

Membership from May 2023

Councillor Borda
Councillor Crissall
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor Kavanagh
Councillor Nobbs (Chair)
Councillor Winter (Vice Chair)

Members = 8

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 4th December 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** the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else 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 2nd October 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) **Accounts** – To receive and note the accounts for Leisure Services for the previous month
- 7) **Budget 2024/2025** – to receive a draft proposal for the Leisure Services Committee Budget for 2024/2025
- 8) **Memorial Gardens** – to receive and note the safety report for the Memorial Gardens
- 9) **Events updates by the Events Manager (to follow items i, ii, iv)**
 - i) **Christmas 2023**
 - ii) **MLF Twinning 70th Anniversary visit to Newmarket 2024**
 - iii) **Visit to MLF by Newmarket Academy 2024**
 - iv) **DD-80 Event 6/6/24**
- 10) **Venues** – To receive an update regarding the Town Council venues for M8 (to follow)
- 11) **Correspondence**
- 12) **Date of next meeting 5th February 2024 at 7pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 28th November 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 2nd October 2023 at 7:25 pm**

Attendance:

Councillor R Nobbs (Chairman)
Councillor J Borda
Councillor L Crissall
Councillor J Harvey

Councillor P Hulbert
Councillor E Kavanagh
Councillor P Winter

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Parsons – Event Manager, J Ashton – Minute Assistant, Cllr McHugh as an observer, and 1 Member of the Public.
Minute

L/23/10/1 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 the meeting was being recorded.

L/23/10/2 Apologies for Absence

Apologies were received from Cllr Jarvis.

L/23/10/3 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 dispensation.

L/23/10/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 3rd July 2023 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 3rd July 2023 and the following was agreed:

L/23/10/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 3rd July 2023 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

Matters arising:

L/23/07/6.02 – There will not be a temporary installation for the wooden crosses on the fence around the War Memorial, they will now be planted directly into the soil.

L/23/10/5 Public Open Session

No members of the public wished to speak.

L/23/10/6 To Receive the Accounts

The accounts for September 2023 were received and noted.

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Minutes of Leisure Services Committee held on Monday 2nd October 2023

L/23/10/7 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted. A channel on the Crawling Tunnel was replaced but is not fit for purpose and needs to be replaced again at no extra cost. The issue will be investigated further.

L/23/10/8 Events Update

Summer Entertainment – The Chairman congratulated the Events Manager for her work on the Summer Entertainment and achievements.

The Events Manager gave a debrief report on the successful summer entertainment and wellbeing programme. The issues with the popular face painting and long queues were mitigated by getting an extra face painter, reduced painting designs and a controlled queue system. Extra dates were added for the Yoga and there were more attendees.

The successful event was noted, and thanks were given to the Events manager and all who helped.

Christmas 2023 Event – A proposal for the Christmas event was considered and the following was agreed:

L/23/10/8.01 Recommendation

That the proposal for a 3-day Christmas programme of events on 9th, 16th and 21st December 2023 and related costs be approved and that delegated power be given to the Chairman, Vice Chairman and Events Manager to finalise and cost the activities.

DD-80 Beacon Event – The arrangements for the D-Day 80 Beacon event on 6th June 2024 were considered and the following was agreed:

L/23/10/8.02 Recommendation

That the arrangements for the D-Day 80 Beacon event on 6th June 2024 to include the Town Crier Proclamation, entertainment, lighting the beacon by the Jockey Club and food stalls and related costs be approved.

Future Events – ideas for future events were considered and the following was agreed:

L/23/10/8.03 Recommendation

That the following events be held in 2024:

- **Summer Entertainment** – summer activities in the Memorial Gardens on the 1st, 3rd and 5th Thursdays for under 13s and the 2nd and 4th Thursdays for older children.
- **October half term** – Halloween Scavenger Hunt in Memorial Gardens.
- **February half term** – a pocket cinema in the Memorial Hall subject to costings,
- **Easter 2024** – two Easter craft activity workshops in Memorial Hall details to be confirmed.
- **Summer half term** - activity workshops in Memorial Hall details to be

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confirmed.

Other smaller events will be considered but putting on a single largescale event was discussed, and the following was agreed:

L/23/10/8.04 Recommendation

That a single largescale event (e.g., Soap Box Derby or Carnival) is not held in 2024.

A possible event for St George's Day would be considered for 2024 or 2025.

L/23/10/9 Newmarket Venues

July 2023 – Memorial Hall £2,453, Pavilion £422 **Total £2,875**

August 2023 – Memorial Hall £1,886, Pavilion £488 **Total £2,374**

Year to date totals £15,182.

