£ 1,515.00	£ 1,419.00	£ 1,200.00	£ 193.00	£ 1,200.00	0%	
4016	Cleaning	£ -	£ -	£ -	£ 303.00	£ 1,500.00	£ -	£ -	-100%	
4017	Fire Precautions	£ 150.00	£ 68.00	£ 152.00	£ 71.00	£ 152.00	£ 224.00	£ 250.00	64%	re-align after previous under-budgeting
4036	R&M - Buildings	£ 1,000.00	£ 1,918.00	£ 550.00	£ 1,538.00	£ 1,000.00	£ 800.00	£ 1,500.00	50%	allowing for further safety works
4037	R&M - Grounds	£ -	£ -	£ 550.00	£ -	£ 600.00	£ -	£ 600.00	0%	
4038	Furniture/Fixtures/Fittings	£ 1,000.00	£ 503.00	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	0%	
4040	Trade Refuse Collections	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	0%	
4044	Public Toilet Cleansing	£ -	£ 443.00	£ -	£ -	£ 100.00	£ -	£ 100.00	0%	
4200	Capital Expenditure	£ 2,500.00	£ -	£ -	£ -	£ -	£ -	£ -		
4995	Budgeted Reserve Amount	£ -	£ -	£ -	£ -	£ 500.00	£ -	£ 500.00	0%	
	OverHead Expenditure	£ 11,950.00	£ 8,053.00	£ 9,750.00	£ 6,874.00	£ 10,632.00	£ 2,149.00	£ 10,100.00	-5%	
1002	Sports Hire Income	£ 8,000.00	£ 5,759.00	£ 8,120.00	£ 14,378.00	£ 8,000.00	£ 243.00	£ 5,000.00	-38%	
1016	Refreshments Income	£ -	£ 622.00	£ -	£ 602.00	£ 150.00	£ -	£ -	-100%	
	Total Income	£ 8,000.00	£ 6,381.00	£ 8,120.00	£ 14,980.00	£ 8,150.00	£ 243.00	£ 5,000.00	-39%	

	Expenditure	£ 208,850.00	£ 663,771.00	£ 207,454.00	£ 208,211.00	£ 210,520.00	£ 65,639.00	£ 206,699.00	-2%	
	Income	£ 55,055.00	£ 306,925.00	£ 56,990.00	£ 66,336.00	£ 34,900.00	£ 3,628.00	£ 27,700.00	-21%	
	Net Expenditure	£ 153,795.00	£ 356,846.00	£ 150,464.00	£ 141,875.00	£ 175,620.00	£ 62,011.00	£ 178,999.00	2%	£3,379.00 increase from previous year's committee budget



Report to	Community & Leisure Services meeting
Subject	Review of Venue Fees and Card Payments
Purpose	Decision & recommendation to full Town Council
Classification	Unrestricted
Meeting date	7th December 2020
Item number	8a
Written By	Events Manager, Town Clerk

Summary: This report outlines proposals from the Newmarket Venues Working Group, which met to consider venue fee reduction and card payments for bookings and

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

- To reduce Venue Hire fees and system for approval of bookings in line with proposals of the Newmarket Venues Working Group (2a and b)**
- To consider and approve introduction of payments by credit card. The recommendation being to use izettle, and to consider whether to pass booking fees on to the hirer (2c)**

