

Membership from May 2022

Councillor Borda
Councillor De'Ath
Councillor Drummond
Councillor Ferries
Councillor Hall
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Lay
Councillor Winter
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 SERVICES (Assets & Services) COMMITTEE
to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
on **Monday 6th June 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) To elect a Chairman** for the Community Services Committee for the municipal year 2022/2023
- 2) To elect a Vice Chairman** for the Community Services Committee for the municipal year 2022/2023
- 3) Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 4) Apologies** - To receive and accept apologies for absence
- 5) 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
- 6) Minutes of previous meeting held 3rd May 2022**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 7) 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.
- 8) Accounts** – To receive and note the accounts for Community Services for the previous month
- 9) Clock Tower** – To receive an update regarding the proposed refurbishment of the Jubilee Clock Tower
- 10) Cemetery** – To receive a report regarding the safety of the cemetery buildings
- 11) Roadworks** – To discuss the ongoing issues on the A142 (verbal)
- 12) Correspondence**
- 13) Date of next meeting 1st August 2022 at 7pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 31st May 2022

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

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Tuesday 3rd May 2022 at 7:00 pm**

Attendance:

Councillor P Winter (Chairman)
 Councillor J Borda
 Councillor L Crissall

Councillor P Hulbert
 Councillor M Jefferys
 Councillor S Perry

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, C Argyroudi – Events Manager, J Ashton – Minute Assistant and 1 Member of the Press.

Minute

CL/22/05/1 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/22/05/2 Apologies for Absence

Apologies were received from Cllrs Anderson, De'Ath, Drummond, Ferries, Hall, Harvey and Hood. Cllr Yarrow was absent.

CL/22/05/3 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

Cllr Borda declared a non-pecuniary interest in item 9c. There were no requests for dispensations.

CL/22/05/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 4th April 2022 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 4th April 2022 and the following amendment was made:

*****CL/22/04/22.01 Recommendation***** - the finishing times of bookings was changed to read 1am and 2am.

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

CL/22/05/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 4th April 2022 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

There were no matters arising.

CL/22/05/5 Public Open Session

No members of the public wished to speak.

Book number 6 2022 -2023

CL/22/05/6 To Receive the Accounts

The draft accounts for April 2022 were received and noted.

CL/22/05/7 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

Events Manager joined the meeting.

CL/22/05/8 Council Vehicle

Three quotes were considered for leasing an electric van and the following was agreed:

CL/22/05/8.01 Recommendation

That a Citroen e-Berlingo XL electric van be leased from CVC Finance.

A proposal to install a charging point at the Pavilion was considered and the following was agreed:

CL/22/05/8.02 Recommendation

That a charging point be installed at the Pavilion.

CL/22/05/9 Events

Lexington Link – twinning event July 2022. The requirements to facilitate the event were considered and the following was agreed:

CL22/05/9.01 Recommendation

That NTC supports the July 2022 twinning event by organising a welcome reception at the Severals Pavilion including refreshments.

CL22/05/9.02 Recommendation

That NTC makes a donation of £2,000 to support the visit.

Town Clerk to make further enquiries regarding the requirements.

Platinum Jubilee – updated plans to celebrate the event and costs were noted.

Soapbox Derby – This item was referred to the Leisure Services Committee – to decide charity donation(s).

CL/22/05/10 Newmarket Venues

Bookings - The Events Manager presented a report on the bookings for April, noting that £1,692.35 income was received in April 2022; £1,692.35 Year-To-Date.

Bookings for May include 1x Children birthday party 1 x business meeting 1 x Christening reception until 2am – security is confirmed by the client 1 x Dance party 1 x three-day competition – East Anglia Chess union 1 x Sport club weekly use of Severals 1x outdoor exercise class in the Severals on weekly basis

Hire Charges – the hire charges and Terms of Conditions were considered and the following was agreed:

Book number 7 2022 -2023

CL/22/05/10.01 Recommendation

That the existing unchanged hire charges and Terms of Conditions be approved and adopted for 2022/2023.

CL/22/05/11 Roadworks

This item was referred to the next Community Services Committee.

CL/22/05/12 Correspondence

Letter of thanks and appreciation from a resident for the NTC planting of daffodils and cherry trees was welcomed and noted.

A request to put on another student concert in the Memorial Gardens on Saturday 9th July was considered and the following was agreed:

CL/22/05/12.01 Recommendation

That the request to put on another student concert in the Memorial Gardens on Saturday 9th July be approved.