L/23/10/10 Remembrance Day

The arrangements were noted as follows:

Saturday 11th November 11:00am – 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 the High Street to Tattersalls, 3:45pm reception for invited guests at the Green Room, Tattersalls, other guests at the Memorial Hall.

L/23/10/11 Correspondence

None noted.

L/23/10/12 Date of Next Meeting

Monday 4th December 2023 at the Memorial Hall.

Meeting closed at 8:40pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/23/10/8.01 Recommendation</u>	That the proposal for a 3-day Christmas programme of events on 9th, 16th and 21st December 2023 and related costs be approved and that delegated power be given to the Chairman, Vice Chairman and Events Manager to finalise and cost the activities.
<u>L/23/10/8.02 Recommendation</u>	That the arrangements for the D-Day 80 Beacon

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	event on 6 th June 2024 to include the Town Crier Proclamation, entertainment, lighting the beacon by the Jockey Club and food stalls and related costs be approved.
<u>L/23/10/8.03 Recommendation</u>	That the following events be held in 2024: • Summer Entertainment – summer activities in the Memorial Gardens on the 1st, 3rd and 5th Thursdays for under 13s and the 2nd and 4th Thursdays for older children. • October half term – Halloween Scavenger Hunt in Memorial Gardens. • February half term – a pocket cinema in the Memorial Hall subject to costings, • Easter 2024 – two Easter craft activity workshops in Memorial Hall details to be confirmed. • Summer half term - activity workshops in Memorial Hall details to be confirmed.
<u>L/23/10/8.04 Recommendation</u>	That a single largescale event (e.g., Soap Box Derby or Carnival) is not held in 2024.

27/11/2023

Newmarket Town Council 2023-2024

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Detailed Income & Expenditure by Budget Heading as at 27/11/2023

Month No: 8

DRAFT Committee Report Leisure Services M8

		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	1,249	19,148	20,000	852			95.7%	
1005	Misc Income	0	197	0	(197)			0.0%	
1016	Refreshments Income	0	175	1,000	826			17.4%	
	Memorial Hall :- Income	1,249	19,520	21,000	1,480			93.0%	0
4011	Rates	0	6,287	6,287	(0)		(0)	100.0%	
4012	Water Rates	1,737	3,550	4,500	950		950	78.9%	
4014	Electricity	452	3,198	6,000	2,802		2,802	53.3%	
4015	Gas	0	2,433	6,000	3,567		3,567	40.6%	
4016	Cleaning	0	1,347	2,000	653		653	67.3%	
4017	Fire Precautions	0	1,106	510	(596)		(596)	216.9%	
4036	R&M - Buildings	1,196	28,916	15,599	(13,317)		(13,317)	185.4%	
4038	Furniture/Fixtures/Fittings	0	2,546	2,500	(46)		(46)	101.8%	
4040	Trade Refuse Collections	0	2,045	2,000	(45)		(45)	102.2%	
4044	Public Toilet Cleansing	0	167	200	33		33	83.4%	
4046	Opening/Closing Costs	0	0	500	500		500	0.0%	
4078	Refreshment Costs Hall Hire	182	878	500	(378)		(378)	175.6%	
4080	PWLB Loan Charges (CAP + INT)	0	44,932	89,864	44,932		44,932	50.0%	
	Memorial Hall :- Indirect Expenditure	3,566	97,404	136,460	39,056	0	39,056	71.4%	0
	Net Income over Expenditure	(2,317)	(77,885)	(115,460)	(37,575)				
301	Arts								
1005	Misc Income	0	500	0	(500)			0.0%	
1038	Income - Cinema Kit	0	0	200	200			0.0%	
1043	Income - Tea Dance	118	813	500	(313)			162.6%	
1174	Grants Received SCC	0	1,250	0	(1,250)			0.0%	
1181	Grant Received WSC	0	3,000	0	(3,000)			0.0%	
	Arts :- Income	118	5,563	700	(4,863)			794.7%	0
4440	Costs - Childrens' Events	0	11,399	7,000	(4,399)		(4,399)	162.8%	
4442	Costs - Cinema Kit	0	0	200	200		200	0.0%	
4443	Costs - Tea Dance	100	516	1,800	1,284		1,284	28.7%	
	Arts :- Indirect Expenditure	100	11,916	9,000	(2,916)	0	(2,916)	132.4%	0
	Net Income over Expenditure	18	(6,353)	(8,300)	(1,947)				

