



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: By the Chairman

Date _____