1.	Introduction																																			
	C&L Committee 02/11/2020 authorised the Working Group to review current venue hire charges to ensure they are competitive. With other venues reducing hire charges due to the pandemic, (for example The Racing Centre 2019 rate £36 per hour & 2020 rate reduced to £30 per hour) the group considered making a reduction to venue/room hire fee fees to encourage community, groups and organisations to use NTC venues. The options for payment to be taken by credit card were also considered, as an added service.																																			
2.	Working Group proposals																																			
a.	To reduce the hourly hire charges as follows from 1 st April 2021																																			
	<table><tr><th>Newmarket Venue <i>All prices exclude VAT</i></th><th>Old price list</th><th>New price list for Corporate bookings</th><th>Percentage of reduction</th><th>Reduced rate for charities</th></tr><tr><td>Main Hall midweek</td><td>£35</td><td>£29</td><td>17%</td><td>£15</td></tr><tr><td>Main Hall weekend</td><td>£40</td><td>£29</td><td>28%</td><td>£15</td></tr><tr><td>Sport Pavilion midweek</td><td>£30</td><td>£25</td><td>17%</td><td>£13</td></tr><tr><td>Sport Pavilion weekend</td><td>£35</td><td>£25</td><td>29%</td><td>£13</td></tr><tr><td>Council Chamber</td><td>£25</td><td>£20</td><td>20%</td><td>£10</td></tr><tr><td>Ernest Cassel</td><td>£20</td><td>£15</td><td>25%</td><td>£8</td></tr></table> • A charity discount of 50% (approx.) for community groups (although these groups will pay full amounts for catering and laundry) • Removal of differentiation between midweek and weekend room hire rates • Wedding packages to remain at the same prices	Newmarket Venue <i>All prices exclude VAT</i>	Old price list	New price list for Corporate bookings	Percentage of reduction	Reduced rate for charities	Main Hall midweek	£35	£29	17%	£15	Main Hall weekend	£40	£29	28%	£15	Sport Pavilion midweek	£30	£25	17%	£13	Sport Pavilion weekend	£35	£25	29%	£13	Council Chamber	£25	£20	20%	£10	Ernest Cassel	£20	£15	25%	£8
Newmarket Venue <i>All prices exclude VAT</i>	Old price list	New price list for Corporate bookings	Percentage of reduction	Reduced rate for charities																																
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b.	Arrangements for approving a booking: - The Events Manager to approve standard bookings (<i>for example, standard fee booking request by a community group</i>) - The Town Clerk and Events Manager to have delegated power to negotiate deals with community groups and organisations (<i>for example, six months contact for a series of weekly bookings by a charity</i>) - C&L committee to approve special requests (<i>for example, large or unusual events such as Oktoberfest</i>)
c.	To permit payment by card, both over the telephone and in person
	Payment is always required in advance, and can currently be made by cash, cheque or BACS.
	1st option – Clover Debit Card Processing fees of 0.32% (36p for every £100 spent) Credit Card processing fees of 0.71% (71p for every £100 spent) Payment over the phone Clover Flex: (Clover Flex terminal Rental at £1 per month for 3 months and then £13 per month afterwards). Clover Mini – (Clover Mini at £16.75 per month terminal rental)
	2nd Option – izettle Card transaction 1,75% No monthly fee £29 one-off payment Transactions over the phone 2.5%
	3rd Option – SumUp Air and Cradle Card transaction 1,69% No monthly fee £29 one-off payment
	Recommendation – izettle is proposed as being the option which is simplest and most cost effective. Council may wish to consider adding the cost of booking fees to the hire payment.
3.	Next Steps
a.	Online access to venue bookings and availability The Working Group suggested this be an effective means of encouraging bookings, permitting hirers to have an instant view as to the availability of a venue. Options for embedding the bookings calendar in to the Newmarket Venues website are being investigated, and will be presented to a future meeting.
b.	To review and monitor bookings and income To review venue fees and booking levels to determine whether the pricing points are correct and assess any impact of the changes on numbers of bookings and revenue.
	Additional documents: proposed price list of booking and hire charges (April 2021 onwards)

PROPOSED PRICE LIST (from April 2021)

Room	Price List
Main Hall hourly rate	Corporate: £29 Charities & Community groups: £15
Council Chamber hourly rate	Corporate: £20 Charities & Community groups: £10
Sir Ernest Cassel hourly rate	Corporate: £15 Charities & Community groups: £8
Sports Pavilion hourly rate	Corporate: £25 Charities & community groups: £13
Memorial Hall up to 9h	Corporate: £250 Charities & Community groups: £125
Memorial Hall up to 5h	Corporate £140 Charities & Community groups: £70
Council Chamber up to 9h	Corporate: £170 Charities & Community groups: £85
Council chamber up to 5h	Corporate: £90 Charities & Community groups: £45
Ernest Cassel up to 9h	Corporate: £120 Charities & Community groups: £60
Ernest Cassel up to 5h	Corporate: £70 Charities & Community groups: £35
Sport Pavilion up to 9h	Corporate: £200 Charities & Community groups: £100
Sport Pavilion up to 5h	Corporate: £120 Charities & Community groups: £60
Projector and Screen hire	£10.00
Memorial Hall PA system	£10.00
Flipchart	£5.00
Coffee/Tea with biscuits- per person per serving	£2.40
Working light lunch	£5pp
Working lunch	£6.50pp
Conference lunch	£8.70pp
*NTC Conference/ Meeting furniture set up	£20.00
*NTC Conference/Meeting furniture removal	£20.00
Client set up & removal	Free of charge
Chair Covers with bows– Client set up & removal	£1 per chair
Chair covers with bows – *NTC set up & removal	£1.50 per chair
Rectangular Table cloths - Client set up & removal	£5.00 per table
Rectangular Table cloths – *NTC set	£5.20 per table

	up & removal	
	Round Table cloths - Client set up & removal	£15.00 per table
	Round Table cloths – *NTC set up & removal	£15.20 per table