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Detailed Income & Expenditure by Budget Heading as at 27/11/2023

Month No: 8

DRAFT Committee Report Leisure Services M8

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	391	3,541	10,000	6,459		6,459	35.4%	
Winter Event :- Indirect Expenditure	391	3,541	10,000	6,459	0	6,459	35.4%	0
Net Income over Expenditure	(391)	(3,541)	(9,000)	(5,459)				
303 Entertainments								
4095 Assets Purchased	19	19	0	(19)		(19)	0.0%	
4098 SoapBox Derby - costs	0	0	8,000	8,000		8,000	0.0%	
4179 Events/Entertainment General	0	1,402	3,000	1,598		1,598	46.7%	
Entertainments :- Indirect Expenditure	19	1,421	11,000	9,579	0	9,579	12.9%	0
Net Expenditure	(19)	(1,421)	(11,000)	(9,579)				
304 Tourism								
4311 Christmas Tree	30	180	1,000	820		820	18.0%	
Tourism :- Indirect Expenditure	30	180	1,000	820	0	820	18.0%	0
Net Expenditure	(30)	(180)	(1,000)	(820)				
305 Carnival								
1026 Carnival income	0	917	500	(417)			183.3%	
Carnival :- Income	0	917	500	(417)			183.3%	0
4312 Newmarket Carnival	0	14,599	10,000	(4,599)		(4,599)	146.0%	
Carnival :- Indirect Expenditure	0	14,599	10,000	(4,599)	0	(4,599)	146.0%	0
Net Income over Expenditure	0	(13,682)	(9,500)	4,182				
306 Memorial Gardens								
4012 Water Rates	584	1,572	2,500	928		928	62.9%	
4016 Cleaning	355	1,454	0	(1,454)		(1,454)	0.0%	
4037 R&M - Grounds	59	2,439	5,000	2,561		2,561	48.8%	
4041 R&M - play-equipment	0	12,792	10,000	(2,792)		(2,792)	127.9%	
4046 Opening/Closing Costs	323	2,440	5,500	3,060		3,060	44.4%	
4112 Water Feature	0	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	1,321	21,884	29,500	7,616	0	7,616	74.2%	0
Net Expenditure	(1,321)	(21,884)	(29,500)	(7,616)				

Detailed Income & Expenditure by Budget Heading as at 27/11/2023

Month No: 8

DRAFT Committee Report Leisure Services M8

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Twinning								
4189 MLF twinning expenses	0	0	695	695		695	0.0%	
Twining :- Direct Expenditure	0	0	695	695	0	695	0.0%	0
4181 LEXLINK twinning expenses	0	1,305	1,305	(0)		(0)	100.0%	
Twining :- Indirect Expenditure	0	1,305	1,305	(0)	0	(0)	100.0%	0
Net Expenditure	0	(1,305)	(2,000)	(695)				
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	4,228	20,000	15,772			21.1%	
1016 Refreshments Income	0	335	0	(335)			0.0%	
The Severals Sports Facilities :- Income	0	4,562	20,000	15,438			22.8%	0
4011 Rates	0	611	611	(0)		(0)	100.0%	
4012 Water Rates	0	1,100	2,000	900		900	55.0%	
4014 Electricity	281	891	2,500	1,609		1,609	35.6%	
4015 Gas	0	652	3,045	2,393		2,393	21.4%	
4016 Cleaning	0	0	500	500		500	0.0%	
4017 Fire Precautions	0	149	100	(49)		(49)	148.9%	
4036 R&M - Buildings	1,014	9,163	6,839	(2,324)		(2,324)	134.0%	
4037 R&M - Grounds	0	38	8,000	7,962		7,962	0.5%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	699	700	1		1	99.8%	
4044 Public Toilet Cleansing	0	53	75	22		22	70.2%	
The Severals Sports Facilities :- Indirect Expenditure	1,295	13,355	25,370	12,015	0	12,015	52.6%	0
Net Income over Expenditure	(1,295)	(8,793)	(5,370)	3,423				
Leisure Services :- Income	1,367	30,562	43,200	12,638			70.7%	
Expenditure	6,722	165,605	234,330	68,725	0	68,725	70.7%	
Movement to/(from) Gen Reserve	(5,355)	(135,043)						
Grand Totals:- Income	1,367	30,562	43,200	12,638			70.7%	
Expenditure	6,722	165,605	234,330	68,725	0	68,725	70.7%	
Net Income over Expenditure	(5,355)	(135,043)	(191,130)	(56,087)				
Movement to/(from) Gen Reserve	(5,355)	(135,043)						

