



Report to	Leisure Services Committee
Subject	Summer Entertainment and Wellbeing
Purpose	Information
Classification	Unrestricted
Meeting date	2-10-2023
Item number	8a
Written By	Events Manager

Summary: This report outlines a debrief of the Summer Entertainment Events and Summer of Wellbeing

Firstly, a big thank you to the Councillors that were able to join in supporting for the Summer Entertainment Thursdays in the Memorial Hall Gardens.

Over-all the events went well, with a high number of families attending weekly.

The first Thursday saw that the face painting was extremely popular, we confirmed an extra face painter for the remaining 4 Thursday's, however it wasn't until the 3rd Thursday that the face painting was perfect, with reduced face painting designs on offer and a controlled queue system.

The free school meals started popular, needing a demand for more for the last two Thursday's, however this was met with a lot of the families pre ordering not collecting on the day and a fair few being handed out for free.

The last Thursday (24th August) saw a reduction in numbers – unsure if the bank holiday was a factor-something to bear in mind for future.

Summer Wellbeing – Yoga in the gardens

More dates have been added each year

2021 – 9 dates, 92 attendees – average 10

2022 – 12 dates, 181 attendees – average 15

2023 – 13 dates, 213 attendees – average 16

Year on year, we've been able to add more classes and see more attendees, no anti-social behaviour reported this year, use of Memorial Hall once or twice due to the weather.

To coincide with our summer of wellbeing we provided free Pavilion hire for 'Treat your Feet', which was reflexology sessions from 10am-6pm on Wednesday 23rd August, suggesting a donation of £10 for each session, this event was very popular and sold out very quickly. 'Treat your Feet' was able to raise £350 for the Newmarket Charitable Foundation



Report to	Leisure Services Committee
Subject	Christmas 2023
Purpose	Decision
Classification	Unrestricted
Meeting date	2-10-2023
Item number	8b
Written By	Events Manager

Summary: This report outlines the council's Christmas plans for 2023

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. . Approve the duration and date of the Christmas event
2. . Approve the location
3. . Consider the Christmas activities

1.	Introduction
a.	This year's Christmas planning involves 3 lots of different activities taking place on 3 different days
2.	Context
a.	The council's Christmas budget is £10,000
3.	Proposal/Options
a.	9 th December – Snow Globe with Santa at the Bill Tutte 11am-4pm. Newmarket Community Choir, Newmarket Town Band, DJ, free mince pies (donated by Tesco/ Waitrose) – suggestion of optional donations for mince pies towards the Choir's annual charity Let's Talk
b.	16 th December – Winter Wonderland – Memorial Gardens – 11am-4pm. Santa and Grotto, 4 small fun fair rides, small Christmas food market, DJ, real reindeers (so popular with the children). Craft fair of 23 stalls inside the Memorial hall, charge £5 per stall
c.	21 st December – Christmas Crafts- Memorial Hall – 11am-3pm - NTC staff to run, 5 different activities, free school meals funded by WSC, Christmas music through NTC PA, light refreshments with honesty box
4.	Financial/Resource Implications
a.	9 th December – Snow Globe £1,700 plus VAT (Odin events) fully staffed and insured, Newmarket Choir £200.00, Newmarket band £250, DJ £250
b.	16 th December – Santa's grotto est. £1,700 (Odin events) fully staffed and insured, Funfair £1,500 for four rides with rides FOC, DJ £250, Reindeers £1,450 plus VAT.
c.	Christmas Crafts - HAF funded (Free School Meals grant). Minor craft supplies.
5.	Next Steps/Recommendations
a.	Council to approve the above, giving Town Clerk/Chair of LS Cttee to authorise any further necessary costs within the current year budget.
a.	Event Manager to confirm and book



Report to	Leisure Services Committee
Subject	D-Day 80 Beacon Event
Purpose	Decision
Classification	Unrestricted
Meeting date	2-10-2023
Item number	8c
Written By	Events Manager

Summary: This report outlines the council's D-Day 80 event
Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. . Approve the duration and date of the D-Day 80 event
2. . Approve the location
3. . Approve the activities

