

Membership from May 2021

Councillor Anderson
Councillor Borda
Councillor Crissall
Councillor De'Ath (ViceChair)
Councillor Drummond
Councillor Ferries
Councillor Hall
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Winter (Chair)
Councillor Yarrow
Quorum = 3



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
Memorial Hall, High Street, Newmarket, CB8 8JP
on **Monday 7th March 2022 at 7.00pm**
or following on from the Development and Planning
Committee meeting, whichever is the later time

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

- 1) Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 2) Apologies** - To receive and accept apologies for absence
- 3) 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 7th February 2022**
 - 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 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
- 7) Samphire Homes** – to discuss issues with a representative of Samphire Homes regarding Icwel Hill and Freshfields areas.
- 8) Cemetery** – To discuss quotes for creating a new cemetery waste area (to follow)
- 9) Trees** – To approve the engagement of a contractor to carry out a survey of the council's trees
- 10) Memorial Garden** -To discuss fencing in the Memorial Gardens (to follow)
- 11) Jubilee Torch Relay** – To discuss proposals for the Newmarket leg on Saturday 14th May (to follow)
- 12) Events**
 - a) Newmarket Community Arts – Samba Band and dance bookings – an update
 - b) Summer Wellbeing project
 - c) Platinum Jubilee update
 - d) Soapbox new jumps - quotation
- 13) Newmarket Venues** – to receive an update on bookings at the venues
- 14) Correspondence**

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

15) Date of next meeting – Monday 4th April 2022 at 7pm

16) Items for next agenda

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 1st March 2022

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Monday 7th February 2022 at 7:05 pm**

Attendance:

Councillor P Winter (Chairman)
Councillor J Borda
Councillor L Crissall
Councillor A Drummond
Councillor J Ferries
Councillor D Hall

Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, C Argyroudi – Events Manager, J Ashton – Minute Assistant,
1 Member of the Press and 2 Members of the Public.

Minute

CL/22/02/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

CL/22/02/2 Apologies for Absence

Apologies were received from Cllr De'Ath. Cllr Anderson was absent.

CL/22/02/3 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

None noted. There were no requests for dispensations.

CL/22/02/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 10th January 2022 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 10th January 2022 and the following amendment was made

CL/22/01/17 – the year-to-date figure was amended to read £27,365

Subject to the amendment being made, the following was agreed:

CL/22/02/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 10th January 2022 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

Matters arising:

CL/21/01/8 – Samphire Homes – it was confirmed that they had been invited to attend the next CL meeting.

Book number 50 2021 -2022

Minutes of Community & Leisure Services Committee held on Monday 7th February 2022

CL/22/02/5 Public Open Session

No members of the public wished to speak.

CL/22/02/6 To Receive the Accounts

The draft accounts for January 2022 were received and noted.

The Events Manager joined the meeting.

CL/22/02/7 Newmarket Cemetery

Cemetery Fees – the fees were considered and the following was agreed:

CL/22/02/7.01 Recommendation

That the increased Cemetery fees be approved.

Cemetery Regulations – the regulations were deferred to be amended and will be considered at Full Council.

Memorial Safety Testing – a quote from Abbey Memorial Stoneworks was considered and the following was agreed:

CL/22/02/7.02 Recommendation

That the quote from Abbey Memorial Stoneworks to carry out memorial safety testing be approved.

Damaged Cemetery Wall – a verbal update was given and an insurance claim is being progressed. Flint wall repairs to shore up the wall and make safe have been completed at a cost of £1,674. The total cost for repairs is £14,040.

CL/22/02/8 Service Level Agreement

A report on the SLA for 2022/223 was presented and considered. The following was agreed:

CL/22/02/8.01 Recommendation

That the existing SLA with West Suffolk Council be extended to 31/03/2023 (with the grass cutting of the Severals being removed from the contract), subject to monthly reports being provided and that monthly meetings are held between the Town Council and WSC.

The SLA for 2023/2024 was discussed and the following was agreed:

CL/22/02/8.02 Recommendation

That tender documents be prepared and sent out January 2023 for the 2023/2224 fiscal year.

CL/22/02/9 Clock Tower

The Chairman gave an update on the project and a report on the work required was considered and the following was agreed:

CL/22/02/9.01 Recommendation

Book number 51 2021 -2022

That a meeting be held with a listed buildings architect to explore further options at a rate of £80 per hour.

CL/22/02/10 High Street Bunting

A report on the installation of bunting in the High Street for the Platinum Jubilee was considered and the following was agreed:

CL/22/02/10.1 Recommendation

That bunting be installed along the High Street for the Platinum Jubilee celebrations.

CL/22/02/11 Parking Issues

A request for yellow lines in an area of traffic calming in Studlands was discussed and will be referred to SCC Highways.

CL/22/02/11.01 Recommendation

That a letter of support for this request be sent to SCC Cllr Drummond for him to carry this request forward.

CL/22/02/12 Speed Indicator Devices

A report on the data was received and noted.

CL/22/02/13 Memorial Gardens

A proposal for weekend safety checks and clean up was considered and the following was agreed:

CL/22/2/13.01 Recommendation

That the quote from Crash Cleaners Ltd for weekend safety checks and clean-up of the Memorial Gardens and the Severals be approved.

The play inspection safety report was received and noted.

