

Membership from May 2023

CLlr Nobbs (Chair)

CLlr Borda

CLlr Crissall

CLlr Harvey

CLlr Hulbert

CLlr Jarvis

CLlr Kavanagh

CLlr Winter

Quorum = 3



Newmarket
TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend an **EXTRA-ORDINARY**
meeting of the **LEISURE SERVICES COMMITTEE**
to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on Monday 19th June 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 and to ask if anyone intends to record the meeting
- 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 15th May 2023**
 - 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) **Soapbox Derby** – to discuss the future of the event
- 7) **Date of next meeting 3rd July 2023 at 7pm.**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 13th June 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 15th May 2023 at 7:00 pm**

Attendance:

Councillor R Nobbs (Chair)
Councillor J Borda
Councillor L Crissall

Councillor J Harvey
Councillor P Hulbert
Councillor E Kavanagh

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

Minute

L/23/05/1 To Elect a Chairman

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

L/23/05/1.01 Resolved

That Cllr Nobbs be elected as the Chairman of the Leisure Services Committee for 2023/2024 Municipal Year.

Cllr Nobbs took the chair

L/23/05/2 To Elect a Vice Chairman

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

L/23/05/2.01 Resolved

That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2023/2024 Municipal Year.

L/23/05/3 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/23/05/4 Apologies for Absence

Apologies were received from Cllr Winter. Cllr Jarvis was absent.

L/23/05/5 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

None noted. There were no requests for dispensations.

L/23/05/6 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 6th March 2023 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 6th March 2023 and the following was agreed:

Book number 1 2023 -2024

Minutes of Leisure Services Committee held on Monday 15th May 2023

L/23/05/6.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 6th March 2023 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

There were no matters arising.

L/23/05/7 Public Open Session

No members of the public were present.

L/23/05/8 To Receive the Accounts

The accounts for April 2023 were received and noted.

L/23/05/9 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted. The full safety report will be forwarded to the Chair of this committee on a monthly basis from this point.

L/23/05/10 Newmarket in Colour

A report on the Newmarket in Colour project was presented and considered. The following was agreed:

L/23/05/10.01 Recommendation

That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Hall on 1st July 2023 for £250 plus materials, be approved.

L/23/05/10.02 Recommendation

That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.

L/23/05/11 Events Position/s

A Working Group will be set up to look at covering the soon-to-be vacant Events Manager post and other options, comprising of the Town Clerk, Cllrs Harvey, Yarrow, Nobbs and Winter.

L/23/05/12 Review of Event Hire Fees

A report on the hire fees from 1st June 2023 was considered and the following was agreed:

L/23/05/12.01 Recommendation

That the current hire fees be approved to remain the same from 1st June 2023 to 31st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.

L/23/05/13 Events

Coronation Event – a debrief report on this successful event, which was well supported by residents, despite the weather forecast was received.

A vote of thanks was given to the Events Manager and the staff team for all their work on the this very successful event.

Car Boot Sales at the Severals – Car boot sales will be held on the following dates:

28 May: Laureate Academy PTA

25 June: Newmarket Lions Club

2nd July: Exning Scouts

16 July: Newmarket Evening WI

30 July: Newmarket URC Tennis club

13 August: Royal British Legion Newmarket

20 August: Somerset Court Cheveley, raise money for a defibrillator

27 August: Little Buds preschool

Yoga in the Memorial Gardens – a new instructor has been appointed and classes will be held on 31st May, 7th June, 5th July, 2nd August, 14th June, 12th July, 09th August, 21st June, 19th July, 16th August, 28th June, 26th July, 23rd August. Bookings can be made via Eventbrite.

Summer Activities – Five days of activities will be provided over the summer holidays details of the programme will be provided at the next Leisure Services Meeting.

L/23/05/14 Newmarket Venues

A report on the bookings for March and April was presented, noting that £4,248 income was received in March and £4,495 in April 2023: £46,939 Year-To-Date.

Bookings for May 2023 - Elections West Suffolk £478.50, Pavilion Community Arts £63, 1x Private meeting £120, Pavilion Private weekly meeting £67.50, 4x Private meetings: £143.75, Pavilion 3x yoga classes £150, 1x NHS Blood bookings £360, Severals school use £8.33, 1x Charity meeting £120 plus catering £260, Toilets use Joggers Free, 1x Charity meeting £150, Severals outdoor fitness £83.33, 1x Children party £116, 2x Monday's dance events: £192, 1x Sunday dance event £120, Comedy night £174, Children's theatre workshop £83.33, Tea dance event.

