

Membership from May 2022

Councillor Anderson
 Councillor Borda
 Councillor Crissall
 Councillor De'Ath
 Councillor Drummond
 Councillor Ferries (Chair)
 Councillor Hall
 Councillor Harvey
 Councillor Hood
 Councillor Hulbert
 Councillor Jefferys
 Councillor Lay
 Councillor Perry
 Councillor Winter (Vice 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
LEISURE SERVICES (Civic, Community & Environment)

COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on Monday 5th September 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 the previous meeting held 4th July**
 - 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 Leisure Services for the previous month
- 7) **Memorial Gardens** - to receive and note the safety report for the Memorial Gardens
- 8) **Cricket Club** -To receive an additional request for membership of the Cricket Liaison Working Group
- 9) **Remembrance Arrangements** – to consider the arrangements for the Remembrance Day event (13/11/22)
- 10) **Tea Dances** – to consider re-starting monthly tea dances from November 2022
- 11) **Events**
 - a) **Memorial Gardens Summer Entertainment** – to receive a debrief report (verbal)
 - b) **Well-Being** – to receive a debrief report regarding Yoga in the Gardens (to follow)
 - c) **Community Bulb Planting** – to receive a report regarding planting on Munchkin's Green (22/10/22) (to follow)
 - d) **Christmas Event 2022** – to receive a preliminary report (to follow)
- 12) **Venues**

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

a) To receive a report regarding the Town Council venues (to follow)

b) To consider a request from Newmarket Community Arts for continued use of the Pavilion building

13) Cinema Equipment – to receive information regarding the donation of cinema kit by Suffolk Cinema Network

14) Correspondence

15) Date of next meeting 7th November 2022 at 7pm

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30th August 2022



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee Held on Monday 4th July 2022 at 7:14 pm

Attendance:

Councillor J Ferries (Chairman)
Councillor J Borda
Councillor L Crissall
Councillor J De'Ath
Councillor A Drummond
Councillor J Harvey

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor J Lay
Councillor P Winter
Councillor K Yarrow

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

Minute

Cllr Winter opened meeting as the previous Chairman of the Committee and invited nominations for a Chairman.

L/22/07/1 To Elect a Chairman

Cllr Drummond nominated Cllr Ferries. There were no other nominations and a vote was taken. The following was agreed:

L/22/07/1.01 Resolved

That Cllr Ferries be elected as the Chairman of the Leisure Services Committee for the municipal year 2022/2023.

Cllr Ferries took the chair and invited nominations for a Vice Chairman.

L/22/07/2 To Elect a Vice Chairman

Cllr Ferries nominated Cllr Winter. There were no other nominations and a vote was taken. The following was agreed:

L/22/07/2.01 Resolved

That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for the municipal year 2022/2023.

L/22/07/3 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.

L/22/07/4 Apologies for Absence

Apologies were received from Cllrs Hall and Perry. Cllr Anderson was absent.

L/22/07/5 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 Yarrow declared an interest in item 12b and Cllr Borda declared a tentative

interest in item 11a. There were no requests for dispensations.

L/22/07/6 Public Open Session

No members of the public wished to speak.

L/22/07/7 To Receive the Accounts

The draft accounts for June 2022 were received and noted.

L/22/07/8 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

L/22/07/9 Cricket Club

A report on a Councillors meeting held regarding breaches of the licencing agreement was considered and a letter of apology has since been received from the cricket club. An updated risk assessment for the site has been requested to be received by 18th July 2022. An additional alarm will be fitted to the storage area and costs are awaited.

Cllr Ferries agreed to join the Cricket Club liaison working group.

L/22/07/10 Speed Indicator Device Data

The latest SID data was received and noted. A request was made to move the SID on Bury Rd to the opposite side. The number of speeding incidents and high speeds were noted and the data will be sent to the PCSO. The data will also be sent to SCC with a request for an ANP camera.

