



Report to	Leisure Services Committee
Subject	Christmas 2023
Purpose	Information Update Only
Classification	Unrestricted
Meeting date	4-12-2023
Item number	9i
Written By	Events Manager

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

This year's Christmas planning involves three lots of different activities taking place on three different days.

9th December – Snow Globe with Santa at the Bill Tutte 11am-4pm. Newmarket Community Choir, DJ, free mince pies (donated by Tesco) Council will also be purchasing Mince Pies- donations for mince pies towards the Choir's annual charity Let's Talk

16th December – Winter Wonderland – Memorial Gardens – 11am-4pm. 2 small fun fair rides, Inflatable Tobbogan Slide 55ft, small Christmas food market, DJ, real reindeers, Craft fair of 23 stalls inside the Memorial hall, charge £5 per stall

21st December – Christmas Crafts and Story Time with Santa - Memorial Hall – 11am-4pm - NTC staff to run, 6 craft activities, short story sessions with Santa throughout, free school meals provision for 30 children funded by WSC, Christmas music through NTC PA, light refreshments with honesty box

2.	Financial/Resource Implications
a.	9 th December – Snow Globe £1,700 plus VAT (Odin events) fully staffed and insured, Newmarket Choir £200.00, DJ £250, Mince Pies starting price £42 based on 6 pies at £1.70
b.	16 th December –Funfair £950 for two rides, Tobbogan Slide £900, DJ £250, Reindeers £1,450 plus VAT.
c.	Christmas Crafts - HAF funded (Free School Meals grant) £800, Santa cost £349+ VAT, crafts items as necessary
	Total Cost: £6,790.80

Report to	Leisure Services Committee
Subject	MLF Twinning 70th Anniversary
Purpose	Decision
Classification	Unrestricted
Meeting date	4-12-2023
Item number	9ii
Written By	Events Manager

Summary: This report outlines the council's MLF Twinning 70th Anniversary Event

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

1. . Approve the duration and date of the provisional twinning event
2. . Consider activities

1.	Introduction
a.	To hold the MLF Twinning on the weekend of 18 th May 2024 (provisional date)
	We last hosted in 2022, had 18 including hosts
2.	Context
a.	The council's MLF Twinning budget is £4,000 if needed
3.	Proposal/Options
a.	17 th May – Welcome dinner and drinks at the Memorial Hall, the idea for a Fish and Chips van and a trio of traditional puddings, a film in the background of the local area and racing
b.	18 th May – Tour of Jockey Club with Tea and biscuits in the morning, onto the Races, evening with hosts
c.	19 th May – Cambridge and punting, provide transport, free to explore Cambridge, Carvery at Heath Court Hotel in the evening
4.	Financial/Resource Implications
a.	17 th May – Fish and Chips avg £15 pp (Deep Blue) Puddings £TBA
b.	18 th May –JC Tour £TBA Racing £15.30
c.	19 th May – Punting £TBA, transport £TBA Carvery at £17.50
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	9iv
Written By	Events Manager

Summary: This report outlines the council's D-Day 80 event

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 to cover the extra costs.
3.	Proposal/Options
a.	6 th June 2024 – Mid-day on Bill Tutte – Town Crier to read the national proclamation
b.	6 th June 2024 – Several from 5.30pm with the Beacon Lighting to finish the event at 9.15pm
c.	- To coincide with National Fish and Chips day – 'Pimp my Fish' to provide two vans for public to purchase from or own picnics can be brought - 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 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
42.	Financial/Resource Implications
a.	Town Crier - £20, 'Pimp my Fish' no charge for hire, Fish and Chips to be purchased by attendees, stage, sound and engineer £4,063 (Eclipseuk), 1940's war time £850, 'Glenn Miller' style £850, Newmarket Choir £200, Marquee £1950 (26x13m) Total £7,933
5.	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 book and confirm

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Report to	Leisure Services Committee
Subject	Venues
Purpose	Information
Classification	Unrestricted
Meeting date	4-12-2023
Item number	10
Written By	Events Manager

Summary: This report outlines the room hire revenue income for September and October 2023

September:

Memorial Hall - £2,835

Pavilion - £264

Total: £3,099

October:

Memorial Hall - £2,971

Pavilion - £207

Total: £3,178

Year to Date totals as at 29/11/23: £ 25,305

Prices exclude VAT

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