

Membership from May 2023

MEMBERSHIP TO BE CONFIRMED
FOLLOWING THE ANNUAL MEETING OF
THE COUNCIL ON 11TH MAY.

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 15th May 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) **To elect a Chairman** for the Leisure Services Committee for the municipal year 2023/2024
- 2) **To elect a Vice Chairman** for the Leisure Services Committee for the municipal year 2023/2024
- 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 the previous meeting held 6th March 2023**
 - 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 Leisure Services for the previous month
- 9) **Memorial Gardens** – to receive and note the safety report for the Memorial Gardens
- 10) **Newmarket In Colour** – to receive a report and recommendations for stakeholder collaboration during summer
- 11) **Events position/s** – to form a working group to discuss
- 12) **Review of Event Hire fees** - to approve hire fees from 1st June 2023 to 31st May 2024 (to follow)
- 13) **Events updates** (to follow)
- 14) **Venues** – To receive a report regarding the Town Council venues (to follow)
- 15) **Correspondence**
- 16) **Date of next meeting 3rd July 2023 at 7pm.**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 9th May 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 6th March 2023 at 7:00 pm

Attendance:

Councillor J Ferries (Chairman)
Councillor M Anderson
Councillor J Borda
Councillor L Crissall
Councillor A Drummond
Councillor J Harvey

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

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

Minute

L/23/03/1 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/23/03/2 Apologies for Absence

Apologies were received from Cllrs Lay and Perry. Cllrs De'Ath and Hall were absent.

L/23/03/3 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/23/03/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 9th January 2023 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 9th January 2023 and the following was agreed:

L/23/03/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 9th January 2023 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

There were no matters arising.

L/23/03/5 Public Open Session

No members of the public were present.

L/23/03/6 To Receive the Accounts

The accounts for February 2023 were received and noted.

L/23/03/7 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

L/23/03/8 Events

Coronation Event – a verbal report was given and a draft press release outlining the event activities was ready to be released.

Civic Event – The Mayor's Civic event will be held 21st April 2023 in the Memorial Hall from 6:30pm – 8:30pm.

L/23/03/9 Newmarket Venues

A report on the bookings for March and April was presented, noting that £3,843 income was received in January and £5,093 in February 2023; £41,844 Year-To-Date.

Bookings for March 2023 - 1x Monthly Dance event £144, Weekly dance events £365, Blood donation £1,296, Dance School booking £104, Meeting £174, Meeting £192, Meeting £62, Newmarket Community Arts weekly Pavilion use: Free, Tea Dance event.

Bookings for April 2023 - 1x Children's theatre event £400, 1x Monthly dance event £144, Blood donation £162, Meeting £62, Meeting £384, Newmarket Community arts weekly Pavilion use: Free, Tea Dance event.

L/23/03/10 Twinning

A request to consider that the Events Manager attends the visit to Maisons-Laffitte in May 2023. The Event Manager has organised the MLF twinning events following the Committee being disbanded. The following was agreed:

L/23/03/10.01 Recommendation

That NTC fund the Event Manager to attend the visit to Maisons-Laffitte in May 2023.

A new French teacher from the Academy had enquired about involving children in the twinning programme and would be attending the visit with her family. NTC will continue to support the initiative to involve children in the twinning programme.

L/23/03/11 Neighbourhood Plan Community Action B10 – Safety Around Animals

This Community Action was referred by the Performance & Audit Committee to be considered and the following actions will be conducted:

B10.i – Safety around Animals – the Newmarket Pony Academy are teaching school children how to behave around horses and Penny Taylor will be contacted.

B10.ii – Safety around Animals – disposal of dog waste – a bin audit will be conducted to identify any gaps.

B10.iii. – Safety around Animals – dog owners picking up dog waste – an awareness campaign will be posted on social media regarding using the Heath and ensuring that

Book number 16 2022 -2023

WSC are keeping the grass short should encourage dog owners to pick up dog waste.