CL/22/02/14 Severals and Pavilion

A report from the Cricket Liaison Working group was received and noted. A meeting was held with the architect for the Pavilion and sketch drawings for the required changes will be provided.

Cutting the grass at the Severals was discussed and the following was agreed:

CL/22/02/14.01 Recommendation

That subject to an acceptable quote being received, the Jockey Club Estates be contracted to cut and maintain the grass at the Severals.

CL/22/02/15 Events

The Events Manager reported on the following up-coming events:

Oktoberfest – issues regarding the last event were discussed and the following was agreed:

CL/22/02/15.01 Recommendation.

That no further Oktoberfest events be held on the Severals.

Soapbox Derby 28/08/2022 – Event Manager gave an update of the plans to improve the track.

Newmarket Bombing Exhibition 18/2/2022 – The costs for the event were presented and the following was agreed:

CL/22/02/15.02 Recommendation

That the total costs for the event at £850 +VAT be approved and that banners are included.

Platinum Jubilee Events 02 -05/06/2022 – a report on the outline plans to celebrate the Platinum Jubilee were noted.

Jigsaw Festival 19/06/2022 – A request from the organisers of the event for support was considered and the following was agreed:

CL/22/02/15.03 Recommendation

That the Memorial Hall be offered free of charge for the jigsaw competition on Sunday 19th June 2022.

CL/22/02/16 Newmarket Venues

The Events Manager presented a report on the bookings for January, noting that £1,167.85 income was received in January 2022; £28,533 Year-To-Date. Bookings for February include 1 wedding, 1 comedy night, 1 dance event, 1 meeting, 1 Public Inquiry and 3 regular monthly meetings.

CL/22/02/17 West Suffolk Council Office

The lack of an office in Newmarket and the issues raised by residents was discussed and further enquiries will be made regarding the facility for payment of Council Tax by cheque.

CL/22/02/18 Correspondence

None noted.

CL/22/02/19 Date of Next Meeting

Monday 7th March 2022 at the Memorial Hall.

CL/22/02/20 Items for Next Agenda

- **Clock Tower project**
- **Flag stones outside of Greggs**
- **Anglia Revenues facility for cheque payments**

Meeting closed at 7:48pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/22/02/7.01 Recommendation</u>	That the increased Cemetery fees be approved.
<u>CL/22/02/7.02 Recommendation</u>	That the quote from Abbey Memorial Stoneworks to carry out memorial safety testing be approved.
<u>CL/22/02/8.01 Recommendation</u>	That the existing SLA with West Suffolk Council be extended to 31/03/2023 (with that the grass cutting of the Severals being removed from the contract), subject to monthly reports being provided and that monthly meetings are held between the Town Council and WSC.
<u>CL/22/02/8.02 Recommendation</u>	That tender documents be prepared and sent out January 2023 for the 2023/2024 fiscal year.
<u>CL/22/02/9.01 Recommendation</u>	That a meeting be held with a listed buildings architect to explore further options at a rate of £80 per hour.
<u>CL/22/02/10.01 Recommendation</u>	That bunting be installed along the High Street for the Platinum Jubilee celebrations.
<u>CL/22/02/11.01 Recommendation</u>	That a letter of support for this request be sent to SCC Cllr Drummond for him to carry this request forward.
<u>CL/22/02/13.01 Recommendation</u>	That the quote from Crash Cleaners Ltd for weekend safety checks and clean-up of the Memorial Gardens and the Severals be approved.
<u>CL/22/02/14.01 Recommendation</u>	That subject to an acceptable quote being received, the Jockey Club Estates be contracted to cut and maintain the grass at the Severals.
<u>CL/22/02/15.01 Recommendation</u>	That no further Oktoberfest events be held on the Severals.
<u>CL/22/02/15.02 Recommendation</u>	That the total costs for the event at £850 +VAT be approved and that banners are included.
<u>CL/22/02/15.03 Recommendation</u>	That the Memorial Hall be offered free of charge for the jigsaw competition on Sunday 19th June 2022.

