

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)
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 COMMITTEE
to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP
on Monday 9th January 2023 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 7th November 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 Leisure Services for the previous month (to follow)
- 7) **Memorial Gardens** – to receive and note the safety report for the Memorial Gardens
- 8) **Soapbox Derby 2022** - To receive a report from the Soapbox Working Group with a recommendation regarding the frequency of ongoing Soapbox Derby events (verbal)
- 9) **Events**
 - a) Christmas 2022 Event – To receive a debrief (verbal)
 - b) Coronation Event – To receive a report (verbal)
- 10) **Venues** – To receive a report regarding the Town Council venues (to follow)
- 11) **Correspondence**
- 12) **Date of next meeting 6th March 2023 at 7pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 3rd January 2023

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 Leisure Services Committee Held on Monday 7th November 2022 at 7:10 pm

Attendance:

Councillor J Ferries (Chairman)
Councillor J Borda
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor S Perry
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 and 1 Member of the Press and 1 Member of the Public.

Minute

L/22/11/1 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.

L/22/11/2 Apologies for Absence

Apologies were received from Cllrs Anderson, Crissall, De'Ath, Drummond, Jefferys and Lay. Cllr Hall was absent.

L/22/11/3 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.

L/22/11/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 5th September 2022 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 5th September 2022 and the following was agreed:

L/22/11/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 5th September 2022 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

Matters arising:

Page 1 – L/22/09/4.01 – Matters arising - L/22/07/10 – A request was made to follow up the moving of the SID on Bury Road to the opposite side. Town Clerk reported that this recommendation had been referred to the Community Services Committee to consider.

L/22/11/5 Public Open Session

No members of the public were present.

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

L/22/11/6 To Receive the Accounts

The accounts for October 2022 were received and noted.

A member of the public joined the meeting.

L/22/11/7 Budget 2023/2024

The draft LS budget for the municipal year 2023/2024 was considered and the following was agreed:

L/22/11/7.01 Recommendation

That the draft Leisure Services budget for the municipal year 2023/2024 be received and approved.

L/22/11/8 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

L/22/11/9 Soapbox Derby

Debrief Report – a debrief report was considered and the following was agreed:

L/22/11/9.01 Recommendation

That the bales be replaced with new safety barriers for future events and to consider the cost of hiring a wide screen for spectators to watch across Warren Hill and to advertise sponsors.

Soapbox Derby Accounts – the accounts were presented and the following was agreed:

L/22/11/9.02 Recommendation

That the net sponsorship/grants (a total of £1,41.67) be divided between the two nominated charities and that future Soapbox budgets reflect that sponsorship money received (minus publicity costs) be passed to the charity(s) and that sponsorship request information reflects this matter clearly.

Frequency of Soapbox Derby Events –the frequency of the event was discussed and projected costs were requested for next year to consider this item fully at the next meeting.

L/22/11/10 Events

Christmas 2022 – an update was given on the arrangements for the Christmas 2022 event and the following was agreed:

L/22/11/10.01 Recommendation

That a donation of £150.00 be made to the charities of Newmarket Lions, as a result of collaboration at the Santa's Free Workshop.

Coronation Event 6th May 2023 – putting on an event was discussed and the following was agreed:

L/22/11/10.02 Recommendation

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That a Community event be held to celebrate the King's Coronation in May 2023. A Task and Finish Working Group to be set up, with Terms of Reference "to consider the date and details of a Coronation Community Event and report to full council."

L/22/11/11 Newmarket Venues

The Events Manager presented a report on the bookings for September and October, noting that £2,147.37 income was received in September and £3,559.73 in October 2022; £22,474.67 Year-To-Date.

Bookings for October - The comedy night was cancelled following reduced ticket sales due to the cost-of-living crisis. A blood donation booking was cancelled due to staff shortage

Bookings for November include: 3x Diabetes sessions £148.75, 3x Blood donations £1050, Weekly dance sessions £304, Birthday party £250, Monthly dance event £120, Public consultation £174, Community club annual event £90, Sports Pavilion daily booking £1,833.26, Sports Pavilion weekly meeting £54, Several outdoor weekly exercise classes £74.97.

Bookings for December include: Weekly dance sessions £228, 3-day Public Consultation £1000, Event £120, 3-day Photography workshop £360, 1x diabetes session £51.88, Theatre workshop £83.33, New Year Eve party £623.50, Sports Pavilion daily booking £1,416.61, Sports Pavilion outdoor weekly exercise classes £49.98, Sports Pavilion birthday party £100.

L/22/11/12 Correspondence
None noted

L/22/11/13 Date of Next Meeting
Monday 9th January 2023 at the Memorial Hall.

L/22/11/14 Exclusion of the Press and Public
With the vote being unanimous, it was:

L22/11/14.01 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.