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		2021/2022	2021/2022	2021/2022	2022/2023	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024	2024/2025	% change
		Budget	Actual	Budget	Budget	Actual	Budget	Budget	Year to Date as at 30/9/2023	Projected Actual at 31/3/2024	Proposed Budget	
	120 Memorial Hall											
	4011 Rates	£ 6,170.00	£ 5,988.00	£ 6,300.00	£ 5,988.00	£ 5,988.00	£ 6,287.00	£ 6,287.00	£ 6,287.00	£ 6,287.00	£ 6,600.00	5%
	4012 Water Rates	£ 5,000.00	£ 2,463.00	£ 3,000.00	£ 3,633.00	£ 3,633.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	0%
	4014 Electricity	£ 5,000.00	£ 4,081.00	£ 5,000.00	£ 5,105.00	£ 5,105.00	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00	0%
	4015 Gas	£ 6,000.00	£ 4,466.00	£ 6,000.00	£ 6,397.00	£ 6,397.00	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 5,000.00	£ 6,000.00	0%
	4016 Cleaning	£ 2,000.00	£ 4,812.00	£ 2,000.00	£ 2,180.00	£ 2,180.00	£ 2,000.00	£ 2,000.00	£ 1,079.00	£ 2,000.00	£ 2,000.00	0%
	4017 Fire Precautions	£ 510.00	£ 706.00	£ 510.00	£ 428.00	£ 428.00	£ 510.00	£ 510.00	£ 1,101.00	£ 1,101.00	£ 535.00	5%
	4036 R&M - Buildings	£ 4,000.00	£ 11,539.00	£ 5,000.00	£ 28,813.00	£ 28,813.00	£ 15,599.00	£ 15,599.00	£ 27,108.00	£ 28,000.00	£ 15,000.00	-4%
	4038 Furniture/Fixtures/Fittings	£ 2,500.00	£ 951.00	£ 2,500.00	£ 1,408.00	£ 1,408.00	£ 2,500.00	£ 2,500.00	£ 2,546.00	£ 2,555.00	£ 2,500.00	0%
	4040 Trade Refuse Collections	£ 1,860.00	£ 1,860.00	£ 1,953.00	£ 1,895.00	£ 1,895.00	£ 2,000.00	£ 2,000.00	£ 2,045.00	£ 2,045.00	£ 2,210.00	11%
	4044 Public Toilet Cleansing	£ 200.00	£ 149.00	£ 200.00	£ 151.00	£ 151.00	£ 200.00	£ 200.00	£ 167.00	£ 200.00	£ 200.00	0%
	4046 Opening/Closing Costs		£ -	£ -	£ -	£ 99.00	£ 500.00	£ 500.00	£ -	£ -	£ -	
	4078 Refreshment Costs Hall Hire	£ 800.00	£ 77.00	£ 800.00	£ 800.00	£ 295.00	£ 500.00	£ 500.00	£ 637.00	£ 1,500.00	£ 2,000.00	300%
	4080 PwLB Loan Charges (CAP + IN	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 44,932.00	£ 89,864.00	£ 89,864.00	0%
	4095 Assets Purchased	£ -	£ 2,186.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
	OverHead Expenditure	£ 123,904.00	£ 129,142.00	£ 123,127.00	£ 146,256.00	£ 146,256.00	£ 136,460.00	£ 136,460.00	£ 92,527.00	£ 149,052.00	£ 137,409.00	1%
	1001 Hall Hire Standard Rate	£ 7,000.00	£ 29,003.00	£ 20,000.00	£ 20,000.00	£ 24,293.00	£ 20,000.00	£ 20,000.00	£ 14,269.00	£ 20,000.00	£ 20,000.00	0%
	1016 Refreshments Income	£ 500.00	£ 193.00	£ 1,000.00	£ 1,000.00	£ 418.00	£ 1,000.00	£ 1,000.00	£ 197.00	£ 600.00	£ 1,000.00	0%
	1181 Grant Rec'd WSC		£ 2,667.00		£ -	£ -	£ -	£ -	£ 175.00	£ -	£ -	0%
	Total Income	£ 7,500.00	£ 31,863.00	£ 21,000.00	£ 21,000.00	£ 24,711.00	£ 21,000.00	£ 21,000.00	£ 14,641.00	£ 20,600.00	£ 21,000.00	
	301 Arts											
	4440 Costs - Childrens' Events	£ 3,500.00	£ 4,903.00	£ 7,000.00	£ 7,000.00	£ 5,684.00	£ 7,000.00	£ 7,000.00	£ 11,367.00	£ 9,000.00	£ 12,000.00	71%