L/23/03/12 **Correspondence**
None noted.

L/23/03/13 **Date of Next Meeting**
Monday 15th May 2023 at the Memorial Hall.

Meeting closed at 7:20pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/23/03/10.01 Recommendation</u>	That NTC fund the Event Manager to attend the visit to Maisons-Laffitte in May 2023.

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05/05/2023

Newmarket Town Council 2023-2024

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Detailed Income & Expenditure by Budget Heading AS AT 30/04/2023

Month No: 1

Committee Report LEISURE SERVICES M1

	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	2,550	2,550	20,000	17,450			12.7%	
1016 Refreshments Income	175	175	1,000	826			17.4%	
Memorial Hall :- Income	2,724	2,724	21,000	18,276			13.0%	0
4011 Rates	6,287	6,287	6,287	(0)		(0)	100.0%	
4012 Water Rates	0	0	4,500	4,500		4,500	0.0%	
4014 Electricity	487	487	6,000	5,513		5,513	8.1%	
4015 Gas	0	0	6,000	6,000		6,000	0.0%	
4016 Cleaning	209	209	2,000	1,791		1,791	10.4%	
4017 Fire Precautions	279	279	510	231		231	54.6%	
4036 R&M - Buildings	7,262	7,262	15,599	8,337		8,337	46.6%	
4038 Furniture/Fixtures/Fittings	93	93	2,500	2,407		2,407	3.7%	
4040 Trade Refuse Collections	2,045	2,045	2,000	(45)		(45)	102.2%	
4044 Public Toilet Cleansing	0	0	200	200		200	0.0%	
4046 Opening/Closing Costs	0	0	500	500		500	0.0%	
4078 Refreshment Costs Hall Hire	228	228	500	272		272	45.6%	
4080 PWLB Loan Charges (CAP + INT)	0	0	89,864	89,864		89,864	0.0%	
Memorial Hall :- Indirect Expenditure	16,890	16,890	136,460	119,570	0	119,570	12.4%	0
Net Income over Expenditure	(14,166)	(14,166)	(115,460)	(101,294)				
301 Arts								
1038 Income - Cinema Kit	0	0	200	200			0.0%	
1043 Income - Tea Dance	0	0	500	500			0.0%	
Arts :- Income	0	0	700	700			0.0%	0
4440 Costs - Childrens' Events	0	0	7,000	7,000		7,000	0.0%	
4442 Costs - Cinema Kit	0	0	200	200		200	0.0%	
4443 Costs - Tea Dance	0	0	1,800	1,800		1,800	0.0%	
Arts :- Indirect Expenditure	0	0	9,000	9,000	0	9,000	0.0%	0
Net Income over Expenditure	0	0	(8,300)	(8,300)				
302 Winter Event								
1059 Income - Winter Event	0	0	1,000	1,000			0.0%	
Winter Event :- Income	0	0	1,000	1,000			0.0%	0
4453 Cost - Winter Event	0	0	10,000	10,000		10,000	0.0%	
Winter Event :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Income over Expenditure	0	0	(9,000)	(9,000)				

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Detailed Income & Expenditure by Budget Heading AS AT 30/04/2023

