

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 5th February 2024 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 4th December 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) **Events updates by the Events Manager**
 - i) **Christmas 2023**
 - ii) **MLF Twinning 70th Anniversary visit to Newmarket 2024**
 - iii) **DD-80 Event 6/6/24**
 - iv) **Car Boot dates for 2024**
- 8) **Venues**
 - a) To receive an update regarding the Town Council venues for M10
 - b) To review the Venues hiring fees for 1st April 2024 to 31st March 2025
- 9) **Correspondence**
- 10) **Date of next meeting 8th April 2024**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30th January 2024

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 4th December 2023 at 7:30 pm**

Attendance:

Councillor R Nobbs (Chairman)
Councillor J Jarvis

Councillor E Kavanagh

Also Present: C Whitaker – Town Clerk, J Parsons – Events Manager, a member of the Press
Minute

L/23/12/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting, stated that the fire safety briefing was not required, and announced that the meeting was being recorded.

L/23/12/2 Apologies for Absence

Apologies were received from Cllrs Borda, Crissall, Harvey, Hulbert, Winter

L/23/12/3 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/23/12/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 2nd October 2023 and Any Matters Arising
Members received the minutes of the Leisure Services Committee meeting held on 2nd October 2023 and the following was agreed:

L/23/12/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 2nd October 2023 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

There were no matters arising.

L/23/12/5 Public Open Session

There were no members of the public present.

L/23/12/6 To Receive the Accounts

The accounts for November 2023 were received and noted.

L/23/12/7 Budget 2024/2023

The draft budget for the Leisure Services Committee 2024/2025 was presented and considered. The following was agreed:

L/23/12/7.01 Recommendation

That the draft Leisure Services Committee Budget for 2024/2025 be approved at

Book number 16 2023 -2024

£196,144.00.

L/23/12/8 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

L/23/12/9 Events Update

Christmas 2023 Event – The following activities were noted:

9th December – Snow Globe with Santa at the Bill Tutte 11am-4pm.

16th December – Winter Wonderland – Memorial Gardens – 11am-4pm.

21st December – Christmas Crafts and Story Time with Santa - Memorial Hall – 11am-4pm

Total Cost: £6,790.80

MLF Twinning 70th Anniversary Visit to Newmarket 2024 – A report on the plans for the 2024 MLF twinning visit was discussed and the following was agreed:

L/23/12/9.01 Recommendation

That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and activity or date changes as if required.

Visit to Maisons-laffitte by Newmarket Academy in 2024 – A report regarding a planned visit to MLF in 2024 by 44 students from Newmarket Academy was discussed and the following was agreed:

L/23/12/9.02 Recommendation

That a grant of £2,000 be awarded to Newmarket Academy to facilitate this trip.

That this be funded from the current year MLF twinning budget.

That a review be carried out following the visit to assess if this could be an annual trip.

The trip lead teacher from the Academy will attend Full Council meeting on 18/12/23 to talk about the trip and its value to the students.

DD-80 Beacon Event – A report on the plans for the event was discussed and the following was agreed:

L/23/12/9.03 Recommendation

That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and the Events Ear-Marked Reserves.

L/23/12/10 Newmarket Venues

September 2023 – Memorial Hall £2,835 Pavilion £264 Total £3,099

October 2023 – Memorial Hall £2,971 Pavilion £207 Total £3,178

Year to date total £25,305

L/23/12/11 Correspondence
None noted.

L/23/12/12 Date of Next Meeting
Monday 5th February 2023 at the Memorial Hall.

Meeting closed at 7.50pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/23/12/7.01 Recommendation</u>	That the draft Leisure Services Committee Budget for 2024/2025 be approved at £196,144.00.
<u>L/23/12/9.01 Recommendation</u>	That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and activity or date changes as necessary.
<u>L/23/12/9.02 Recommendation</u>	That a grant of £2,000 be awarded to Newmarket Academy to facilitate this trip. That this be funded from the current year MLF twinning budget. That a review be carried out following the visit to assess if this could be an annual trip.
<u>L/23/12/9.03 Recommendation</u>	That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and the Events Ear-Marked Reserves.

