

Membership from May 2024

Councillor Borda
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor Nobbs (Chair)
Councillor Perry
Councillor Winter (Vice)

Members = 7

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 August 2024 at 7.15pm

**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 3rd June 2024**
 - 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/Town Clerk**
 - i) **MLF Twinning 70th Anniversary visit to Newmarket 2024**
 - ii) **Christmas 2024**
 - iii) **Carnival 2025**
- 8) **St George's Day-** to receive a proposal for a St George's Family Day event on 19th April 2024
- 9) **Newmarket Earth Day** - to receive updates regarding plans for an environmental event in the Memorial Gardens
- 10) **Venues** - To receive an update regarding the Town Council venues for M4
- 11) **Leisure Services updates** – to receive information regarding between-meeting LS updates from the Event Manager
- 12) **Correspondence**
- 13) **Date of next meeting 7th October 2024**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30th July 2024

To: Chairman and Members of Community Services Committee, Other Council Members, The Press

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Minutes of a Meeting of the Leisure Services Committee
Held on Monday 3rd June 2024 at 7:40 pm

Attendance:

Councillor R Nobbs (Chairman)
Councillor J Borda
Councillor J Harvey
Councillor P Hulbert

Councillor J Jarvis
Councillor S Perry
Councillor P Winter

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, a member of the press and Cllrs McHugh and Yarrow as observers.

Minute

L/24/06/1 To Elect a Chairman

Cllr Winter nominated Cllr Nobbs seconded by Cllr Harvey. There were no other nominations, a vote was taken, and the following was agreed:

L/24/06/1.01 Resolved

That Cllr Nobbs be elected as the Chairman of the Leisure Services Committee for 2024/2025 Municipal Year.

L/24/06/2 To Elect a Vice Chairman

Cllr Nobbs nominated Cllr Winter seconded by Cllr Hulbert. There were no other nominations, a vote was taken, and the following was agreed:

D/24/06/2.01 Resolved

That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2024/2025 Municipal Year.

L/24/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting and advised that the fire safety briefing was not required and announced that the meeting was being recorded by the Minute Assistant.

L/24/06/4 Apologies for Absence

No apologies were received.

L/24/06/5 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 dispensation.

L/24/06/6 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 8th April 2024 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 8th April 2024 and the following was agreed:

L/24/06/6.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 8th April 2024 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

There were no matters arising.

L/24/06/7 Public Open Session

No members of the public were present.

L/24/06/8 To Receive the Accounts

The accounts for April 2024 were received and noted.

L/24/06/9 Events Update

DD-80 Event 6th June 2024 – A report was presented outlining the activities for the event from 5:00pm – 9:15pm. Town Clerk confirmed the following: marquee, stage and lighting, fish & chips van, Newmarket Community Choir, Starlight Sisters, 5Star Swing band, Local History Society stall, RBL stall, Bottisham Air Museum memorabilia. The Town Crier and Stakeholders will read the commemorative affirmations. The RBL and the Town Council will lay a wreath at the bottom of the beacon and the Jockey Club will light the beacon at 9pm. There will also be a pop-up ‘undefusable bomb’ escape room in the Pavilion, which is free, but tickets need to be booked on Eventbrite and it is almost full.

MLF Twinning 70th Anniversary Visit to Newmarket 2024 – A report was presented outlining the activities for the event to be held on the weekend of 20th September 2024:

Friday 20th September - guests arrive with their host families. There will be a welcome Fish & Chip supper with English puddings at the Memorial Hall.

Saturday 21st September – Visit to Cambridge is being investigated and costed – to potentially include punting, brunch, Kings Chapel tour. Evening with hosts.

Sunday 22nd September – Open Weekend visit to a yard, refreshments at the Jockey Club and tour of Club Rooms, Carvery at the Heath Court Hotel.

Monday 23rd September – guests depart.

Summer Entertainment – A report was presented outlining the activities for the events during the period – Newmarket Community Arts will project manage the provision of the arts/crafts at all five events for a total cost of £700. There will be a climbing wall, stunt bike display, crazy golf, funfair, bouncy inflatable, stalls, photo opportunities, garden entertainers and music, costs of all activities to be confirmed. Three events will be in the Memorial Gardens, two events at the Several.

Christmas 2024 – a report on the plans for 2024 was presented outlining the activities as follows:

9th and 23rd November – willow lantern workshops in the Memorial Hall.

30th November – craft fair in the Memorial Hall.