Item 8b

From: [REDACTED]@ntlworld.com <[REDACTED]@ntlworld.com>
Sent: 18 November 2020 15:58
To: Christy [REDACTED]@newmarket.gov.uk>
Subject: Notes on Newmarket Jigsaw Festival and British Jigsaw Championships

Hi Christy,

We would like to ask for the possibility of having the Memorial Hall on the day of the competition
Sunday 20th June 2021

Visitors

300/350 Although this has been relatively static for the last 2 years people have travelled far to see and buy jigsaws eg Ilkley Oakhampton and even a couple from Glasgow who stayed at the Bedford Lodge for the whole of the festival. Last year a couple from Holland arranged their holiday to visit us and other festivals .

British Jigsaw Championships

Numbers up from 19 in 2018 to 40 in 2019 but we had to turn people away for lack of space. We left our booking site open for a couple of weeks after the last competition allowing people to sign up for this years competition at the same fee and 45 people registered and paid. Sadly due to Covid that has reduced to 25 who have still registered for 2021. I have already had several enquiries about next year including someone from the USA wanting to register. Tickets are dealt with by Eventbrite and our site will open 1st March

Over the last few years we have had competitors from Spain Belgium (both return visitors) 2 from the USA one arranging her holiday to enable her to take part. and this year a young autistic girl flew in from Holland to take part returning the same day!!

We are now listed on the World Federation of Jigsaw Puzzles and I am the official UK representative and already this year we have had correspondence from Australia and Siberia Another message from an enthusiasts in Russia says as they are unable to purchase Gibsons Puzzles in Russia they have imported what would have been this year's competition jigsaw so that they could test themselves against our reigning champion Sarah Mills. Sarah entered the World jigsaw Competition in Spain last year and came 4th also coming 6th with her sister Claire in the pairs. Our Russian friend says she hopes to come over

Sadly, people in the local vicinity don't seem to know this event exists but as you can see jigsaw enthusiasts are prepared to travel long distances and I have felt for a long time that we are missing out on what could grow into something special. Whilst this is St Mary's "baby" the possibilities for the town in the future could be considerable if we can get local business to support us. Let's give Newmarket a second string to its bow and make it recognised home of the British Jigsaw Championships

A visit to the Newmarket Jigsaw Festival and Competition June 2019

by Julia Nenova

I drove up to Newmarket on a lovely Sunday morning to make another visit to the Newmarket Jigsaw Puzzle Festival and Competition. The first surprise was that there was no space in the car park attached to the church so I had to drive around and pay to park in a long stay car park. This was only a short walk from the Church Hall. The next surprise was the number of competitors in the hall. Normally everyone would fit into the hall, but this year they had over 39 entrants and had actually turned several hopefuls away. They even had to put some contestants in a small side room. This is treble the number of entrants in the previous year so they may have to consider finding a larger space for next year as it will be their 10th Anniversary.

The chosen Gibson 1,000 piece puzzle was entitled 'Keep on Dancing' by Marcello Conti, which was a very colourful picture of couples dancing – rather like a happy 'Come Dancing'.

I chatted for a while with Janet Ramsay-Hellie, the organizer, who informed me that Jumbo puzzles would be joining them next year as sponsors of the Festival. Gibsons obviously sponsor the competition, so that means there will be more new puzzles available to buy. Janet also informed me that a Spanish representative of the World Federation had been in touch asking for a team to go to a fun puzzle competition in Spain in September. I made the suggestion that Janet should call the competition the International Jigsaw Competition as there were entrants from New York, Belgium and Holland.

As I wandered around the hall, taking photographs I noticed that nearly everyone had brought their lunch and snacks, sandwiches, chocolates, sweets plus water and soft drinks all necessary to maintain fitness for fitting pieces!