1.	Introduction
a.	This year's D-Day 80 plans for the evening of 6 th June 2024
b.	This is a national celebration with planning guidance from the Pageant master
2.	Context
a.	The council's budget is £5,000, EMR reserve is available for extra costs if required.
3.	Proposal/Options
a.	6 th June 2024 – Mid-day on Bill Tutte – Town Crier to read the proclamation
b.	6 th June 2024 – Severals from 5.30pm with the Beacon Lighting to finish the event at 9.15pm
c.	• To co-inside with National Fish and Chips day – 'Pimp my Fish' to provide two vans for public to purchase from or own picnics can be brought • NTC to do the tea/coffee service from the Pavilion veranda • Stage and sound company • 3 music acts / 1940's war time music (6-7pm, 7-8pm and 8-9pm)– 'Glenn Miller' style band, close harmony's act and Newmarket Choir • Marquee – people to bring own chairs/blankets • Local History Society and Bottisham/Burwell museums to have a stall/ provide any WWII memorabilia. • 9pm reading of the International tribute – Academy students/ stakeholders to read • 9.15pm Beacon lighting by the Jockey Club
4.	Next Steps/Recommendations
a.	Council to approve the arrangements; delegate spending approval within the current budget to Town Clerk / Chair of LS Ctte.
b.	Event Manager to receive quotes and confirm



Report to	Leisure Services Committee
Subject	Onward Children and Young People Event Proposals
Purpose	Decision
Classification	Unrestricted
Meeting date	2-10-2023
Item number	8d
Written By	Events Manager

Summary: This report outlines the council's onward event proposals for end of 2023 into 2024

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. . Approve the dates of onward events for children and young people
2. . Approve the locations
3. . Approve the activities

1.	Introduction
a.	Event proposals for 2023/2024
b.	Attached for information is a draft outline of the offerings of activities by the town's stakeholders between October and December 2023
2.	Context
a.	Ideas for events for children and young people during school breaks
3.	Proposal/Options
a.	October half term – Halloween Scavenger Hunt in the Memorial Gardens
a.	February half term – look into providing pocket cinema, 2 showings, using the Newmarket deck chairs in the Memorial Hall
b.	Easter 2024 – NTC to run and manage two Easter craft activity workshops in Memorial Hall
c.	Summer half term – (May/June)- activity workshops in Memorial Hall – theme tbc
d.	Summer Entertainment – provide similar Summer Entertainment activities in the Memorial Gardens, as Summer 2023, aiming for under 13's again on the 1 st , 3 rd and 5 th Thursdays. On the 2 nd and 4 th Thursday's, make use of the Severals for older children entertainment; possible climbing wall and stunt bike show (liaison with relevant companies taking place)
4.	Next Steps/Recommendations
a.	Council to approve the above activity plan
b.	Event Manager to receive quotes and confirm

Network/Co-ordination meeting with BID, DN, NHRM, NTC – 26/9/2023

Date	Event	Stakeholder
23 – 27/10/23	Halloween Scavenger Hunt in the Memorial Gardens	NTC
24/10/23	Guineas event – details tbc	GUINEAS
25/10/23	Halloween Craft	NHRM
27/10/23	Fright Night	NHRM
28/10 – 4/11/23	Sausage Festival (with 4/11 being at Market Square)	DN
17/11/23	Christmas Light Switch-On event (including Maker's Market on Sun Lane)	BID
December 23	Christmas Window displays – Reindeer Trail	BID
9/12/23	Christmas on Bill Tutte – Santa in Snow Globe, DJ, Choir, Band, free mince pies	NTC
9/12/23	Christmas Makers Market on Market Square	WSC
December 23	12 Horses of Christmas	NHRM
9/12/23 or 16/12/23	Sleigh rides	NHRM
16/12/23	Winter Wonderland in Memorial Gardens	NTC
21/12/23	Children's activities in Memorial Hall with FS Meal provision	NTC

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Report to	Leisure Services Committee
Subject	Venues
Purpose	Information
Classification	Unrestricted
Meeting date	2-10-2023
Item number	9
Written By	Events Manager

Summary: This report outlines the room hire revenue income for July and August 2023

July:

Memorial Hall - £2,453

Pavilion - £422

Total: £2,875

August:

Memorial Hall - £1,886

Pavilion - £488

Total: £2,374

Year to Date totals as at 31/8/23: £15,182

Prices exclude VAT

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Report to	Leisure Services Committee
Subject	Remembrance Day
Purpose	Information
Classification	Unrestricted
Meeting date	2-10-2023
Item number	10
Written By	Events Manager

Summary: This report outlines the confirmed logistics for Remembrance Day 2023

Saturday 11th November

11am short Act of Remembrance at the War Memorial

Sunday 12th November

1.45pm to 2.15pm Act of Remembrance at the War Memorial with civic wreath laying

2.15pm to 2.45pm Parade along High Street to Tattersalls

2.45pm Service of Remembrance at Tattersalls Ring

3.45pm Reception for invited guests at Green Room, Tattersalls / other guests at Memorial Hall

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