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29/01/2024

Newmarket Town Council 2023-2024

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Detailed Income & Expenditure by Budget Heading as at 29/01/2024

Month No: 10

Committee Report M10 Leisure Services

	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	0	24,002	20,000	(4,002)			120.0%	
1005 Misc Income	0	625	0	(625)			0.0%	
1016 Refreshments Income	0	235	1,000	766			23.4%	
Memorial Hall :- Income	0	24,861	21,000	(3,861)			118.4%	0
4011 Rates	0	6,287	6,287	(0)		(0)	100.0%	
4012 Water Rates	0	3,550	4,500	950		950	78.9%	
4014 Electricity	642	4,752	6,000	1,248		1,248	79.2%	
4015 Gas	0	3,712	6,000	2,288		2,288	61.9%	
4016 Cleaning	46	1,403	2,000	597		597	70.2%	
4017 Fire Precautions	0	1,106	510	(596)		(596)	216.9%	
4020 Misc. Staff Costs	0	3	0	(3)		(3)	0.0%	
4036 R&M - Buildings	853	40,980	15,599	(25,381)		(25,381)	262.7%	12,000
4038 Furniture/Fixtures/Fittings	0	2,615	2,500	(115)		(115)	104.6%	
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	0	910	500	(410)		(410)	181.9%	
4080 PWLB Loan Charges (CAP + INT)	0	89,864	89,864	1		1	100.0%	
Memorial Hall :- Indirect Expenditure	1,540	157,392	136,460	(20,932)	0	(20,932)	115.3%	12,000
Net Income over Expenditure	(1,540)	(132,532)	(115,460)	17,072				
6000 plus Transfer from EMR	12,000	12,000						
Movement to/(from) Gen Reserve	10,460	(120,532)						
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	163	975	500	(475)			195.1%	
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	163	5,725	700	(5,025)			817.9%	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	(51)	617	1,800	1,183		1,183	34.3%	
Arts :- Indirect Expenditure	(51)	12,016	9,000	(3,016)	0	(3,016)	133.5%	0
Net Income over Expenditure	214	(6,291)	(8,300)	(2,009)				

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Detailed Income & Expenditure by Budget Heading as at 29/01/2024

Month No: 10

Committee Report M10 Leisure Services

	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	117	1,000	883			11.7%	
1181 Grant Received WSC	0	800	0	(800)			0.0%	
Winter Event :- Income	0	917	1,000	83			91.7%	0
4453 Cost - Winter Event	268	6,598	10,000	3,402		3,402	66.0%	
Winter Event :- Indirect Expenditure	268	6,598	10,000	3,402	0	3,402	66.0%	0
Net Income over Expenditure	(268)	(5,681)	(9,000)	(3,319)				
303 Entertainments								
4095 Assets Purchased	0	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	0	1,421	11,000	9,579	0	9,579	12.9%	0
Net Expenditure	0	(1,421)	(11,000)	(9,579)				
304 Tourism								
4311 Christmas Tree	280	460	1,000	540		540	46.0%	
Tourism :- Indirect Expenditure	280	460	1,000	540	0	540	46.0%	0
Net Expenditure	(280)	(460)	(1,000)	(540)				
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	0	1,572	2,500	928		928	62.9%	
4016 Cleaning	0	1,787	0	(1,787)		(1,787)	0.0%	
4037 R&M - Grounds	21	2,480	5,000	2,520		2,520	49.6%	
4041 R&M - play-equipment	0	12,792	10,000	(2,792)		(2,792)	127.9%	3,000
4046 Opening/Closing Costs	0	2,745	5,500	2,755		2,755	49.9%	
4112 Water Feature	0	2,252	6,000	3,748		3,748	37.5%	
4142 Memorial Garden Kiosk	0	0	500	500		500	0.0%	
Memorial Gardens :- Indirect Expenditure	21	23,629	29,500	5,872	0	5,872	80.1%	3,000
Net Expenditure	(21)	(23,629)	(29,500)	(5,872)				
6000 plus Transfer from EMR	3,000	3,000						