Bookings for June 2023 - 3x NHS blood bookings £1,080, Pavilion weekly private meeting £54, 6x private meetings £218.75, Pavilion Community Arts £84, 3-day chess tournament £384.25, Pavilion Charity walk Free, Job fair £156, Severals events £300, 1x Sunday dance event £120, Severals outdoor fitness £99.96, 4x Monday's dance events £384, Tea dance event.

L/23/05/15 Correspondence

None noted.

L/23/05/16 Date of Next Meeting

Monday 3rd July 2023 at the Memorial Hall.

Meeting closed at 7:35pm.

Book number 3 2023 -2024

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/23/05/1.01 Resolved</u>	That Cllr Nobbs be elected as the Chairman of the Leisure Services Committee for 2023/2024 Municipal Year.
<u>L/23/05/2.01 Resolved</u>	That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2023/2024 Municipal Year.
<u>L/23/05/10.01 Recommendation</u>	That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Gardens or Hall on 1st July 2023 for £250 plus materials, be approved.
<u>L/23/05/10.02 Recommendation</u>	That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.
<u>L/23/05/12.01 Recommendation</u>	That the current hire fees be approved to remain the same from 1st June 2023 to 31st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.



Report to	Leisure Services Committee
Subject	Soapbox 2024
Purpose	Decision
Classification	Unrestricted
Meeting date	19th June 2023
Item number	6
Written By	Cathy Whitaker CLERK

Summary: This report outlines the concerns regarding the hosting of future Soapbox events.

1.	Introduction
a.	The Soapbox Derby date is tentatively booked for 16 July 2024; having been brought forward from the end of August due to date restrictions by the Jockey Club.
2.	Context
a.	There are still on-going major concerns regarding the future of this event. This is a complex and high-risk event – we have already lost six weeks’ planning time with the date being brought forward.
b.	It would be unwise to lay this pressure onto a new Events Manager along with the other annual events that they would need to be organising.
c.	The public expectation is growing yearly with numbers increasing with large screen(s) being considered to enable additional viewing.
d.	The required budget is growing along with the popularity of the event. We have been fortunate with the weather so far, but a poor forecast could easily happen; with major losses. However, there are companies who would insure for cancellation in these situations – approximate fee £500.
4.	Financial/Resource Implications
a.	The site is restrictive and additional care must be taken due to the site being open to the public at all times. A larger professional team would be required to organise and run the event – we are restricted to setup time of three to four hours maximum. This list of considerations for an event such as the Soapbox is not exhaustive:- • Health & Safety management • Risk assessments • Insurance • Security • Managing vehicle access at the bottom of the Heath • Road closure – application – Saturday • Company to manage road closure • Parking management • Ferrying items from Memorial Hall, High St & setting up gazebos, tables, chairs, flags, position markers, barrier tape • Food vendor arrival and organisation • Funfair arrival and set up

	• Any other entertainment • Stewards (as well as organisation, managing) • Scaffold ramp building • Jump transportation and building • Safety inspection of jumps • Fence delivery and erection • Bales for next to jumps and finish line • Safety barriers for either side of road • PA system and cable management • DJ • Announcer • Team themes and music • Team “blurb” • Large display screens • Toilet delivery and collection • Bins delivery, distribution, collection • Some sort of finish line • Selling programmes • Donation buckets, tap to donate devices • First aid provision • Radios • Towing cars to starting position twice • Starter • Time keeper • Flag waver at finish line • Manning crossing points • Winners’ podium • Trophies • Ticket “sales” to keep check on expected numbers • Litter picking • Breakdown of even at the end • Sponsorship • Publicity • Banners • Programme design
b.	Having looked into an events management option – where a company would take over the running of the event in totality, we are still awaiting some indication of costs for this, although it is expected to be prohibitive.
5.	Next Steps/Recommendations
a.	To consider the cancellation of the Soapbox 2024 event and future Soapbox events.
b.	To consider other event(s) that could be provided by the Council in place of the Soapbox – and dates/timescales.