L/22/07/11 Events

Soapbox Derby – Allocating charitable funding from the Soapbox Derby income was considered and the following was agreed:

L/22/07/11.01 Recommendation

That the nominated Charities be allocated charitable funding from the Soapbox Derby income from public donations and carpark fees.

The Charities to receive funding from the Soapbox Derby income were considered and the following was agreed:

L/22/07/11.02 Recommendation

That Newmarket Day Centre and a charity representing the Ukraine cause be the nominated Charities to receive funding from the Soapbox Derby income. That delegated powers be given to the Chairman and Town Clerk to nominate a Ukraine charity.

Summer Entertainment – A report on the Summer Entertainment programme with costs was noted.

L/22/07/12 Newmarket Venues

Bookings - The Events Manager presented a report on the bookings for June, noting that £3,895 income was received in June 2022; £8,473 Year-To-Date. Bookings for July include 1x Sport Pavilion weekly meeting £54+vat 1x Sport Pavilion daily

Book number 2 2022 -2023

meetings £1,680 + vat 1 x Outdoor weekly exercise class £64 + vat 1x Sport Pavilion event (Christening) £100 + vat 1x Main Hall meeting £58 + vat 2x Blood donations £680 + vat 1 x Charity event £30 +vat 1x Dance Event £120 + vat.

Cllr Yarrow declared a non-pecuniary interest in the following item.

Newmarket Community Arts – a request to use the Pavilion was considered and further negotiations will be held regarding charges.

L/22/07/13 **Correspondence**
None noted

L/22/07/14 **Date of Next Meeting**
Monday 5th September 2022 at the Memorial Hall.

Meeting closed at 7:42pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/22/07/1.01 Resolved</u>	That Cllr Ferries be elected as the Chairman of the Leisure Services Committee for the municipal year 2022/2023
<u>L/22/07/2.01 Resolved</u>	That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for the municipal year 2022/2023.
<u>L/22/07/11.01 Recommendation</u>	That the nominated Charities be allocated charitable funding from the Soapbox Derby income from public donations and carpark fees.
<u>L/22/07/11.02 Recommendation</u>	That Newmarket Day Centre and a charity representing the Ukraine cause be the nominated Charities to receive funding from the Soapbox Derby income. That delegated powers be given to the Chairman and Town Clerk to nominate a Ukraine charity.

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30/08/2022

Newmarket Town Council Current Year 2022/2023

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Detailed Income & Expenditure by Budget Heading as at 30/08/2022

Month No: 5

Committee Report DRAFT Leisure Services

	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	24	6,132	20,000	13,868			30.7%	
1016 Refreshments Income	16	265	1,000	735			26.5%	
Memorial Hall :- Income	40	6,397	21,000	14,603			30.5%	0
4011 Rates	0	5,988	6,300	312		312	95.0%	
4012 Water Rates	1,888	2,073	3,000	927		927	69.1%	
4014 Electricity	226	2,044	5,000	2,956		2,956	40.9%	
4015 Gas	0	1,655	6,000	4,345		4,345	27.6%	
4016 Cleaning	248	1,110	2,000	890		890	55.5%	
4017 Fire Precautions	0	344	510	166		166	67.5%	
4029 General Equipment	0	25	0	(25)		(25)	0.0%	
4036 R&M - Buildings	1,543	17,223	5,000	(12,223)		(12,223)	344.5%	11,765
4038 Furniture/Fixtures/Fittings	0	1,007	2,500	1,493		1,493	40.3%	
4040 Trade Refuse Collections	0	1,895	1,953	58		58	97.0%	
4044 Public Toilet Cleansing	0	0	200	200		200	0.0%	
4046 Opening/Closing Costs	0	99	0	(99)		(99)	0.0%	
4078 Refreshment Costs Hall Hire	0	171	800	629		629	21.3%	
4080 PWLB Loan Charges (CAP + INT)	0	44,932	89,864	44,932		44,932	50.0%	
Memorial Hall :- Indirect Expenditure	3,904	78,566	123,127	44,561	0	44,561	63.8%	11,765
Net Income over Expenditure	(3,864)	(72,168)	(102,127)	(29,959)				
6000 plus Transfer from EMR	5,285	11,765						
Movement to/(from) Gen Reserve	1,421	(60,403)						
301 Arts								
1043 Income - Tea Dance	0	0	500	500			0.0%	
1181 Grant Received WSC	0	2,250	0	(2,250)			0.0%	
Arts :- Income	0	2,250	500	(1,750)			450.0%	0
4440 Costs - Childrens' Events	1,325	4,519	7,000	2,481		2,481	64.6%	
4443 Costs - Tea Dance	0	119	1,800	1,681		1,681	6.6%	
Arts :- Indirect Expenditure	1,325	4,638	8,800	4,162	0	4,162	52.7%	0
Net Income over Expenditure	(1,325)	(2,388)	(8,300)	(5,912)				
302 Winter Event								
1059 Income - Winter Event	0	0	3,000	3,000			0.0%	
Winter Event :- Income	0	0	3,000	3,000			0.0%	0