Detailed Income & Expenditure by Budget Heading as at 29/01/2024

Month No: 10

Committee Report M10 Leisure Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	2,979	(20,628)						
<u>307 Twinning</u>								
4189 MLF twinning expenses	0	0	695	695		695	0.0%	
Twining :- Direct Expenditure	<u>0</u>	<u>0</u>	<u>695</u>	<u>695</u>	<u>0</u>	<u>695</u>	<u>0.0%</u>	<u>0</u>
4181 LEXLINK twinning expenses	0	1,305	1,305	(0)		(0)	100.0%	
Twining :- Indirect Expenditure	<u>0</u>	<u>1,305</u>	<u>1,305</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,305)</u>	<u>(2,000)</u>	<u>(695)</u>				
<u>310 The Severals Sports Facilities</u>								
1002 Sports Hire Income	0	4,589	20,000	15,411			22.9%	
1016 Refreshments Income	0	406	0	(406)			0.0%	
The Severals Sports Facilities :- Income	<u>0</u>	<u>4,995</u>	<u>20,000</u>	<u>15,005</u>			<u>25.0%</u>	<u>0</u>
4011 Rates	0	611	611	(0)		(0)	100.0%	
4012 Water Rates	117	1,217	2,000	783		783	60.8%	
4014 Electricity	0	891	2,500	1,609		1,609	35.6%	
4015 Gas	0	955	3,045	2,090		2,090	31.3%	
4016 Cleaning	0	0	500	500		500	0.0%	
4017 Fire Precautions	0	149	100	(49)		(49)	148.9%	
4036 R&M - Buildings	0	9,394	6,839	(2,555)		(2,555)	137.4%	3,000
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	<u>117</u>	<u>14,006</u>	<u>25,370</u>	<u>11,364</u>	<u>0</u>	<u>11,364</u>	<u>55.2%</u>	<u>3,000</u>
Net Income over Expenditure	<u>(117)</u>	<u>(9,011)</u>	<u>(5,370)</u>	<u>3,641</u>				
6000 plus Transfer from EMR	3,000	3,000						
Movement to/(from) Gen Reserve	<u>2,883</u>	<u>(6,011)</u>						
Leisure Services :- Income	163	37,415	43,200	5,785			86.6%	
Expenditure	2,174	231,426	234,330	2,904	0	2,904	98.8%	
Net Income over Expenditure	<u>(2,012)</u>	<u>(194,011)</u>	<u>(191,130)</u>	<u>2,881</u>				
plus Transfer from EMR	18,000	18,000						
Movement to/(from) Gen Reserve	<u>15,988</u>	<u>(176,011)</u>						

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Report to	Leisure Services Committee
Subject	Christmas 2023 debrief
Purpose	Information
Classification	Unrestricted
Meeting date	5-2-2024
Item number	7i
Written By	Events Manager

Summary: This report outlines Christmas 2023 debrief

Saturday 9th December – Photo with Santa in the Snow Globe with Newmarket Community Choir and donations for Mince Pies.

The day started very wet and windy; we had to keep an eye on the high winds, as the Snow Globe couldn't operate above 25MPH winds; this did mean that the Snow Globe closed 1 hour before it was due at 3 pm, not 4 pm.

Donations for mince pies raised £59.66 for Newmarket's Community Choir chosen charity – 'CALMS'.

Despite the bad weather, there was a steady number of children throughout the day, and the choir gave a lovely Christmas feel with their carols.

Saturday 16th December – Winter Wonderland – craft fair in the Memorial Hall, fairground rides, real reindeer, inflatable toboggan slide, Christmas music, food and drinks.

On a mild but dry day, the day had a nice flow of families throughout the day; the Memorial Hall had a total of 19 stalls, which was a perfect amount for the space, with lots of variety and stall holders doing well on the day. Outside, the children enjoyed the free rides, and the rides were full all day! The BBQ vendor and hot drinks vendor did very well, the waffle vendor left early due to there not being enough business. Comments from families on the day suggested the pricing of the waffles put them off buying from there; thoughts for any future events are that maybe a smaller company with cheaper pricing for a variety of cakes would be better suited.

Thursday 21st December – Story Time with Santa and Christmas Crafts

Story sessions were reserved throughout the day with different time slots depending on the age range; the morning story sessions were very busy, and the children enjoyed the crafts throughout the day, most stayed for a few hours enjoying the different crafts we had on offer. A new system for the HAF free school meals was in place this year, where a pre-booking was needed on the EEQU website. This is a better procedure for admin and eligibility, but only 9 of the 30 lunches were collected. To be looked at for the lunches during the Summer.

Council spent £6,598.00 for Christmas 2023 out of a budget of £10,000, with a grant from WSC of £800 received along with £117 income from stall holders on the 16th of December. Plans and ideas for Christmas 2024 are already underway.