CL/22/05/13 Date of Next Meeting

Monday 6th June 2022 at 7pm at the Memorial Hall.

CL/22/05/14 Items for Next Agenda

- A142 Roadworks.

CL/22/05/15 *Exclusion of the press & public*****

With the vote being unanimous, it was:

*****22/05/15.01 Resolved*****

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

CL/22/05/16 *Security*****

The security for venues and bookings was discussed and the following was agreed:

*****CL/22/05/16.01 Recommendation*****

That security personnel be employed for late bookings and that the additional security costs be included in the price of the hire charge.

*****CL/22/05/16.02 Recommendation*****

That the Town Clerk be given delegated powers to find a suitable solution for building security at the Memorial Hall.

Meeting closed at 7:35pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/22/05/8.01 Recommendation</u>	That a Citroen e-Berlingo XL electric van be leased from CVC Finance.
<u>CL/22/05/8.02 Recommendation</u>	That a charging point be installed at the Pavilion.
<u>CL/22/05/9.01 Recommendation</u>	That NTC supports the July 2022 twinning event by organising a welcome reception at the Severals Pavilion including refreshments.
<u>CL/22/05/9.02 Recommendation</u>	That NTC makes a donation of £2,000 to support the visit.
<u>CL/22/05/10.01 Recommendation</u>	That the existing unchanged hire charges and Terms of Conditions be approved and adopted for 2022/2023.
<u>CL/22/05/12.01 Recommendation</u>	That the request to put on another student concert in the Memorial Gardens on Saturday 9th July be approved.
<u>***CL/22/05/16.01 Recommendation***</u>	That security personnel be employed for late bookings and that the additional security costs be included in the price of the hire charge.
<u>***CL/22/05/16.02 Recommendation***</u>	That the Town Clerk be given delegated powers to find a suitable solution for building security at the Memorial Hall.

Detailed Income & Expenditure by Budget Heading as at 31/05/2022

Month No: 2

Committee Report Customer Services (Assets & Services)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>200 Outside Services</u>								
4029 General Equipment	35	151	500	349		349	30.2%	
4039 Vehicle Costs	412	1,068	5,000	3,932		3,932	21.4%	
4326 Outside Services SLA	900	900	76,310	75,410		75,410	1.2%	
Outside Services :- Indirect Expenditure	1,347	2,119	81,810	79,691	0	79,691	2.6%	0
Net Expenditure	(1,347)	(2,119)	(81,810)	(79,691)				
<u>201 General Town Planting</u>								
1007 Sponsorship Income	0	0	5,200	5,200			0.0%	
1009 Roundabout Sponsorship	0	0	5,200	5,200			0.0%	
General Town Planting :- Income	0	0	10,400	10,400			0.0%	0
4037 R&M - Grounds	600	600	0	(600)		(600)	0.0%	
4100 Seasonal Planting	0	0	3,450	3,450		3,450	0.0%	
4101 Hanging Baskets	0	0	4,500	4,500		4,500	0.0%	
General Town Planting :- Indirect Expenditure	600	600	7,950	7,350	0	7,350	7.5%	0
Net Income over Expenditure	(600)	(600)	2,450	3,050				
<u>202 Cemetery</u>								
1000 Burial Fees	0	0	29,000	29,000			0.0%	
1020 Interment(Ashes) Income	0	0	4,000	4,000			0.0%	
1021 Monumental Income	0	0	4,000	4,000			0.0%	
1022 Grave Space Purchase Income	0	0	12,000	12,000			0.0%	
1029 Income Commemorative Bench	0	0	1,500	1,500			0.0%	
Cemetery :- Income	0	0	50,500	50,500			0.0%	0
4011 Rates	0	4,042	4,608	566		566	87.7%	
4012 Water Rates	72	72	1,000	928		928	7.2%	
4014 Electricity	53	118	1,600	1,482		1,482	7.4%	
4016 Cleaning	84	138	500	362		362	27.6%	
4017 Fire Precautions	0	0	163	163		163	0.0%	
4035 Equipment	0	0	200	200		200	0.0%	
4036 R&M - Buildings	563	988	2,000	1,012		1,012	49.4%	
4037 R&M - Grounds	1,420	2,900	26,000	23,100		23,100	11.2%	
4040 Trade Refuse Collections	0	0	1,500	1,500		1,500	0.0%	
4047 Grave Digging	0	0	11,500	11,500		11,500	0.0%	
4325 Cemetery SLA	0	0	10,837	10,837		10,837	0.0%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Cemetery :- Indirect Expenditure	2,193	8,258	60,908	52,650	0	52,650	13.6%	0
Net Income over Expenditure	(2,193)	(8,258)	(10,408)	(2,150)				