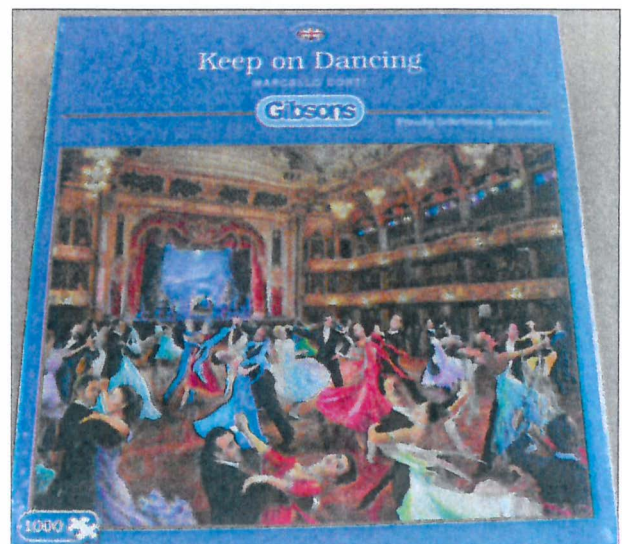
Sarah Mills, entrant in the individual category, finished first with a time of 2 hours and 4 minutes, quickly followed by newcomer Olivia Moring, who completed in 2 hours and 27 minutes.

The pairs competition was won by Dan Martin and S J Bodell in 2 hours and 14 minutes, very quickly followed (only 6 pieces in it) by Jane Sweaney and Judith Henderson in 2 hours 15 minutes. These entrants were also first-timers.

The Church also run a puzzle group for schoolchildren, with a cup for the group or child who completes the puzzle in the quickest time.

I did what I did last time and visited a cafe in Newmarket for breakfast then went into the church where the puzzles for display were laid out. As usual at these types of events there were refreshments on sale with tea, coffee, filled rolls and cakes. I bought cake to eat on the journey home and a couple of really nice puzzles.

So something to look forward to next year, more puzzles, more entrants and more fun.



Trees in Memorial Gardens

Section 1



Section 1 consists of:

8 trees along the wall

Trees numbered 58-65

Section 2



Section 2 consists of:

17 trees around the grassed area
and next to the gate by Fitzroy
street.

Trees numbered 37-50

Section 3



Section 3 consists of:

22 trees along the wall from Fitzroy
Street towards the Snack shack

Trees numbered 1-22

- 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

snack
shack

water
feature

zip line

Section 3
22 line trees.
1 - 22

starts
here

- 57
- 56
- 55

Fitzroy Str

toddler
play area

main
play
area

Section 1
8 trees
58 - 65

- 57 56 55 54 53 52 51

- 50
- 49
- 48
- 47
- 46
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- 2
- 1

Section 2
50 - 37
17 trees

- 59 49 39 29 19 09 65 85





QUOTE

Newmarket Town Council
Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP
UNITED KINGDOM

Date
28 Sep 2020

Expiry
28 Oct 2020

Quote Number
QU-1948

Green Wood Tree Surgery
30 Prickwillow Road
Isleham
Ely
Cambridgeshire
CB7 5RQ

To carry out the following works at Memorial Hall Gardens –

Re-pollard trees tagged 58 to 65.	375.00
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All arisings to be removed to leave a clean and tidy site.

Re-pollard trees tagged 51 to 41.	785.00
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All arisings to be removed to leave a clean and tidy site.

Re-pollard trees tagged the 22 Lime trees along the North-west boundary .	1,090.00
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All arisings to be removed to leave a clean and tidy site.

Please note that this quote has multiple options. The software will automatically total all options adding VAT. If required, the quote may be re-issued showing your chosen option/s.

Here at Green Wood Tree Surgery, we pride ourselves on providing top-quality service, but price matters too. If you can find any of our services cheaper elsewhere, we will do our best to match any other supplier.

As with everything in life, there are a few conditions to our Price Match Promise:

- We can only match identical services, a like for like quote, with a company who is fully insured and uses qualified operatives.
- We would need to see a copy of the quote either via email or post.
- Price match is at our discretion.

As a COVID 19 aware company we are keen to do our bit to help keep everyone safe and reduce the spread. We request that if you, someone in your household, or work site becomes unwell with COVID or COVID like symptoms following our visit that you contact us quickly so we can inform any member of staff that has come in contact with you. We therefore pledge that should one of us fall ill, we will inform everybody that we have had contact with during our normal duties, for the two-week period after any scheduled appointment. Any information given will be treated with the upmost discretion and in line with current GDPR regulations.