Blank

16/02/2022

Newmarket Town Council Current Year 2021/2022

Page 1

14:57

Detailed Income & Expenditure by Budget Heading as at 16/2/2022

Month No: 11

Committee Report Community & Leisure DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services								
200 Outside Services								
1005 Misc Income	0	150	0	(150)			0.0%	150
Outside Services :- Income	0	150	0	(150)				150
4029 General Equipment	0	761	500	(261)		(261)	152.2%	
4039 Vehicle Costs	1,017	3,401	5,000	1,599		1,599	68.0%	
4095 Assets Purchased	0	1,539	0	(1,539)		(1,539)	0.0%	1,539
4326 Outside Services SLA	17,260	52,444	74,878	22,434		22,434	70.0%	
Outside Services :- Indirect Expenditure	18,277	58,144	80,378	22,234	0	22,234	72.3%	1,539
Net Income over Expenditure	(18,277)	(57,994)	(80,378)	(22,384)				
6000 plus Transfer from EMR	0	1,539						
6001 less Transfer to EMR	0	150						
Movement to/(from) Gen Reserve	(18,277)	(56,606)						
201 General Town Planting								
1007 Sponsorship Income	0	4,890	5,200	310			94.0%	
1009 Roundabout Sponsorship	0	5,408	5,200	(208)			104.0%	
General Town Planting :- Income	0	10,298	10,400	102			99.0%	0
4037 R&M - Grounds	0	1,250	0	(1,250)		(1,250)	0.0%	
4100 Seasonal Planting	0	23,973	3,300	(20,673)		(20,673)	726.4%	20,640
4101 Hanging Baskets	0	3,988	4,300	312		312	92.7%	
General Town Planting :- Indirect Expenditure	0	29,210	7,600	(21,610)	0	(21,610)	384.3%	20,640
Net Income over Expenditure	0	(18,913)	2,800	21,713				
6000 plus Transfer from EMR	0	20,640						
Movement to/(from) Gen Reserve	0	1,727						
202 Cemetery								
1000 Burial Fees	5,910	15,935	29,000	13,065			54.9%	
1020 Interment(Ashes) Income	735	6,360	4,000	(2,360)			159.0%	
1021 Monumental Income	1,376	5,412	4,000	(1,412)			135.3%	
1022 Grave Space Purchase Income	5,670	20,059	12,000	(8,059)			167.2%	
1029 Income Commemorative Bench	0	1,140	1,500	360			76.0%	
Cemetery :- Income	13,691	48,906	50,500	1,594			96.8%	0
4011 Rates	0	4,042	3,700	(342)		(342)	109.2%	
4012 Water Rates	0	304	1,000	696		696	30.4%	

Continued over page

Detailed Income & Expenditure by Budget Heading as at 16/2/2022

Month No: 11

Committee Report Community & Leisure DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	0	922	1,600	678		678	57.6%	
4016 Cleaning	0	196	100	(96)		(96)	195.8%	
4017 Fire Precautions	0	0	155	155		155	0.0%	
4035 Equipment	0	0	200	200		200	0.0%	
4036 R&M - Buildings	0	1,446	2,000	554		554	72.3%	
4037 R&M - Grounds	1,253	26,100	18,000	(8,100)		(8,100)	145.0%	10,017
4040 Trade Refuse Collections	0	296	1,500	1,204		1,204	19.7%	
4047 Grave Digging	2,214	6,841	11,500	4,659		4,659	59.5%	
4325 Cemetery SLA	2,580	7,741	10,540	2,799		2,799	73.4%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Cemetery :- Indirect Expenditure	6,046	47,887	51,295	3,408	0	3,408	93.4%	10,017
Net Income over Expenditure	7,645	1,019	(795)	(1,814)				
6000 plus Transfer from EMR	0	10,017						
Movement to/(from) Gen Reserve	7,645	11,036						
203 Disused Churchyards								
4037 R&M - Grounds	0	615	2,000	1,385		1,385	30.8%	
Disused Churchyards :- Indirect Expenditure	0	615	2,000	1,385	0	1,385	30.8%	0
Net Expenditure	0	(615)	(2,000)	(1,385)				
204 Memorial - War,Cooper,Tutte								
1005 Misc Income	0	431	0	(431)			0.0%	
Memorial - War,Cooper,Tutte :- Income	0	431	0	(431)				0
4014 Electricity	0	67	100	33		33	67.2%	
4036 R&M - Buildings	0	429	500	71		71	85.8%	
4037 R&M - Grounds	0	1,790	1,000	(790)		(790)	179.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	0	2,287	1,600	(687)	0	(687)	142.9%	0
Net Income over Expenditure	0	(1,855)	(1,600)	255				
205 Clocks								
4014 Electricity	0	104	250	146		146	41.5%	
4036 R&M - Buildings	0	5,750	500	(5,250)		(5,250)	1150.0%	5,450
4177 Clock Tower Expenses	115	1,145	1,400	255		255	81.8%	
Clocks :- Indirect Expenditure	115	6,999	2,150	(4,849)	0	(4,849)	325.5%	5,450
Net Expenditure	(115)	(6,999)	(2,150)	4,849				
6000 plus Transfer from EMR	0	5,450						
Movement to/(from) Gen Reserve	(115)	(1,549)						

Detailed Income & Expenditure by Budget Heading as at 16/2/2022

Month No: 11

Committee Report Community & Leisure DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
206 Bus Shelters								
4036 R&M - Buildings	0	1,610	1,500	(110)		(110)	107.3%	
Bus Shelters :- Indirect Expenditure	0	1,610	1,500	(110)	0	(110)	107.3%	0
Net Expenditure	0	(1,610)	(1,500)	110				
207 General Town Maintenance								
4037 R&M - Grounds	160	1,222	0	(1,222)		(1,222)	0.0%	922
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108 Town Centre Regeneration	350	40,469	8,000	(32,469)		(32,469)	505.9%	32,119
4140 Dog Waste Collection/Disposal	0	641	850	209		209	75.4%	
General Town Maintenance :- Indirect Expenditure	510	42,331	11,350	(30,981)	0	(30,981)	373.0%	33,041
Net Expenditure	(510)	(42,331)	(11,350)	30,981				
6000 plus Transfer from EMR	0	33,041						
Movement to/(from) Gen Reserve	(510)	(9,290)						
208 Public Conveniences								
1005 Misc Income	0	2,944	0	(2,944)			0.0%	
1100 Grants Received	0	3,300	3,300	0			100.0%	
Public Conveniences :- Income	0	6,244	3,300	(2,944)			189.2%	0
4011 Rates	0	1,472	1,520	48		48	96.8%	
4012 Water Rates	0	0	152	152		152	0.0%	
4014 Electricity	0	193	400	207		207	48.3%	
4016 Cleaning	0	0	300	300		300	0.0%	
4036 R&M - Buildings	0	89	900	811		811	9.9%	
4044 Public Toilet Cleansing	160	160	100	(60)		(60)	160.0%	
4046 Opening/Closing Costs	0	1,440	2,400	960		960	60.0%	
Public Conveniences :- Indirect Expenditure	160	3,354	5,772	2,418	0	2,418	58.1%	0
Net Income over Expenditure	(160)	2,890	(2,472)	(5,362)				
211 The Queens Statue								
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	300	300		300	0.0%	
4037 R&M - Grounds	0	0	1,000	1,000		1,000	0.0%	
The Queens Statue :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				