Detailed Income & Expenditure by Budget Heading as at 31/05/2022

Month No: 2

Committee Report Customer Services (Assets & Services)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Disused Churchyards								
4037 R&M - Grounds	330	330	2,000	1,670		1,670	16.5%	
Disused Churchyards :- Indirect Expenditure	330	330	2,000	1,670	0	1,670	16.5%	0
Net Expenditure	(330)	(330)	(2,000)	(1,670)				
204 Memorial - War,Cooper,Tutte								
4014 Electricity	0	22	100	78		78	21.6%	
4036 R&M - Buildings	0	0	500	500		500	0.0%	
4037 R&M - Grounds	330	330	1,000	670		670	33.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	330	352	1,600	1,248	0	1,248	22.0%	0
Net Expenditure	(330)	(352)	(1,600)	(1,248)				
205 Clocks								
4014 Electricity	0	0	250	250		250	0.0%	
4036 R&M - Buildings	295	295	500	205		205	59.0%	
4177 Clock Tower Expenses	115	230	1,400	1,170		1,170	16.4%	
Clocks :- Indirect Expenditure	410	525	2,150	1,625	0	1,625	24.4%	0
Net Expenditure	(410)	(525)	(2,150)	(1,625)				
206 Bus Shelters								
4036 R&M - Buildings	310	600	1,500	900		900	40.0%	
Bus Shelters :- Indirect Expenditure	310	600	1,500	900	0	900	40.0%	0
Net Expenditure	(310)	(600)	(1,500)	(900)				
207 General Town Maintenance								
4037 R&M - Grounds	240	240	2,000	1,760		1,760	12.0%	
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108 Town Centre Regeneration	0	0	10,000	10,000		10,000	0.0%	
4140 Dog Waste Collection/Disposal	0	666	850	184		184	78.3%	
General Town Maintenance :- Indirect Expenditure	240	906	15,350	14,444	0	14,444	5.9%	0
Net Expenditure	(240)	(906)	(15,350)	(14,444)				
208 Public Conveniences								
1100 Grants Received	0	0	3,300	3,300			0.0%	
Public Conveniences :- Income	0	0	3,300	3,300			0.0%	0

Detailed Income & Expenditure by Budget Heading as at 31/05/2022

Month No: 2

Committee Report Customer Services (Assets & Services)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	0	0	152	152		152	0.0%	
4014 Electricity	160	160	400	240		240	39.9%	
4016 Cleaning	0	0	300	300		300	0.0%	
4036 R&M - Buildings	0	146	900	754		754	16.2%	
4044 Public Toilet Cleansing	0	0	100	100		100	0.0%	
4046 Opening/Closing Costs	340	500	2,400	1,900		1,900	20.8%	
Public Conveniences :- Indirect Expenditure	500	805	4,252	3,447	0	3,447	18.9%	0
Net Income over Expenditure	(500)	(805)	(952)	(147)				
<u>211 The Queens Statue</u>								
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	300	300		300	0.0%	
4037 R&M - Grounds	330	330	1,000	670		670	33.0%	
The Queens Statue :- Indirect Expenditure	330	330	1,500	1,170	0	1,170	22.0%	0
Net Expenditure	(330)	(330)	(1,500)	(1,170)				
<u>215 Allotments</u>								
1010 Allotment Fees	0	0	900	900			0.0%	
Allotments :- Income	0	0	900	900			0.0%	0
4037 R&M - Grounds	0	0	1,500	1,500		1,500	0.0%	
Allotments :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	0	0	(600)	(600)				
<u>220 Studlands</u>								
4045 Street Lighting - Maint Cont	0	0	19,964	19,964		19,964	0.0%	
4052 Street Lighting - Repair	0	0	1,000	1,000		1,000	0.0%	
Studlands :- Indirect Expenditure	0	0	20,964	20,964	0	20,964	0.0%	0
Net Expenditure	0	0	(20,964)	(20,964)				
<u>308 Christmas</u>								
4310 Christmas Lights	360	427	15,500	15,073		15,073	2.8%	
4811 CP - Christmas Lights Infrast	0	0	8,000	8,000		8,000	0.0%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Christmas :- Indirect Expenditure	360	427	24,500	24,073	0	24,073	1.7%	0
Net Expenditure	(360)	(427)	(24,500)	(24,073)				
Community Services :- Income	0	0	65,100	65,100			0.0%	
Expenditure	6,951	15,253	225,984	210,731	0	210,731	6.7%	
Movement to/(from) Gen Reserve	(6,951)	(15,253)						