Month No: 1

Committee Report LEISURE SERVICES M1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
4098 SoapBox Derby - costs	0	0	8,000	8,000		8,000	0.0%	
4179 Events/Entertainment General	0	0	3,000	3,000		3,000	0.0%	
Entertainments :- Indirect Expenditure	0	0	11,000	11,000	0	11,000	0.0%	0
Net Expenditure	0	0	(11,000)	(11,000)				
304 Tourism								
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)				
305 Carnival								
1026 Carnival income	150	150	500	350			30.0%	
Carnival :- Income	150	150	500	350			30.0%	0
4312 Newmarket Carnival	3,216	3,216	10,000	6,784		6,784	32.2%	
Carnival :- Indirect Expenditure	3,216	3,216	10,000	6,784	0	6,784	32.2%	0
Net Income over Expenditure	(3,066)	(3,066)	(9,500)	(6,434)				
306 Memorial Gardens								
4012 Water Rates	0	0	2,500	2,500		2,500	0.0%	
4037 R&M - Grounds	70	70	5,000	4,930		4,930	1.4%	
4041 R&M - play-equipment	0	0	10,000	10,000		10,000	0.0%	
4046 Opening/Closing Costs	318	318	5,500	5,183		5,183	5.8%	
4112 Water Feature	1,187	1,187	6,000	4,813		4,813	19.8%	
4142 Memorial Garden Kiosk	0	0	500	500		500	0.0%	
Memorial Gardens :- Indirect Expenditure	1,575	1,575	29,500	27,925	0	27,925	5.3%	0
Net Expenditure	(1,575)	(1,575)	(29,500)	(27,925)				
307 Twinning								
4181 Twinning Expenses	0	0	2,000	2,000		2,000	0.0%	
Twinning :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
310 The Severals Sports Facilities								
1002 Sports Hire Income	1,695	1,695	20,000	18,305			8.5%	

Detailed Income & Expenditure by Budget Heading AS AT 30/04/2023

Month No: 1

Committee Report LEISURE SERVICES M1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1016 Refreshments Income	75	75	0	(75)			0.0%	
The Severals Sports Facilities :- Income	1,770	1,770	20,000	18,230			8.8%	0
4011 Rates	611	611	611	(0)		(0)	100.0%	
4012 Water Rates	176	176	2,000	1,824		1,824	8.8%	
4014 Electricity	0	0	2,500	2,500		2,500	0.0%	
4015 Gas	0	0	3,045	3,045		3,045	0.0%	
4016 Cleaning	0	0	500	500		500	0.0%	
4017 Fire Precautions	0	0	100	100		100	0.0%	
4036 R&M - Buildings	26	26	6,839	6,813		6,813	0.4%	
4037 R&M - Grounds	0	0	8,000	8,000		8,000	0.0%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	699	699	700	1		1	99.8%	
4044 Public Toilet Cleansing	0	0	75	75		75	0.0%	
The Severals Sports Facilities :- Indirect Expenditure	1,512	1,512	25,370	23,858	0	23,858	6.0%	0
Net Income over Expenditure	258	258	(5,370)	(5,628)				
Leisure Services :- Income	4,644	4,644	43,200	38,556			10.8%	
Expenditure	23,193	23,193	234,330	211,137	0	211,137	9.9%	
Movement to/(from) Gen Reserve	(18,549)	(18,549)						
Grand Totals:- Income	4,644	4,644	43,200	38,556			10.8%	
Expenditure	23,193	23,193	234,330	211,137	0	211,137	9.9%	
Net Income over Expenditure	(18,549)	(18,549)	(191,130)	(172,581)				
Movement to/(from) Gen Reserve	(18,549)	(18,549)						

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Item 9

Safety Inspection Report, Memorial Gardens 13th April by The Play Inspection Company

Risk Assessment: 10 Low Risk

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: 7	
Finding 1 The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required	Finding 2 The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required
Finding 3 There is some graffiti present - Remove the graffiti	Finding 4 Upper roof net disconnected at entry point - Resecure
Finding 5 There is or are fixings missing on the item - Replace all missing fixings	Finding 6 Missing item - Remove fixing
Finding 7 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: New rope sets are on order ready for replacement when wear becomes excessive.

Quotes have been requested for topping up the mulch surfacing.

Graffiti is a regular occurrence and is removed by the Town Keeper.

Upper roof net requires de-tensioning to reconnect and therefore requires additional assistance.