Detailed Income & Expenditure by Budget Heading as at 16/2/2022

Month No: 11

Committee Report Community & Leisure DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
215 Allotments								
1010 Allotment Fees	0	900	900	0			100.0%	
Allotments :- Income	<u>0</u>	<u>900</u>	<u>900</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4037 R&M - Grounds	0	0	1,500	1,500		1,500	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>900</u>	<u>(600)</u>	<u>(1,500)</u>				
220 Studlands								
4045 Street Lighting - Maint Cont	0	0	17,825	17,825		17,825	0.0%	
4052 Street Lighting - Repair	0	0	1,000	1,000		1,000	0.0%	
Studlands :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>18,825</u>	<u>18,825</u>	<u>0</u>	<u>18,825</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(18,825)</u>	<u>(18,825)</u>				
308 Christmas								
4310 Christmas Lights	0	17,937	15,500	(2,437)		(2,437)	115.7%	
4811 CP - Christmas Lights Infrast	0	422	10,000	9,578		9,578	4.2%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Christmas :- Indirect Expenditure	<u>0</u>	<u>18,359</u>	<u>26,500</u>	<u>8,141</u>	<u>0</u>	<u>8,141</u>	<u>69.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(18,359)</u>	<u>(26,500)</u>	<u>(8,141)</u>				
309 Newmarket Bombing Memorial								
4099 NBM contribution to overall co	20	2,433	0	(2,433)		(2,433)	0.0%	
Newmarket Bombing Memorial :- Indirect Expenditure	<u>20</u>	<u>2,433</u>	<u>0</u>	<u>(2,433)</u>	<u>0</u>	<u>(2,433)</u>		<u>0</u>
Net Expenditure	<u>(20)</u>	<u>(2,433)</u>	<u>0</u>	<u>2,433</u>				
Community Services :- Income	13,691	66,929	65,100	(1,829)			102.8%	
Expenditure	25,129	213,229	211,970	(1,259)	0	(1,259)	100.6%	
Net Income over Expenditure	<u>(11,438)</u>	<u>(146,300)</u>	<u>(146,870)</u>	<u>(570)</u>				
plus Transfer from EMR	0	70,687						
less Transfer to EMR	0	150						
Movement to/(from) Gen Reserve	<u>(11,438)</u>	<u>(75,764)</u>						

Detailed Income & Expenditure by Budget Heading as at 16/2/2022

Month No: 11

Committee Report Community & Leisure DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services								
120 Memorial Hall								
1001 Hall Hire Standard Rate	0	23,354	7,000	(16,354)			333.6%	
1016 Refreshments Income	0	193	500	307			38.6%	
Memorial Hall :- Income	0	23,547	7,500	(16,047)			314.0%	0
4011 Rates	0	5,988	6,170	182		182	97.1%	
4012 Water Rates	435	2,463	5,000	2,537		2,537	49.3%	
4014 Electricity	0	3,175	5,000	1,825		1,825	63.5%	
4015 Gas	0	2,123	6,000	3,877		3,877	35.4%	
4016 Cleaning	0	4,660	2,000	(2,660)		(2,660)	233.0%	3,401
4017 Fire Precautions	0	523	510	(13)		(13)	102.5%	
4036 R&M - Buildings	0	9,665	4,000	(5,665)		(5,665)	241.6%	
4038 Furniture/Fixtures/Fittings	0	905	2,500	1,595		1,595	36.2%	
4040 Trade Refuse Collections	0	1,860	1,860	(0)		(0)	100.0%	
4044 Public Toilet Cleansing	0	149	200	51		51	74.6%	
4078 Refreshment Costs Hall Hire	0	77	800	723		723	9.7%	
4080 PWLB Loan Charges (CAP + INT)	0	89,864	89,864	1		1	100.0%	
4095 Assets Purchased	0	1,809	0	(1,809)		(1,809)	0.0%	1,809
Memorial Hall :- Indirect Expenditure	435	123,262	123,904	642	0	642	99.5%	5,210
Net Income over Expenditure	(435)	(99,715)	(116,404)	(16,689)				
6000 plus Transfer from EMR	0	5,210						
Movement to/(from) Gen Reserve	(435)	(94,504)						
301 Arts								
1181 Grant Received WSC	0	2,396	0	(2,396)			0.0%	
Arts :- Income	0	2,396	0	(2,396)				0
4440 Costs - Childrens' Events	0	4,903	3,500	(1,403)		(1,403)	140.1%	
4443 Costs - Tea Dance	0	0	1,800	1,800		1,800	0.0%	
Arts :- Indirect Expenditure	0	4,903	5,300	397	0	397	92.5%	0
Net Income over Expenditure	0	(2,507)	(5,300)	(2,793)				
302 Winter Event								
1059 Income - Winter Event	0	1,670	3,000	1,330			55.7%	
Winter Event :- Income	0	1,670	3,000	1,330			55.7%	0
4453 Cost - Winter Event	0	5,259	11,000	5,741		5,741	47.8%	
Winter Event :- Indirect Expenditure	0	5,259	11,000	5,741	0	5,741	47.8%	0
Net Income over Expenditure	0	(3,589)	(8,000)	(4,411)				