Subtotal	2,250.00
TOTAL VAT 20%	450.00
TOTAL GBP	2,700.00

Terms

To arrange for this work to go ahead you need to confirm verbally on 01353 688098, in writing or by e-mail. Once confirmation has been made you have a 7-day cancellation period. By confirming, you also fully agree to our terms and conditions. If you wish to cancel after instructing us to commence work or buy materials, any work undertaken or materials brought will incur a charge.

If the tree/s are within a conservation area, subject to a preservation order or planning conditions then council permission may be required before works can go ahead, we can check with the council to confirm the status of your tree/s. If required, we can apply on your behalf with your permission. We do not charge for this service but It can take 6-12 weeks for permission to be granted.

Our full Terms and Conditions under which all of our work is undertaken (can be viewed at www.greenwoodtreesurgery.co.uk), copies of our Public and Employers Liability Insurance, Method Statements, Risk Assessments and other applicable Certification is available on request. All work will be carried out within health and safety guide lines, and where possible to current Arboricultural standards as defined in BS3998:2010.

If you have any further questions, please do not hesitate to contact the office on 01353 688098 or email info@greenwoodtreesurgery.co.uk



ARBORACRE, ELMS ROAD
RED LODGE, BURY ST EDMUNDS
SUFFOLK IP28 8TD
Tel: (01638) 750186
www.splandscapes.co.uk
info@splandscapes.co.uk

Gemma
Newmarket TC

Our Ref: NT0044

9th October 2020

Dear Gemma,

Ref: Memorial Gardens, Newmarket

Further to our recent inspection of the works you require to be carried out we are pleased to quote as follows:

Quote 1

- 4 x Lime, 6 x Sycamore & 4 x Horse Chestnut – Pollard to previous pollard points and remove epicormic growth
- All arisings to be removed leaving a clean and tidy site

£1,200.00 + VAT @ The prevailing rate

Quote 2

- 6 x Sycamore & 2 x Horse Chestnut – Pollard to previous pollard points and remove epicormic growth
- All arisings to be removed leaving a clean and tidy site

£650.00 + VAT @ The prevailing rate

Quote 3

- 22 x Lime & 3 x Sycamore – Pollard to previous pollard points and remove epicormic growth
- All arisings to be removed leaving a clean and tidy site

£1,975.00 + VAT @ The prevailing rate

Our quote remains valid for 90 days from the above date.

ARBORICULTURE – LANDSCAPING – GROUNDS MAINTENANCE – VEGETATION MANAGEMENT



S P Landscapes & Tree Contractors Ltd is an ISO 9001: 2008 UKAS registered company. We are Arboricultural Association Approved Contractors and as such is fully insured to the sum of £10 million. We employ a team of staff fully qualified to NPTC standards that are suitably experienced to carry out the required tasks. A copy of our ISO certificate, Arboricultural Association approval certificate and insurance is enclosed with this quotation. All staff certificates of competence are available on request.

All tree works are carried out to current arboricultural standards, in accordance with BS3998:2010 Recommendations for Tree Work, where appropriate. Dimensions specified are approximate and, wherever possible, will be to the nearest appropriate pruning point.

S P Landscapes & Tree Contractors Ltd will carry out a check to clarify if trees within this quotation are subject to any tree preservation orders or council conservation areas. If any trees are subject to these constraints we are happy to apply to the relevant authority at your request. This will be free of charge, subject to acceptance of our quote. If the works are subsequently cancelled, or do not go ahead, then there will be a £50 + VAT charge applied to cover the cost of the application. If you apply for works to be carried out on a protected tree yourself, we will need to see a copy of the permission before any works on site commence.

To help keep our records updated and to avoid any follow up calls, we would be grateful if you could advise us if you wish to accept or decline this quotation by contacting the office on the above number.

Should you choose to accept this quotation our standard payment terms are 30 days from date of invoice. Invoices are payable by bank transfer or cheque, details of which will be on the invoice. 'Notice of Right to Cancel' - the client has 14 days to cancel the contract from acceptance date.

S P Landscapes take your privacy seriously and will only use your personal information to administer the services you have requested from us. You may have your data erased from our systems when we have no legal reason for retaining it.

We look forward to hearing from you.