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Detailed Income & Expenditure by Budget Heading as at 30/08/2022

Month No: 5

Committee Report DRAFT Leisure Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4453 Cost - Winter Event	0	0	11,000	11,000		11,000	0.0%	
Winter Event :- Indirect Expenditure	0	0	11,000	11,000	0	11,000	0.0%	0
Net Income over Expenditure	0	0	(8,000)	(8,000)				
<u>303 Entertainments</u>								
1172 SoapBox Derby - income	1,892	2,742	10,000	7,258			27.4%	
Entertainments :- Income	1,892	2,742	10,000	7,258			27.4%	0
4095 Assets Purchased	2,089	2,089	0	(2,089)		(2,089)	0.0%	
4098 SoapBox Derby - costs	8,189	8,382	10,000	1,618		1,618	83.8%	
4179 Entertainment	150	425	5,000	4,575		4,575	8.5%	
Entertainments :- Indirect Expenditure	10,428	10,896	15,000	4,104	0	4,104	72.6%	0
Net Income over Expenditure	(8,536)	(8,154)	(5,000)	3,154				
<u>304 Tourism</u>								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
Tourism :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
<u>305 Carnival</u>								
1026 Carnival income	50	770	1,000	230			77.0%	
1100 Grants Received	0	4,119	0	(4,119)			0.0%	
Carnival :- Income	50	4,889	1,000	(3,889)			488.9%	0
4312 Newmarket Carnival	50	18,577	10,000	(8,577)		(8,577)	185.8%	5,979
Carnival :- Indirect Expenditure	50	18,577	10,000	(8,577)	0	(8,577)	185.8%	5,979
Net Income over Expenditure	0	(13,689)	(9,000)	4,689				
6000 plus Transfer from EMR	5,979	5,979						
Movement to/(from) Gen Reserve	5,979	(7,710)						
<u>306 Memorial Gardens</u>								
1004 Kiosk Income	0	0	1,200	1,200			0.0%	
1005 Misc Income	(9,220)	0	0	0			0.0%	
1100 Grants Received	9,220	9,220	0	(9,220)			0.0%	
Memorial Gardens :- Income	0	9,220	1,200	(8,020)			768.3%	0
4012 Water Rates	1,288	1,417	1,000	(417)		(417)	141.7%	
4014 Electricity	0	0	105	105		105	0.0%	

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Detailed Income & Expenditure by Budget Heading as at 30/08/2022