Detailed Income & Expenditure by Budget Heading as at 16/2/2022

Month No: 11

Committee Report Community & Leisure DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
1172 SoapBox Derby - income	0	11,075	10,000	(1,075)			110.8%	
Entertainments :- Income	0	11,075	10,000	(1,075)			110.8%	0
4098 SoapBox Derby - costs	0	16,462	10,000	(6,462)		(6,462)	164.6%	
4179 Entertainment	0	3,726	5,000	1,274		1,274	74.5%	
Entertainments :- Indirect Expenditure	0	20,188	15,000	(5,188)	0	(5,188)	134.6%	0
Net Income over Expenditure	0	(9,113)	(5,000)	4,113				
304 Tourism								
4311 Christmas Tree	0	1,338	1,000	(338)		(338)	133.8%	
Tourism :- Indirect Expenditure	0	1,338	1,000	(338)	0	(338)	133.8%	0
Net Expenditure	0	(1,338)	(1,000)	338				
305 Carnival								
1026 Carnival income	0	0	1,000	1,000			0.0%	
Carnival :- Income	0	0	1,000	1,000			0.0%	0
4312 Newmarket Carnival	0	0	10,000	10,000		10,000	0.0%	
Carnival :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Income over Expenditure	0	0	(9,000)	(9,000)				
306 Memorial Gardens								
1004 Kiosk Income	0	0	1,200	1,200			0.0%	
Memorial Gardens :- Income	0	0	1,200	1,200			0.0%	0
4012 Water Rates	45	1,688	200	(1,488)		(1,488)	844.1%	
4014 Electricity	0	0	105	105		105	0.0%	
4037 R&M - Grounds	90	5,610	5,000	(610)		(610)	112.2%	
4041 R&M - play-equipment	0	10,656	10,000	(656)		(656)	106.6%	
4044 Public Toilet Cleansing	148	148	0	(148)		(148)	0.0%	
4046 Opening/Closing Costs	0	3,374	4,500	1,126		1,126	75.0%	
4095 Assets Purchased	0	430	0	(430)		(430)	0.0%	430
4112 Water Feature	0	3,360	6,000	2,641		2,641	56.0%	
4142 Memorial Garden Kiosk	0	0	1,000	1,000		1,000	0.0%	
Memorial Gardens :- Indirect Expenditure	283	25,266	26,805	1,539	0	1,539	94.3%	430
Net Income over Expenditure	(283)	(25,266)	(25,605)	(339)				
6000 plus Transfer from EMR	0	430						
Movement to/(from) Gen Reserve	(283)	(24,836)						

Detailed Income & Expenditure by Budget Heading as at 16/2/2022

Month No: 11

Committee Report Community & Leisure DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Twinning								
4181 Twinning Expenses	0	521	3,500	2,979		2,979	14.9%	
Twining :- Indirect Expenditure	<u>0</u>	<u>521</u>	<u>3,500</u>	<u>2,979</u>	<u>0</u>	<u>2,979</u>	<u>14.9%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(521)</u>	<u>(3,500)</u>	<u>(2,979)</u>				
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	5,181	5,000	(181)			103.6%	
1005 Misc Income	0	500	0	(500)			0.0%	
1016 Refreshments Income	0	27	0	(27)			0.0%	
The Severals Sports Facilities :- Income	<u>0</u>	<u>5,707</u>	<u>5,000</u>	<u>(707)</u>			<u>114.1%</u>	<u>0</u>
4011 Rates	76	605	605	0		0	100.0%	
4012 Water Rates	0	1,171	1,300	129		129	90.0%	
4014 Electricity	233	771	1,000	229		229	77.1%	
4015 Gas	0	3,192	3,045	(147)		(147)	104.8%	
4017 Fire Precautions	0	77	250	173		173	30.6%	
4036 R&M - Buildings	40	26,219	2,000	(24,219)		(24,219)	1310.9%	
4037 R&M - Grounds	0	1,650	600	(1,050)		(1,050)	275.1%	15,437
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	441	290	(151)		(151)	152.1%	
4044 Public Toilet Cleansing	0	53	100	47		47	52.6%	
The Severals Sports Facilities :- Indirect Expenditure	<u>349</u>	<u>34,178</u>	<u>10,190</u>	<u>(23,988)</u>	<u>0</u>	<u>(23,988)</u>	<u>335.4%</u>	<u>15,437</u>
Net Income over Expenditure	<u>(349)</u>	<u>(28,471)</u>	<u>(5,190)</u>	<u>23,281</u>				
6000 plus Transfer from EMR	0	15,437						
Movement to/(from) Gen Reserve	<u>(349)</u>	<u>(13,034)</u>						
Leisure Services :- Income	0	44,395	27,700	(16,695)			160.3%	
Expenditure	1,067	214,914	206,699	(8,215)	0	(8,215)	104.0%	
Net Income over Expenditure	<u>(1,067)</u>	<u>(170,519)</u>	<u>(178,999)</u>	<u>(8,480)</u>				
plus Transfer from EMR	0	21,077						
Movement to/(from) Gen Reserve	<u>(1,067)</u>	<u>(149,441)</u>						
Grand Totals:- Income	13,691	111,324	92,800	(18,524)			120.0%	
Expenditure	26,196	428,143	418,669	(9,474)	0	(9,474)	102.3%	
Net Income over Expenditure	<u>(12,505)</u>	<u>(316,819)</u>	<u>(325,869)</u>	<u>(9,050)</u>				
plus Transfer from EMR	0	91,764						
less Transfer to EMR	0	150						
Movement to/(from) Gen Reserve	<u>(12,505)</u>	<u>(225,205)</u>						