The plan is to undertake this when other work

8 - Low Risk	
Item: Single Point Swing - Type 3 Manufacturer: Massey & Harris Surface Type: Bark Mulch Item Quantity: 1 Equipment Compliance: No Surface Area Compliance: Yes 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: Will require a further top up of soft surfacing this year – see above comment

Item 9

6 - Low Risk	
Item:	Cable Runway
Manufacturer:	Massey & Harris
Surface Type:	Bark Mulch
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	2
	
Finding 1 Bark retaining timbers broken - Repair as necessary	Finding 2 There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

8 - Low Risk (Finding 2)			
Item:	Other - Cable Runway	Risk Level:	L - Low Risk
Manufacturer:	Massey & Harris	Surface:	Bark Mulch
			
Finding: The chain links are worn in excess of 40% and require renewing		Action: Replace worn link in seat	

DTC REMARKS: Finding 1– low priority. Finding 2 – replacement on order.



Report to	Leisure Services Committee
Subject	Newmarket In Colour – Summer 2023
Purpose	Decision
Classification	Unrestricted
Meeting date	15th May 2023
Item number	10
Written By	Cathy Whitaker CLERK

Summary: This report outlines stakeholder initiatives by Love Newmarket BID and Discover Newmarket during the summer period which NTC has been asked to collaborate on – and makes recommendations on Town Council engagement opportunities for approval.

1.	Introduction
a.	Love Newmarket BID is planning a summer of colourful butterflies for the town centre.
b.	Discover Newmarket is planning Newmarket in Colour art event around town locations.
c.	This is an excellent opportunity for NTC to work with other town stakeholders.
2.	Context
a.	The butterfly installation follows on from last summer's successful umbrella installation by the BID. Butterflies are planning for lamp-posts and buildings throughout the High Street and surrounding side streets. (Graphic example attached) There will also be butterfly-themed activities.
b.	'The Urban Frame: Mutiny in Colour' is an exhibition which will run concurrently at The Horseracing Museum, Moyse's Hall and Haverhill Arts Centre between 3 rd June to 1 st October 2023 and will feature artwork by renowned contemporary artists including Banksy, Damien Hirst, Tracey Emin. https://www.nhrm.co.uk/events/the-urban-frame-mutiny-in-colour/ In conjunction with this, Discover Newmarket are planning 'Newmarket in Colour' to compliment the event: locations are being asked to provide temporary outside mural areas for local artist works.
3.	Proposal/Options
a.	Butterflies: - The BID has offered to install two of their butterflies on the front of the Memorial Hall building with no charge to NTC – a site visit has taken place and existing fixings can be used. - The BID is supplying costs for two further butterflies for us to consider installing on lamp-posts on the main walkway in the Memorial Garden. - To assist with promotion, NTC provide two banner/signs for the front and back gates to the Memorial Garden – artwork to be provided by the BID. - The BID is planning to liaise with NTC regarding a children's butterfly event in the Memorial Garden. - Possible opportunity for NTC to hold a children's butterfly craft event in the summer school break in the hall or gardens.

	- The Environment Working Group to consider butterflies being the 2023 'Adopted Species' - Butterfly plants (Gaura – Whirling Butterfly) have already been planted in the Memorial Garden beds. Further actions and activities relating to this to be considered.
b.	Newmarket In Colour: - To provide a blank canvas screen (or 2 smaller ones) for mounting on a wall in the Memorial Garden (probably in the entrance corridor area from the High Street to lead people on the trail into the garden) for the duration of the event. - To consult and work with Louise Eatock from Newmarket Community Arts to source and arrange a local artist for our temporary 'mural'.
4.	Financial/Resource Implications
a.	Butterflies: - Cost of 2 BID butterflies for the lamppost columns – Free of Charge - Cost of 2 signs for gates - £ TBA - Cost of a NTC butterfly event - £250 plus materials
b.	Newmarket in Colour: - Materials, including the blank screens for installation - £300 - Artist fees – between £500 & £700
c.	Funding from current year budget account code 4179/303 -Events/Entertainment General.
5.	Next Steps/Recommendations
a.	To approve the above actions and costs in relation to liaison with Love Newmarket BID's butterfly installation.
b.	To approve the above actions and costs in relation to liaison with Discover Newmarket's 'Newmarket in Colour' event.