Month No: 5

Committee Report DRAFT Leisure Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4037 R&M - Grounds	1,381	14,659	5,000	(9,659)		(9,659)	293.2%	10,823
4041 R&M - play-equipment	0	702	18,500	17,798		17,798	3.8%	
4046 Opening/Closing Costs	809	2,514	5,000	2,486		2,486	50.3%	
4112 Water Feature	0	1,450	6,000	4,550		4,550	24.2%	
4142 Memorial Garden Kiosk	0	1,106	1,000	(106)		(106)	110.6%	
Memorial Gardens :- Indirect Expenditure	3,478	21,849	36,605	14,756	0	14,756	59.7%	10,823
Net Income over Expenditure	(3,478)	(12,629)	(35,405)	(22,776)				
6000 plus Transfer from EMR	3,892	10,823						
Movement to/(from) Gen Reserve	414	(1,806)						
307 Twinning								
1005 Misc Income	0	623	0	(623)			0.0%	
Twining :- Income	0	623	0	(623)				0
4181 Twining Expenses	0	5,616	3,500	(2,116)		(2,116)	160.4%	1,500
Twining :- Indirect Expenditure	0	5,616	3,500	(2,116)	0	(2,116)	160.4%	1,500
Net Income over Expenditure	0	(4,993)	(3,500)	1,493				
6000 plus Transfer from EMR	1,500	1,500						
Movement to/(from) Gen Reserve	1,500	(3,493)						
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	6,087	5,000	(1,087)			121.7%	
1005 Misc Income	0	195	0	(195)			0.0%	
1016 Refreshments Income	0	100	0	(100)			0.0%	
The Severals Sports Facilities :- Income	0	6,382	5,000	(1,382)			127.6%	0
4011 Rates	0	1,185	2,450	1,265		1,265	48.4%	
4012 Water Rates	0	177	2,000	1,823		1,823	8.8%	
4014 Electricity	292	457	1,000	543		543	45.7%	
4015 Gas	0	235	3,045	2,810		2,810	7.7%	
4016 Cleaning	19	50	0	(50)		(50)	0.0%	
4017 Fire Precautions	0	80	250	170		170	32.0%	
4036 R&M - Buildings	299	1,814	10,000	8,186		8,186	18.1%	
4037 R&M - Grounds	0	330	1,000	670		670	33.0%	
4038 Furniture/Fixtures/Fittings	0	30	1,000	970		970	3.0%	
4040 Trade Refuse Collections	0	645	500	(145)		(145)	129.1%	
4044 Public Toilet Cleansing	0	0	100	100		100	0.0%	
The Severals Sports Facilities :- Indirect Expenditure	610	5,003	21,345	16,342	0	16,342	23.4%	0
Net Income over Expenditure	(610)	1,378	(16,345)	(17,723)				

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Detailed Income & Expenditure by Budget Heading as at 30/08/2022

Month No: 5

Committee Report DRAFT Leisure Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services :- Income	1,982	32,502	41,700	9,198			77.9%	
Expenditure	19,794	145,144	230,377	85,233	0	85,233	63.0%	
Net Income over Expenditure	(17,813)	(112,642)	(188,677)	(76,035)				
plus Transfer from EMR	16,656	30,067						
Movement to/(from) Gen Reserve	(1,157)	(82,575)						
Grand Totals:- Income	1,982	32,502	41,700	9,198			77.9%	
Expenditure	19,794	145,144	230,377	85,233	0	85,233	63.0%	
Net Income over Expenditure	(17,813)	(112,642)	(188,677)	(76,035)				
plus Transfer from EMR	16,656	30,067						
Movement to/(from) Gen Reserve	(1,157)	(82,575)						

Item 7

Safety Inspection Report, Memorial Gardens 14th July by The Play Inspection Company

SUMMARY OF FINDINGS (where present)

8 - Low Risk	
Item:	Multi Play (Senior)
Manufacturer:	Unknown
Surface Type:	Bark Mulch
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	6
	
Finding 1	Finding 2
The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required	The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required
Finding 3	Finding 4
There is some graffiti present - Remove the graffiti	Upper roof net disconnected at entry point - Resecure
Finding 5	Finding 6
There is or are fixings missing on the item - Replace all missing fixings	Missing item - Remove fixing

DTC REMARKS: Still some work needed to the castle.