Yours sincerely

Stephen Rapin
Arb Manager

ARBORICULTURE – LANDSCAPING – GROUNDS MAINTENANCE – VEGETATION MANAGEMENT



Registered in England No. 3671713 - V.A.T No. 974 9909 47

Quotation for 2021 plants

Hanging Baskets (Amberol)

195 @ £20.45 £3987.75

3 x Marimba Geranium

3 x Night Sky (Trailing Petunia)

Cemetery

Total 170

Figaro Mixed Dahlia X 170 @ 41p £69.70

Exeter road bed

Total 750

Horizon Neon Rose X 520 @ 41p £213.20

Black & Bloom Salvia X 30 @ 72p £21.60

Blue Ageratum X 200 @ 41p £82.00

Guinea's car park 1

Total plants 290

Horizon Neon Rose X 220 @ 41p £90.20

Black & Bloom Salvia X 10 @ 72p £7.20

Blue Ageratum X 60 @ 41p £24.60

Guinea's car park 2

Total plants 290

Horizon Neon Rose X 220 @ 41p £90.20

Black & Bloom Salvia X 10 @ 72p £7.20

Blue Ageratum X 60 @ 41p £24.60

Severals bed

Total plants 330

Figaro Mixed Dahlia X 300 @ 41p £123.00

Black & Bloom Salvia X 30 @ 72p £21.60

War memorial

Total around memorial 310

Mixed Bizzie Lizzies X 290 @ 41p £118.90

Hot Lips Salvia X 20 @ 72p £14.40

Total for planters 170

Mixed Bizzie Lizzies X 170 @ 41p £69.70

Total for round beds 320

Mixed Bizzie Lizzies X 320 @ 41p £131.20

Town planters Block 800

Moxie Hot Pink Geranium X 400 @ 72p £288.00

Night Sky (Trailing Petunia) X 400 @ 72p £288.00

Bill Tutte Memorial

Total block 180

Horizon Neon Rose X 120 @ 41p £49.20

Black & Bloom Salvia X 12 @ 72p £8.64

Blue Ageratum X 60 @ 41p £24.60

Cooper Bart Memorial

30 Plants

Figaro Mixed Dahlia X 30 @ 41p £12.30

**Deliveries with baskets & Bedding 50 mile round trip @
50p/mile = £25 X 5 trips**

£125.00

Total Bedding £1780.04

Total Baskets £3987.75

Total Ex Vat £5892.79

Vat £1178.56

Total inc Vat £7071.35

Item 15

Correspondence: damage to fencing and anti-social behaviour at New Cheveley Road allotments and play area

Proposal from WSC: to jointly fund a replacement fence (estimated cost £5k)

From: Newmarket Allotments <newmarketallotmentassociation@gmail.com>

Sent: 11 November 2020 13:05

To: Townclerk <Townclerk@newmarket.gov.uk>

Subject: Fencing and Antisocial Behaviour - New Cheveley Road Park

Dear Madam

I am writing with regards to the fencing at the back of the New Cheveley Road Play Park.

The park backs on to the New Cheveley Road Allotment Site and over the last year or more we have had a number of problems with regards to people cutting through the wire fencing and trespassing on the allotment site. We have tried 'patching up' any access on the allotment land to try and deter this but again and again the same happens. I know that a number of reports have been made for this to be fixed properly, including that from Councillor Chris O'Neill.

This Sunday afternoon we had two instances which we feel makes this more of a priority. Two young boys were found to be on one of the plots backing onto the park and causing damage to a number of the plots, smashing greenhouse glass, pulling up plants and breaking in and damaging a small shed/playhouse. When approached by two allotment holders they threw a large full bottle of water at them and ran off back onto the playground. I spoke to the boys at that time and about 15 minutes after they came back and threw stones over the fence nearly hitting one of the children of one of the plot holders.

We were able to get images of the two boys and the plot holders have reported the incidents to the police and they are investigating (police incident references 37/64897/20 and 37/65269/20).

This would not have happened if the fence had been maintained properly and we would like to request this is made a priority.

The fence needs to be of solid wire security standard as much of the other part or the court is as normal flexible wire fencing can easily be cut through.

The allotments are supposed to be a safe, relaxing place and our plot holders spend time, money and care tending their plots. In these current times they are also a place where they should expect to be able to go safely to get exercise and for mental wellbeing. We, as the Association who manage the site, do everything we can to ensure that this happens so would appreciate it if you could let me know what can be done and when so we can assure our tenants that we can reduce these incidents.

I look forward to hearing from you shortly.

With regards

Site Manager - New Cheveley Road Allotment
Newmarket Allotment Association