	4442 Costs - Cinema Kit		£ -	£ -	£ -	£ -	£ 200.00	£ 200.00	£ -	£ -	£ -	
	4443 Costs - Tea Dance	£ 1,800.00	£ -	£ 1,800.00	£ 8,800.00	£ 631.00	£ 1,800.00	£ 1,800.00	£ 376.00	£ 1,500.00	£ 2,000.00	11%
	OverHead Expenditure	£ 5,300.00	£ 4,903.00	£ 8,800.00	£ 8,800.00	£ 6,315.00	£ 9,000.00	£ 9,000.00	£ 11,743.00	£ 10,500.00	£ 14,000.00	56%
	1043 Income - Tea Dance	£ -	£ -	£ 500.00	£ 500.00	£ 610.00	£ 500.00	£ 500.00	£ 511.00	£ 700.00	£ 1,000.00	100%
	1038 Income - Cinema Kit		£ -	£ -	£ -	£ -	£ 200.00	£ 200.00	£ -	£ -	£ -	
	1181 WSC Grants Received	£ -	£ 2,396.00	£ -	£ -	£ 2,250.00	£ -	£ -	£ 4,750.00	£ 4,250.00	£ -	43%
	Total Income	£ -	£ 2,396.00	£ 500.00	£ 500.00	£ 2,860.00	£ 700.00	£ 700.00	£ 5,261.00	£ 4,950.00	£ 1,000.00	
	302 Winter Event											
	4453 Cost of Winter Event	£ 11,000.00	£ 5,578.00	£ 11,000.00	£ 11,000.00	£ 14,785.00	£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	£ 10,000.00	0%
	OverHead Expenditure	£ 11,000.00	£ 5,578.00	£ 11,000.00	£ 11,000.00	£ 14,785.00	£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	£ 10,000.00	0%
	1059 Income - Winter Event	£ 3,000.00	£ 1,670.00	£ 3,000.00	£ 3,000.00	£ 70.00	£ 1,000.00	£ 1,000.00	£ -	£ -	£ -	-100%
	1100 Grants Received	£ -	£ -	£ -	£ -	£ 8,800.00	£ -	£ -	£ -	£ -	£ -	-100%
	Total Income	£ 3,000.00	£ 1,670.00	£ 3,000.00	£ 3,000.00	£ 8,870.00	£ 1,000.00	£ 1,000.00	£ -	£ -	£ -	
	303 Entertainment											
	4095 Assets Purchased		£ 1,544.00	£ -	£ -	£ 2,089.00	£ -	£ -	£ -	£ -	£ -	
	4098 Soapbox Derby	£ 10,000.00	£ 16,462.00	£ 10,000.00	£ 10,000.00	£ 29,456.00	£ 8,000.00	£ 8,000.00	£ -	£ -	£ -	-100%
	4179 Entertainment	£ 5,000.00	£ 2,837.00	£ 5,000.00	£ 5,000.00	£ 2,332.00	£ 3,000.00	£ 3,000.00	£ 1,402.00	£ 3,000.00	£ 5,000.00	67%
	OverHead Expenditure	£ 15,000.00	£ 20,843.00	£ 15,000.00	£ 15,000.00	£ 33,877.00	£ 11,000.00	£ 11,000.00	£ 1,402.00	£ 3,000.00	£ 5,000.00	-55%
	1005 Misc Income		£ 0.00			£ 1,000.00	£ -	£ -	£ -	£ -	£ -	
	1172 Soapbox Derby - Income	£ 10,000.00	£ 11,075.00	£ 10,000.00	£ 10,000.00	£ 13,829.00	£ -	£ -	£ -	£ -	£ -	
	Total Income	£ 10,000.00	£ 11,075.00	£ 10,000.00	£ 10,000.00	£ 14,829.00	£ -	£ -	£ -	£ -	£ -	
	304 Tourism											
	4311 Christmas Tree	£ 1,000.00	£ 1,338.00	£ 1,000.00	£ 1,000.00	£ 2,434.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	0%
	4320 Legends of the Turf	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
	OverHead Expenditure	£ 1,000.00	£ 1,338.00	£ 1,000.00	£ 1,000.00	£ 2,434.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	0%
	305 Carnival											
	4312 Newmarket Carnival	£ 10,000.00	£ 1,410.00	£ 10,000.00	£ 10,000.00	£ 19,374.00	£ 10,000.00	£ 10,000.00	£ 14,599.00	£ 15,000.00	£ 5,000.00	-50%
	OverHead Expenditure	£ 10,000.00	£ 1,410.00	£ 10,000.00	£ 10,000.00	£ 19,374.00	£ 10,000.00	£ 10,000.00	£ 14,599.00	£ 15,000.00	£ 5,000.00	-50%