3 - Very Low Risk	
Item:	Cable Runway
Manufacturer:	Massey & Harris
Surface Type:	Bark Mulch
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	1
	
Finding 1	
Bark retaining timbers broken - Repair as necessary	

DTC REMARKS: Still to be replaced – low priority

8 - Low Risk	
Item:	Single Point Swing - Type 3
Manufacturer:	Massey & Harris
Surface Type:	Bark Mulch
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1
	
Finding 1	
The safety surface is low and the membrane is exposed creating trip points - Remove or resecure the exposed membrane and top up the surface to the correct level	

DTC REMARKS: The surfacing is raked every morning as the use of the swing creates a dip. A quote request has been submitted to replenish the cushionfall.

4 - Very Low Risk	
Item:	Multi Play (Junior)
Manufacturer:	Not Identified
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	No
Total Findings:	1

Finding 1
This item is satisfactory - no work required -



DTC REMARKS: The wetpour around this has been damaged since this inspection. We have had to cordon off the Multi Play equipment as concrete is exposed and it cannot be used safely at this time.



Townclerk

Subject: FW: Suffolk Cinema kit

From: Suffolk Cinema Network >

Sent: 16 August 2022 12:04

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

Cc: Townclerk <Townclerk@newmarket.gov.uk>; Christy Argyroudi <

Subject: RE: Suffolk Cinema kit

Hi Cathy,

So sorry for the delay in getting back to you. I've been in touch with Christy about the kit but we've just been getting our ducks in a row re. the funds.

I just need confirmation that Newmarket Town Council is taking ownership of the kit for community use and that the grant (I think this will be £1,000) is to help you set up whatever you need to manage the kit for community use going forward (whether that's secure storage, a booking system, info on the website or marketing, etc) or to replace any small parts of the kit that could do with an upgrade. It's entirely up to you how you want to manage the kit and if you want to charge community groups for each kit use or some other system.

If you could just reply to confirm all the above and let me know your banking details, we can get the funds transferred to you.

Many thanks,

Laurie

Suffolk Cinema Network

www.suffolkcinemanetwork.org

We've been supporting community cinema for over a decade!

----- On Tue, 12 Jul 2022 12:45:28 +0100 Townclerk <Townclerk@newmarket.gov.uk> wrote -----

Hello Laurie,

The grant would be very welcome and thank you.

Is there any paperwork you need me to complete for that?

Many thanks

Cathy

Regards,

Cathy Whitaker

Clerk to Newmarket Town Council

From: Suffolk Cinema Network <

Sent: 29 June 2022 12:30

To: events <events@newmarket.gov.uk>; events.manager <events.manager@newmarket.gov.uk>

Subject: Suffolk Cinema kit

Hi Christy,

Just to follow up on our phone-call about the Suffolk Cinema kit, we're delighted that Newmarket TC is interested in taking ownership of the cinema kit, for use by communities in and around Newmarket. As we discussed, our tech contact for any problems is Darren Butler and he is happy to continue being a Suffolk Cinema tech contact free of charge, if there are any problems or to answer questions about the kit/check the kit. He can also do repairs and upgrades as needs be but will obviously charge for those. I will contact Darren about coming to Newmarket to check the kit and to do a video of kit set up, to be used / shared with interested parties. I'll cc you on that email.

We also talked about a small grant that Suffolk Cinema can give Newmarket TC, to support the handover of the kit and help in the initial stages if anything needs repairing. I think this will be in the region of £1,000- £1,300 so if you could talk to your Accounts team and let us know how best to formalise this, that would be great.

Thanks Christy, speak in due course.

Laurie

Suffolk Cinema Network

www.suffolkcinemanetwork.org

We've been supporting community cinema for over a decade!