Report to	Leisure Services Committee
Subject	MLF Twinning 70th Anniversary
Purpose	Information
Classification	Unrestricted
Meeting date	5-02-2024
Item number	7ii
Written By	Events Manager

	Summary: This report outlines the council's MLF Twinning 70th Anniversary Event Waiting on a date that suits. MLF's previous proposed dates of a weekend of 17th May does not work; MFL is unable to arrange a date within May or June, potentially looking at September 2024. A confirmed date depends on the final itinerary.
1.	Next Steps/ Recommendations
a	Date to be confirmed with MFL and NTC
b	The itinerary is to be brought to the Council to approve



Report to	Leisure Services Committee
Subject	D-Day 80 Beacon Event
Purpose	Information
Classification	Unrestricted
Meeting date	5-02-2024
Item number	7iii
Written By	Events Manager

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

1.	Introduction
a.	6 th June 2024 – Several from 5.30pm with the Beacon Lighting to finish the event at 9.15pm
b.	• 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 – unable to get Bury St Edmunds Sea Cadets Band due to the timing of an evening event. • Marquee – people to bring own chairs/blankets • Local History Society and Bottisham/Burwell museums to have a stall/ provide any WWII memorabilia. RBL with a stall and Paul Hunt (Military History Exhibitions WWI/WWII) • 9pm reading of the International tribute –Town crier to start off with then Academy students/ stakeholders to read • 9.15pm Beacon lighting by the Jockey Club
2.	Next Steps/Recommendations
a.	To continue confirming and booking and arrange the logistics with the Jockey Club with set up timings



Report to	Leisure Services
Subject	Car Boot dates 2024
Purpose	Decision
Classification	Unrestricted
Meeting date	5-02-2024
Item number	7iv
Written By	Events Manager

Summary: This report outlines the charity car boot dates

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

1. Proposed Car boot sales dates for 2024

1.	Introduction
a.	The Town Council has permission to hold 8 car boot sales on the Severals during the year.
b.	The location is offered for use, without a charge, to local charity organisations and individuals who meet certain criteria. The organisations benefiting from the proceeds must be both local and voluntary.
2.	Proposal/Options
a.	2024 dates: 12 th & 26 th May, 9 th & 23 rd June, 14 th & 28 th July, 11 th & 25 th August
b.	Time: Organisers/ Sellers 12:00 – Buyers 12:30
3.	Financial/Resource Implications
a.	Use of the Severals free of charge for charities and community groups
4.	Next Steps/Recommendations
a.	Publish dates for charities to reserve a chosen date
b.	Help the charities promote their car boots



Report to	Leisure Services Committee
Subject	Venues
Purpose	Information
Classification	Unrestricted
Meeting date	5-02-2024
Item number	8a
Written By	Events Manager

Summary: This report outlines the room hire revenue income for November and December 2023

November:

Memorial Hall - £3,433

Pavilion - £207

Total: £3,640

December:

Memorial Hall - £2,681

Pavilion - £154

Total: £2,835

Year to Date totals as at 31/12/2024 - £28,591

Prices exclude VAT



Report to	Leisure Services
Subject	Review of the Venues Hiring Fees and additional services for 1st April 2024 to 31st March 2025
Purpose	Decision
Classification	Unrestricted
Meeting date	5-02-2024
Item number	8b
Written By	Events Manager

Summary: This report outlines the proposed new fees for venues and additional services

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

1. Proposed Venues hiring fees for 1st April 2024 to 31st March 2025

1.	Introduction
a.	The Town Council has frozen the Venue fees in place since April 2021.
b.	Increase the rates in line with similar venues, remove the hour charge and have half-day or full-day rates and for all prices to be quoted include VAT
2.	Proposal/Options
a.	The price to increase by around 8.9%, rounding to the nearest £.
b.	Memorial Hall up to 5 hours £185, up to 9 hours £325 Council Chamber up to 5 hours £120, up to 9 hours £215 Ernest Cassel up to 5 hours £90, up to 9 hours £155 Sports Pavilion up to 5 hours £155, up to 9 hours £260 Additional Services: Projector £30.00 Flipchart £10.00 Coffee/Tea per person, per serving £2.50 Coffee/ Tea with biscuits per person, per serving £3.00 Council staff to set up £95 Council staff to clear up £95 Removal chair covers with bows £1.50 Removal of the costing for charge covers, rectangular and round table clothes with council set up & removal as this would be included with the new charge of £95.
3.	Financial/Resource Implications
a.	Small team to manage the cleaning turnover and hours of duty manager on-site
4.	Next Steps/Recommendations
a.	Confirm and publish new prices