L/22/11/15 *To discuss a Pop-up Leisure Event*****

A proposal for a pop-up event to be held on the Several's free of charge was considered and the following was agreed:

*****L/22/11/15.01 Recommendation*****

That Newmarket Town Council collaborates with a local stakeholder by providing Several's ground at no cost for the location of a potential pop-up event in February. That a 3-phase electrical connection be installed to provide the required electrical connection (this facility would be useful to the Council for on-going outdoor event

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requirements.) That NTC assists with publicity for the event.

Further detailed information will be available publicly once confirmation that the event will go ahead.

Meeting closed at 8:00pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/22/11/7.01 Recommendation</u>	That the draft Leisure Services budget for the municipal year 2023/2024 be received and approved.
<u>L/22/11/9.01 Recommendation</u>	That the bales be replaced with new safety barriers for future events and to consider the cost of hiring a wide screen for spectators to watch across Warren Hill and to advertise sponsors.
<u>L/22/11/9.02 Recommendation</u>	That the net sponsorship/grants a total of £1,41.67 be divided between the two nominated charities and that future Soapbox budgets reflect that sponsorship money received (minus publicity costs) be passed to the charity(s) and that sponsorship request information reflects this matter clearly.
<u>L/22/11/10.01 Recommendation</u>	That a donation of £150.00 be made to the charities of Newmarket Lions, as a result of collaboration at the Santa's free workshop.
<u>L/22/11/10.02 Recommendation</u>	That a Community event be held to celebrate the King's Coronation in May 2023. A Task and Finish Working Group to be set up, with Terms of Reference "to consider the date and details of a Coronation Community Event and report to full council."
<u>***L/22/11/15.01 Recommendation***</u>	That Newmarket Town Council collaborates with a local stakeholder by providing the Severals ground at no cost for the location of a potential pop-up event in February 2023. That a 3-phase electrical connection be installed to provide the required electrical connection <i>(this facility would be useful to the Council for on-going outdoor event requirements.)</i> That NTC assists with publicity for the event.

The monthly general inspection did not take place in November as the gardens were closed while contractors undertook the refurbishment project. Had the inspector announced his presence, he would have been given access and could have undertaken an evaluation of the main area. We await the next report – however, the gardens were closed for some of December due to the snow and icy conditions.

Summary of report/findings – full report available on request

Post Installation Report



The Play Inspection Company Ltd
Unit 5 Glenmore Business Park
Blackhill Road
Poole
Dorset
BH16 6NL
01202 590675

The King Edward VII Memorial Hall

Inspection Ref: 1885970

Site Ref: 58959

Inspected: 2-December-2022 - 11:18 by Alan Lingley RPII Annual Inspector

Risk Assessment: 6 Low Risk



Location:

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

Findings information

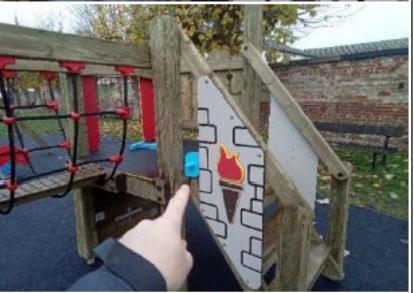
6 - Low Risk (Finding 1)			
Item:	Gates - Gate - Combination	Risk Level:	L - Low Risk
Manufacturer:	Easy Gate Ltd	Surface:	Mixed Surface
			
Finding: There is no padlock on the maintenance gate		Action: Provide a padlock to secure the gate	

Item 7

DTC Comment: The gardens were still closed at the time. A padlock was installed before opening

5 - Very Low Risk (Finding 1)			
Item:	Activity Equipment - Crawling Tunnel	Risk Level:	V - Very Low Risk
Manufacturer:	Online Playgrounds	Surface:	Wet Pour
			
			
Finding: There is/are finger entrapment/s in the i and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers		Action: Refer to manufacturer	

DTC Comment: Referred to installation team for investigation with manufacturer

5 - Very Low Risk (Finding 1)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	V - Very Low Risk
Manufacturer:	Online Playgrounds	Surface:	Wet Pour
			
			
Finding: The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps		Action: Refer to the manufacturer	

DTC Comment: Installation team relocated the barrier panels

Item 11

From: Alexandra Price

Sent: 01 December 2022 11:17

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

Subject: Hire of the Severals and pavilion - Saturday 17th June 2023

Dear Christy,

I hope you are well.

Please can you check the diary to see if the Severals and the pavilion is free on Saturday 17th June 2023 from 4pm till midnight.

We are looking to hold the charity walk again and wanted to know if this was available as in previous years and also if the Town Council would consider letting us have it for free as this is a charity event.

If you could come back to me that would be appreciated.

Ali

Newmarket Summer Nights Walk,
Newmarket Charitable Foundation

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