Blank



**13 Oakey Ley
Bradfield St George
Bury St Edmunds
Suffolk
IP30 0AU**

**Tel No: 07961067798
info@tmtreesolutions.co.uk
Date: 10/02/2022**

Newmarket Town Council Tree Report

Thank you for asking tmtreesolutions to provide a quote for the tree survey for Newmarket town council.

Work required is,

Quote for tree risk assessment at sites; Queen's statue, Newmarket Cemetery, All Saints Churchyard, War Memorial and Severals playing field, St Mary's Churchyard, and the Memorial Gardens

We will carry out a basic active assessment of trees at these sites using the VALID tolerability of risk framework (please see attached PDF). We will provide a schedule of trees and recommendation of any works alongside a report which will highlight anything that might require a detailed assessment or monitoring.

The cost to undertake this work will be £3,200. The price includes the following stated above.

I hope this is of interest and should you have any questions please do not hesitate to contact me.

Kind Regards
Tom Downer





TREE  SURGERY LTD

63 Winfold Road, Waterbeach, Cambridge, CB25 9PR
Tel / Fax: 01223 861698 info@acaciatreesurgery.co.uk
www.acaciatreesurgery.co.uk



Ref. kmf em 25.2.22 cf143

Ms Tracey Symonds
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket CB8 8JP

25 February 2022

dtc@newmarket.gov.uk

Dear Tracey

Various survey sites ~ Newmarket

Thank you very much for your enquiry regarding tree surveying at 6 sites within the town and further to our inspections of 23 February, we have pleasure in submitting our quotation for the work required.

To carry out ground level visual condition and hazard assessments of approximately 250 trees at Queen's Statue, Newmarket Cemetery, Memorial Gardens, All Saints Churchyard, St Mary's Churchyard and War Memorial and Severals Playing Field; identifying each tree with numbered disc and plotting on separate survey plans; recording SPECIES, AGE, HEIGHT, PHYSIOLOGICAL AND STRUCTURAL CONDITIONS with 3 yearly PRIORITISED MANAGEMENT RECOMMENDATIONS ~ **£1,400.00 plus VAT.**

Professional liability cover effected for £1,000,000 indemnity.

Please refer to our remaining terms and conditions stated overleaf and if you have any further query, please do not hesitate to contact us. Meanwhile, assuring you of our best attention.

Yours sincerely

Karen

**Karen Cole
Office Manager**

**SPECIALIST
TREE CARE
AND SURGERY**

**TREE PRUNING
AND SHAPING**

**TREE
PLANTING AND
HEDGE
TRIMMING**

**TREE FELLING
AND TREE
STUMP REMOVAL**

**COSTING
SURVEYS AND
INSURANCE
REPORTS**

East Midlands Tree Surveys Ltd

95 Harrington Street
Bourne
Lincolnshire
PE109HB
john.wilcockson@thetreesurveyor.co.uk



Estimate

ADDRESS
Tracey Symonds
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

ESTIMATE 1129
DATE 09/02/2022

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Condition survey	Tree condition assessment along with report and recommendations in order to meet the owner's Duty of Care under Common Law.	18	60.00	1,080.00
	Mileage rate.		140	0.45	63.00
	Travel time		2.75	60.00	165.00
Newmarket tree survey - various sites					TOTAL
					£1,308.00

Accepted By

Accepted Date

Payment terms: 30 days
LloydsTsb A/C no 35047862
Sort Code 309897
Please quote invoice number on BACS payment
UTR No 2812426471
Thank you for your business.
Page 1 of 1

Ms Tracey Symonds
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

Date: 09/02/2022
My ref: SH/ch/Q1117/22

Dear Ms Symonds

Proposal: Tree Survey (Health and Safety)
Site: Newmarket - Newmarket Town Council Trees

Further to your recent request I now have the pleasure of submitting the following quotation for the required tree survey.

The survey will provide an individual, objective assessment of the all the trees and their associated health, condition and safety. This will include the preparation of a schedule of all trees on site, prioritisation of necessary tree works, monitoring schedules and a location plan.