Detailed Income & Expenditure by Budget Heading as at 31/05/2022

Month No: 2

Committee Report Customer Services (Assets & Services)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	0	65,100	65,100			0.0%	
Expenditure	6,951	15,253	225,984	210,731	0	210,731	6.7%	
Net Income over Expenditure	<u>(6,951)</u>	<u>(15,253)</u>	<u>(160,884)</u>	<u>(145,631)</u>				
Movement to/(from) Gen Reserve	<u>(6,950)</u>	<u>(15,253)</u>						



Report to	Community Services Committee
Subject	Jubilee Clock Tower
Purpose	Information
Classification	Unrestricted
Meeting date	6th June 2022
Item number	9
Written By	Cathy Whitaker CLERK

Summary: This report outlines the progress regarding proposals for the restoration of the Jubilee Clock Tower.

1.	Introduction
a.	Council agreed to look into a proposal to restore the Jubilee Clock Tower for this Jubilee Year.
2.	Update
a.	Whitworth Chartered Architects & Chartered Building Surveyors are project managing the initial research.
a.	A refurbishment and demolition asbestos survey has been carried out at a cost of £295.
b.	AFP Construction Consultants of Swaffham Bulbeck have been engaged as CMD (Construction Design and Management) Principal Designer.
3.	Next Steps/Recommendations
a.	Full electrical survey report to be carried out imminently.
b.	Whitworth will manage the tendering process; results will be brought to Council for a final decision, including proposed funding details

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Item 10



Newmarket Cemetery report to Council for information - Community Services committee 6th June

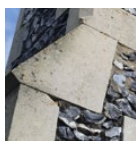
The chapel bell tower was reported as appearing to move in high winds.



The right hand picture shows that the tower is leaning slightly towards the back of the chapel buildings.

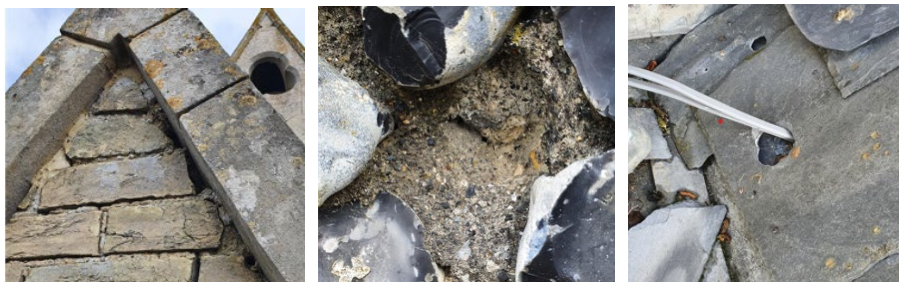
A cordon was placed around the building to prevent anyone from approaching the area where it might land should it fall, and the employee based there has moved out.

An inspection via scaffold of the entire roof and bell tower was undertaken at a cost of £375.



The specialist report (verbal, and via video footage – printed copy and costs awaited) showed that the kneelers (as pictured above) - which are the main weightbearing stones – are strong but there are many gaps and holes where the structure needs the lime scraping out, allowed to weather, and refilling to strengthen and weatherproof the roof and tower. The slight leaning of the tower would not be corrected as this has happened over many decades, and is reported to not be of great significance if the proposed work is undertaken.

Flints are loose and could easily fall as the bonding is impaired.



Tiles have been previously drilled through for CCTV cables, further allowing water ingress to the roof and undermining the plaster in the chapel below.

Item 10

Initially it had been hoped that the chapel would be a simple redecoration project.



On further examination and taking into account the reported tower issue, the specialist feels that once the roof has been relimed, which is expected to take around a month to complete, the plaster in the chapel needs to be removed and the walls left to weather/dry out over the winter before replacing the lime work in the spring.

Therefore, the chapel will be unusable for around 12 months, assuming work starts soon.

Quotes expected shortly for the remedial work.