DD-80 JUNE 2024

DD-80 JUNE 2024

inc to holiday programme to include teen activities

Improved food offering / raffle prizes

NO MORE SBOX
provision for additional events - also have a Gen Events EMR @ £16.2K

[illegible]



Newmarket Memorial Gardens

Inspection Ref: 2217919

Site Ref: 26066

Operational Inspection - 10-November-2023 - 08:25 Inspector Philip Smith

Risk Assessment: 10 Low Risk



Location:

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

i 8 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are trip hazards at the edges of the surface in the enclosed play area - Reinstate surrounding surface levels to remove the trip points

i 8 - Low Risk

Item: Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

4 - Very Low Risk

Item: Gate - Combination
Manufacturer: Easy Gate Ltd
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The adjacent foliage is overhanging - Cut back and maintain

Finding 2

There are a number of loose posts around the fence - Monitor for any further deterioration and reset as required

i 6 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

i 6 - Low Risk

Item: Bench
Manufacturer: Marmax Products Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface



8 - Low Risk

Item: Picnic Table
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 9
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The bench/es is/are not securely fixed to the surface and there is some possibility of the item/s tipping or rolling over - Secure to the ground

Finding 2

There is some evidence of fire damage to the item - Monitor for any further deterioration and repair as required

4 - Very Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Part Number:
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: N/A
Total Findings: 1



Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Litter Bin
Manufacturer: Glasdon
Surface Type: Grass
Item Quantity: 5
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The bin is not securely fixed to the surface and there is some possibility of the item tipping or rolling over - Secure the bin to the ground

10 - Low Risk

Item: Splash Pad
Manufacturer: Not Identified
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 5



Finding 1

There are trip hazards at the edges of the surface - Reinstate surrounding surface levels to remove the trip points

Finding 3

The safety surface around the area is beginning to wear - Monitor for any further deterioration and repair as required

Finding 5

There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 2

The rocks and/or boulders have moss/algae growth apparent - Clean and maintain

Finding 4

There is leaf debris on the surface - Remove



i 8 - Low Risk

Item: Sand Play Area
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 3

The plywood has delaminated in some places - Remove all rough or splintered edges.

Finding 2

The area around the item has eroded creating trip hazards - Reinstate eroded area

i 8 - Low Risk

Item: Multi Play (Senior)
Manufacturer: Not Identified
Surface Type: Bark Mulch
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 11



Finding 1

The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required

Finding 3

Upper roof net disconnected at entry point - Resecure

Finding 5

Parts of the timber are rough or splintered - Remove all rough or sharp edges

Finding 7

A number of fixing(s) have worked loose - Secure all loose fixings

Finding 9

There is some damage to the item - Monitor for any further deterioration and repair as required

Finding 11

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 2

The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required

Finding 4

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

Finding 6

The item has missing component(s) - Consider replacing missing components

Finding 8

The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required

Finding 10

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

i 6 - Low Risk

Item: Log Climber
Manufacturer: Pentagon Sport Ltd
Surface Type: Bark Mulch
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 4



Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 3

A number of fixing(s) have worked loose - Secure all loose fixings

Finding 2

Parts of the timber are rough or splintered - Remove all rough or sharp edges

Finding 4

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

i 10 - Low Risk

Item: Single Point Swing - Type 3
Manufacturer: Massey & Harris
Surface Type: Woodchip
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 8



Finding 1

The secondary safety is missing - Provide secondary safety

Finding 2

The bushes are worn or missing - Replace worn or missing bushes

Finding 3

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 4

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

Finding 5

There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn

Finding 6

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 7

The seat connection cannot be inspected fully as the chain cover cannot be lifted - Cut the cover to allow access to the shackle and assess the wear

Finding 8

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

8 - Low Risk

Item: Cable Runway
Manufacturer: Massey & Harris
Surface Type: Woodchip
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 6



Finding 1

Bark retaining timbers broken - Repair as necessary

Finding 2

The nylon inserts are worn or missing at the point the cable enters the traveller - Replace worn or missing inserts as required

Finding 3

There are areas or parts of the timber edgings that have rotted - Replace all affected timbers

Finding 4

The surface has eroded in some areas and may be slippery in wet conditions - Reinstatement the surface

Finding 5

There is some graffiti present - Remove the graffiti

Finding 6

There is or are fixings missing on the item - Replace all missing fixings

6 - Low Risk

Item: Palisade Logs
Manufacturer: Not Identified
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

4 - Very Low Risk

Item: Inclusive Roundabout
Manufacturer: Hags
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Online Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2

There is some graffiti present - Remove the graffiti

i 4 - Very Low Risk

Item: Spring Motorbike
Manufacturer: Ledon
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: 1 Bay Swing
Manufacturer: Online Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Crawling Tunnel
Manufacturer: Online Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

The plywood has delaminated in some places - Remove all rough or splintered edges.