No 1	Item	Details
1.1	Site Visit and Inspection of Trees for Health & Safety	• Inspection of all trees within designated area • Condition Assessment • Identification of those trees in need of remedial tree works on the grounds of health and safety • Tree Work Proposals • General Site Comments
1.2	Preparation of Tree Survey Report and Drawing(s)	• Schedule of Trees • Schedule of works and associated priorities • Drawing showing trees in need of remedial tree works

The information is collected on Hayden's bespoke tree database with a complete history file for each individual tree. This aids re-inspection, allowing easy access to information should it be required in future years.



No 1	PROPOSED WORKS	Cost
1.1	- Site Visit and Inspection of Trees - From the pavilion end of the Severals, the war memorial, the Memorial Gardens, the cemetery, churchyards, and the Queen's Statue – Areas 1-6 as mapped	£1,324.00
1.2	- Preparation of Tree Survey Report and Plan(s) - Preparation of Schedule of Trees and Schedule of Required Tree Works - Recommendations for Future Management	£658.50
	Total (ex VAT)	£1,982.50

Hayden's have the necessary resources and undertake similar works on a regular basis. Projects are generally managed by David Carmichael, the Practice Manager, supported by an Arboricultural Consultant, an AutoCAD Technician and the Admin Team, all of whom will be available for contact by your project team should Hayden's be commissioned.

This quotation includes the cost of an electronic version of the report which is available for emailing. It also includes two printed reports together with drawings. Additional printed copies of reports can be obtained – please liaise with my staff if you require this service. Please note that payment is required on a strictly 14-day basis from the date of receiving the invoice.

Any works exceeding those specifically itemised in this quotation will be charged at the hourly rates listed below. This includes requests for additional research or information after the initial issue of the project, and returning to site if the scope of the report requires widening.

Managing Director	£95.00 p/h +VAT
Practice Manager/Senior Consultant	£90.00 p/h +VAT
Arboricultural Consultant	£77.00 p/h +VAT
CAD Technician	£40.00 p/h +VAT
Administration	£25.00 p/h +VAT

Mileage will be charged if it is necessary to return to site.

Should you wish me to proceed with the work, please let me know as soon as possible so that I can ensure that the project is completed within the necessary time frame. Do not hesitate to contact me if you have any additional queries.

Yours sincerely



Stephen Hayden
Managing Director



Blank



Report to	Community and Leisure Services Committee
Subject	Newmarket Community Arts Report
Purpose	Information
Classification	Unrestricted/Confidential (delete as appropriate)
Meeting date	7 March 2022
Item number	12a
Written By	Louise Eatock

Newmarket Samba Band

Background.

Anthony Paul was booked to provide a Samba Band workshop in the memorial gardens as part of the summer events that ran every Thursday afternoon in 2021. The session proved popular with both adults and children and Newmarket Community Arts decided to start a Samba band for the town booking Anthony to teach and run the sessions.

As with trying anything new, it was difficult to gauge how much interest there would be and we were keen to provide affordable activities that are inclusive as possible. Anthony agreed to start the Samba Band and Newmarket Town Council kindly agreed to help us out in the first instance by providing The Pavillion free of charge on Wednesdays from 6.30 pm to 8 pm for 1 year.

Report to date

We are very pleased to report that the Samba Band is now fully established and most club nights we have between 15 and 17 people attend with an age range of 23 to over 60. It has taken a while to establish a regular core group and, although we are now covering costs, we are currently running at a loss of £80. Anthony charges £60 per session, which includes use of all drums and his expert tuition. The class is £6/£3 concessions and, where we were using Eventbrite, we are now asking for direct payment into Newmarket Community Arts account to avoid fees.

The Samba band is helping improve the quality of life of Newmarket residents.

Here are some quotes from people taking part:

"It is the highlight of my week. I forget about everything else for over an hour and just focus on playing my drum at the right time."

"So glad to be part of Newmarket Samba! Thanks for being so welcoming"

"Fab session, Just been drumming "Some-ones at the door" around the kitchen"

We are now an established and registered Samba Band called NewSamba and we have had some gig offers including playing in the Newmarket Jubilee parade in June.

Newmarket Town Council are welcome any time to come along to a session and see us in action. The Samba band is a great way of bringing people together and supporting community cohesion.



Report to	Community and Leisure Services committee
Subject	Summer Wellbeing project 2022
Purpose	Decision
Classification	Confidential
Meeting date	7 March 2022
Item number	12b
Written By	Events Manager

Summary: This report outlines the return of the Yoga classes in the Memorial Gardens. Yoga improves quality of life, decreases the symptoms of anxiety and improves mental health.

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

1. Offer free Yoga classes
2. Approve total budget

1.	Introduction
a.	Free Yoga classes in the Memorial Gardens
b.	Online free tickets via Eventbrite
2.	Context
a.	15 classes in total - once every week, 6-7pm from May to August 2022
b.	Open the registration to 50 tickets per class to achieve desire number of 25 participants
c.	Last year's yoga teacher demonstrated a good technical knowledge and kept the group engaged with yoga practises.
3.	Proposal/Options
a.	Dates: 10 May, 24 May, 31 May, 7 June, 14 June, 21 June, 28 June, 5 July, 12 July, 26 July, 2 Aug, 9 Aug, 16 Aug, 23 Aug, 30 Aug
4.	Financial/Resource Implications
a.	£50 per class - £750
b.	
c.	
5.	Next Steps/Recommendations
a.	Approve total budget
b.	
	Additional documents: Weather forecast will be closely monitored. In case of bad weather, the fitness class will move in the Memorial Hall (subject to availability) or to a different date.