4 - Very Low Risk

Item: Play Panel
Manufacturer: Online Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Findings information

8 - Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There are trip hazards at the edges of the surface in the enclosed play area

Action: Reinstate surrounding surface levels to remove the trip points

i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

i 6 - Low Risk (Finding 1)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The adjacent foliage is overhanging

Action: Cut back and maintain

i 6 - Low Risk (Finding 2)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are a number of loose posts around the fence

Action: Monitor for any further deterioration and reset as required

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Marmax Products Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The bench/es is/are not securely fixed to the surface and there is some possibility of the item/s tipping or rolling over

Action: Secure to the ground

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some evidence of fire damage to the item **Action:** Monitor for any further deterioration and repair as required

i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Glasdon

Risk Level: L - Low Risk
Surface: Grass



Finding: The bin is not securely fixed to the surface and there is some possibility of the item tipping or rolling over

Action: Secure the bin to the ground

i 8 - Low Risk (Finding 1)

Item: Other - Splash Pad
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There are trip hazards at the edges of the surface

Action: Reinstate surrounding surface levels to remove the trip points

i 10 - Low Risk (Finding 2)

Item: Other - Splash Pad
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The rocks and/or boulders have moss/algae growth apparent

Action: Clean and maintain

i 6 - Low Risk (Finding 3)

Item: Other - Splash Pad
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The safety surface around the area is beginning to wear

Action: Monitor for any further deterioration and repair as required

i 4 - Very Low Risk (Finding 4)

Item: Other - Splash Pad
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: There is leaf debris on the surface

Action: Remove

i 8 - Low Risk (Finding 5)

Item: Other - Splash Pad
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

i 8 - Low Risk (Finding 1)

Item: Other - Sand Play Area
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: N/A



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

i 8 - Low Risk (Finding 2)

Item: Other - Sand Play Area
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: N/A



Finding: The area around the item has eroded creating trip hazards

Action: Reinstate eroded area

i 6 - Low Risk (Finding 3)

Item: Other - Sand Play Area
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: N/A



Finding: The plywood has delaminated in some places

Action: Remove all rough or splintered edges.

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The ropes/nets are worn/damaged in places

Action: Monitor for any further deterioration and repair or replace as required

i 8 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The ropes/nets are worn/damaged in places

Action: Monitor for any further deterioration and repair or replace as required

i 5 - Very Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: Upper roof net disconnected at entry point

Action: Resecure

i 8 - Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The safety surface is low and the membrane is exposed creating trip points

Action: Remove or resecure the exposed membrane and top up the surface to the correct level

i 6 - Low Risk (Finding 5)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

i 6 - Low Risk (Finding 6)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The item has missing component(s)

Action: Consider replacing missing components

i 6 - Low Risk (Finding 7)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 6 - Low Risk (Finding 8)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The ropes/nets are worn/damaged in places

Action: Monitor for any further deterioration and repair or replace as required

i 6 - Low Risk (Finding 9)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: There is some damage to the item

Action: Monitor for any further deterioration and repair as required

i 4 - Very Low Risk (Finding 10)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: There are a number of dents in the slide surface

Action: Monitor for any further deterioration and repair as required

i 4 - Very Low Risk (Finding 11)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Log Climber
Manufacturer: Pentagon Sport Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Log Climber
Manufacturer: Pentagon Sport Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Log Climber
Manufacturer: Pentagon Sport Ltd

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 4 - Very Low Risk (Finding 4)

Item: Activity Equipment - Log Climber
Manufacturer: Pentagon Sport Ltd

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 10 - Low Risk (Finding 1)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: The secondary safety is missing

Action: Provide secondary safety

i 8 - Low Risk (Finding 2)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: The bushes are worn or missing

Action: Replace worn or missing bushes

i 4 - Very Low Risk (Finding 3)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: V - Very Low Risk
Surface: Woodchip



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 6 - Low Risk (Finding 4)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: The seat has minor damage or wear

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 5)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: There is some wear to the shackles

Action: Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 6)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 0 - Risk Assessment not Undertaken (Finding 7)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: N - Risk Assessment not Undertaken
Surface: Woodchip



Finding: The seat connection cannot be inspected fully as the chain cover cannot be lifted

Action: Cut the cover to allow access to the shackle and assess the wear

i 8 - Low Risk (Finding 8)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: The safety surface is low and the membrane is exposed creating trip points

Action: Remove or resecure the exposed membrane and top up the surface to the correct level

i 3 - Very Low Risk (Finding 1)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: V - Very Low Risk
Surface: Woodchip



Finding: Bark retaining timbers broken

Action: Repair as necessary

i 5 - Very Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: V - Very Low Risk
Surface: Woodchip



Finding: The nylon inserts are worn or missing at the point the cable enters the traveller

Action: Replace worn or missing inserts as required

i 8 - Low Risk (Finding 3)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: There are areas or parts of the timber edgings that have rotted
Action: Replace all affected timbers

i 6 - Low Risk (Finding 4)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 0 - Risk Assessment not Undertaken (Finding 5)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: N - Risk Assessment not Undertaken
Surface: Woodchip



Finding: There is some graffiti present

Action: Remove the graffiti

i 8 - Low Risk (Finding 6)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Woodchip



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Palisade Logs
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Online Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 0 - Risk Assessment not Undertaken (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Online Playgrounds

Risk Level: N - Risk Assessment not Undertaken
Surface: Wet Pour



Finding: There is some graffiti present

Action: Remove the graffiti

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Crawling Tunnel
Manufacturer: Online Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The plywood has delaminated in some places

Action: Remove all rough or splintered edges.



Completed Findings Information

The following items have been marked as complete by the inspector during the course of this inspection.

 0 - Risk Assessment not Undertaken (Finding 1) - **Marked as complete on 10-November-2023**

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass



Finding: There is some graffiti present



Action: Remove the graffiti

0 - Risk Assessment not Undertaken (Finding 1) - Marked as complete on 10-November-2023

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: N - Risk Assessment not Undertaken
Surface: Bark Mulch



Finding: Missing item

Action: Remove fixing

0 - Risk Assessment not Undertaken (Finding 2) - Marked as complete on 10-November-2023

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Not Identified

Risk Level: N - Risk Assessment not Undertaken
Surface: Bark Mulch



Finding: There is offensive graffiti present

Action: Remove as soon as practicable

6 - Low Risk (Finding 1) - Marked as complete on 10-November-2023

Item: Activity Equipment - Crawling Tunnel
Manufacturer: Online Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: Fixings are damaged and/or have sharp edges

Action: Repair or replace as required



Report to	Leisure Services Committee
Subject	Visit to Maisons-laffitte by Newmarket Academy in 2024
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	4th December 2023
Item number	9iii
Written By	Cathy Whitaker CLERK

Summary: This report outlines details of a planned visit to MLF in 2024 by Newmarket Academy and their request for assistance by the Town Council.

1.	Introduction
a.	The MLF Twinning is in its 70 th continuous year in 2024 – it is one of a few twinning programmes to achieve this longevity.
b.	For many years the programme has been participated by a group of adults, with no twinning visits for/by school-age children.
2.	Context
a.	Angela Jarvis, French teacher at the Academy, joined the Twinning visit to MLF last year and is keen to resurrect a children's twinning visit, initially in this 70 th anniversary year.
b.	The Academy is looking to take 44 students to MLF in 2024, date to be advised but it would be within the current school year which ends in July 2024. This would include 11 Pupil Premium students. If successful, this may become an annual event.
c.	Academy is looking for subsidisation to enable students from all backgrounds and circumstances to be able to take part.
3.	Proposal/Options
a.	The current year budget for Twinning MLF is £2,000, with a further £8,444 in the MLF Twinning EMR.
b.	The standard celebratory MLF Twinning visit in May/June is currently being planned and can be fully funded from the EMR account: Council could consider funding to the value of £2,000 the Academy's visit. For context, the Academy's Lexington Link Twinning visit is funded at £2,000.
4.	Financial/Resource Implications
a.	Academy trip will cost £20,824 and it is looking for £5,830 in sponsorship support: Clerk has met with the teachers to discuss how they may look for sponsorship and grants in other areas.
5.	Next Steps/Recommendations
a.	Council to discuss and consider sponsoring the MLF trip to the value of £2,000 in 2024.
b.	Angela Jarvis to attend the Full Council meeting on 18 th December to talk to council about the trip and its value to the students.

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