Report to	Community & Leisure services
Subject	Platinum Jubilee 2022
Purpose	Update
Classification	Unrestricted
Meeting date	7 March 2022
Item number	12c
Written By	Events Manager

Summary: This report outlines the progress of the event planning

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

1. Consider event plan update
2. Approve additional costs

1.	Context
a.	Thursday 2 nd June 2022 – Lighting of the beacon - Several
b.	Friday 3 rd June 2022 – Newmarket's Jubilee Celebrations – Several
c.	Sunday 5 th June 2022 – The big Jubilee lunch – Palace Street
d.	The council applied for the Suffolk Jubilee Funding for £5K. The decision will be made after 1 April 2022
2.	Proposal/Options & Financial/Resource Implications
a.	<u>Lighting of the beacon</u> -Town Crier 2.00pm in the Bill Tutte - £20 - Piper 9.35pm - £204.61 -Lighting the beacon 9.40pm -A beacon will be provided by the Jockey club -Choir 9.45pm - £200 -Catering: Jubilee beacon tart for 200 people – <i>to be confirmed</i>
b.	<u>Newmarket's Jubilee Celebrations</u> -Stage £1,338 plus vat -Jezo's presenting the parade £200 plus vat -Ed Sheeran look alike £1,280 plus vat -Mighty Macca music group £1,250 -Elton Wrong Parade performance - £922 -Newmarket Samba band - £200 -6 Food/drink stall holders – Generate revenue £300 plus vat -Fun fair by Larry Grey - <i>To be confirmed</i> -Inflatables - <i>To be confirmed</i> -Community music stage organised by Newmarket Community Arts £400 -Community stall holders - Free -Portable toilets £1,130 plus vat

Item 12c

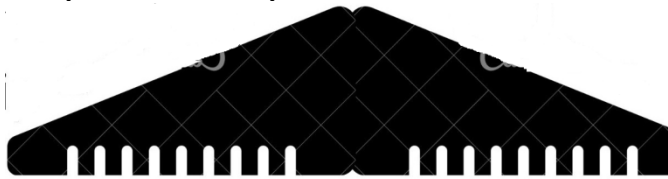
	-Bins - £410 plus vat -Security - <i>To be confirmed</i> -First aid - £192 plus vat -Road closure £1,050 - Traffic management £336 plus vat -Parade arrangements – More than 60 community groups and schools have been contacted. - We have 5 group entries to the parade.
c.	<u>The big Jubilee lunch in Palace Street</u> -Afternoon tea for 120 people – <i>to be confirmed</i> -Old School Sports Day: Jezo's to facilitate the sport activities £200 plus vat - Plus equipment: space hoppers, eggs and spoons, sacks for sack races and the equipment for the three-legged race, tug of war -Punch and Judy: £300

Report to	Community & Leisure Services committee
Subject	Soapbox new jumps -quotation
Purpose	Decision
Classification	Unrestricted
Meeting date	7 March 2022
Item number	12d
Written By	Events Manager

Summary: This report outlines the cost for the proposed design of the 2022 soapbox race track

1.	Proposal/Options
a.	1 st Supplier couldn't provide a quotation and commit to the project due to work load
b.	2nd Supplier All ramps are going to be made out of 18mm ply with a 100mm x 50mm frame work all screwed together so they can easily taken apart. They are all going to be painted black. Ramp 1 Table Top  This ramp will be 2.4m wide. It will be 7.2m long. With a table top 2.4m long and 500mm high. This will have a ramp going up to the table top then down the other end. Ramp 2 Water Jump  This ramp will be 2.4m wide It will be 7.2m long. Go up 500mm , then down 250mm then up 250mm then down 500mm. This will have a pond liner in to allow water to sit in the middle part.

Ramp 3 Rumble Strips

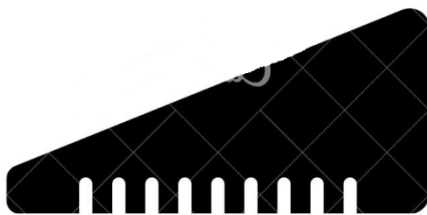


This ramp will be 2.4m wide.

It will be 4.8m long.

Go up 500mm then down 500mm , with 3no rumble strips on both sides.

Ramp 4 Jump



This ramp will be 2.4m wide

It will be 2.4m long.

Go up 700mm high.

They will be supplying all materials for the ramps and droppings them off before the event in our storage area.

On the day they will be putting them together at the event and taking them apart.

4.	Financial/Resource Implications
a.	N/A
b	£8,040 + VAT

Report to	Community & Leisure Services
Subject	Newmarket Venues
Purpose	Information
Classification	Unrestricted
Meeting date	7 March 2022
Item number	13
Written By	Events Manager

Summary: This report outlines the room hire revenue for February 2022 and provides a brief description of the March's meetings/events in Newmarket Venues.

January Revenue: £1,859.18

Year to date: £30,392

March bookings:

5 x blood donation sessions

1 x Charity quiz night

1 x Birthday party

1 x dance event

1 x dance class booking

1 x 3-day booking – Jockey Club event

1 x 2-day exercise class in the Pavilion with possibility for extension

1x outdoor exercise classes on the Severals on weekly basis

Blank