7th December – lantern parade down the High Street to the Memorial Garden –

Book number 5 2024 -2025

carols/band/possible nativity - £450 for band and choir (nativity costs to be confirmed).
14th & 15th December – activities in the Memorial Garden – food/drink vendors, funfair, music, photo opportunities, garden entertainment, Santa in a globe in the Memorial Hall. Pantomime in the Hall. Further details and costs to be confirmed.
23rd December – story time with Santa and Christmas craft activities in the Memorial Hall. Holiday activity funding of £555 has been approved with free packed lunches for pupil premium families. Costs and other activities to be confirmed.

Carnival 2025 – a Carnival will be held in July or August 2025 on the Severals from 1:00pm full details to be confirmed.

L/24/06/10 St Georges Day

A report on initial ideas for a possible event for St George's Day in 2025 was presented and considered. Further details will be presented in August.

L/24/06/11 Newmarket Venues

April 2024:

Memorial Hall - £2,753

Pavilion - £703

Year to date total £3,456.

L/24/06/12 Correspondence

None noted.

L/24/06/13 Date of Next Meeting

Monday 5th August 2024 at the Memorial Hall.

Meeting closed at 8:23pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/24/06/1.01 Resolved</u>	That Cllr Nobbs be elected as the Chairman of the Leisure Services Committee for 2024/2025 Municipal Year.
<u>D/24/06/2.01 Resolved</u>	That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2024/2025 Municipal Year.

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Detailed Income & Expenditure by Budget Heading as at 19/07/2024

Month No: 3

Committee Report DRAFT 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	3,760	12,064	20,000	7,936			60.3%	
1016 Refreshments Income	84	84	1,000	916			8.4%	
Memorial Hall :- Income	3,844	12,148	21,000	8,852			57.8%	0
4011 Rates	0	6,916	6,600	(316)		(316)	104.8%	
4012 Water Rates	0	287	4,500	4,213		4,213	6.4%	
4014 Electricity	766	2,440	6,000	3,560		3,560	40.7%	
4015 Gas	1,568	1,568	6,000	4,432		4,432	26.1%	
4016 Cleaning	647	1,569	2,000	431		431	78.5%	
4017 Fire Precautions	0	0	535	535		535	0.0%	
4036 R&M - Buildings	1,630	7,576	15,000	7,424		7,424	50.5%	
4038 Furniture/Fixtures/Fittings	128	1,009	2,500	1,491		1,491	40.4%	
4040 Trade Refuse Collections	0	2,174	2,210	36		36	98.4%	
4044 Public Toilet Cleansing	0	0	200	200		200	0.0%	
4078 Refreshment Costs-Venues	31	303	2,000	1,697		1,697	15.2%	
4080 PWLB Loan Charges (CAP + INT)	44,932	44,932	89,864	44,932		44,932	50.0%	
4095 Assets Purchased	0	258	0	(258)		(258)	0.0%	
Memorial Hall :- Indirect Expenditure	49,702	69,032	137,409	68,377	0	68,377	50.2%	0
Net Income over Expenditure	(45,858)	(56,884)	(116,409)	(59,525)				
301 Arts								
1043 Income - Tea Dance	167	287	1,000	713			28.7%	
Arts :- Income	167	287	1,000	713			28.7%	0
4440 Costs - Childrens' Events	6,875	7,163	12,000	4,837		4,837	59.7%	
4443 Costs - Tea Dance	97	216	2,000	1,784		1,784	10.8%	
Arts :- Indirect Expenditure	6,972	7,379	14,000	6,621	0	6,621	52.7%	0
Net Income over Expenditure	(6,805)	(7,092)	(13,000)	(5,908)				
302 Winter Event								
4453 Cost - Winter Event	1,200	1,200	10,000	8,800		8,800	12.0%	
Winter Event :- Indirect Expenditure	1,200	1,200	10,000	8,800	0	8,800	12.0%	0
Net Expenditure	(1,200)	(1,200)	(10,000)	(8,800)				

Detailed Income & Expenditure by Budget Heading as at 19/07/2024

Month No: 3

Committee Report DRAFT LEISURE SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
4179 Events/Entertainment General	450	450	5,000	4,550		4,550	9.0%	
Entertainments :- Indirect Expenditure	450	450	5,000	4,550	0	4,550	9.0%	0
Net Expenditure	(450)	(450)	(5,000)	(4,550)				
304 Tourism								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
Tourism :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
305 Carnival								
1026 Carnival income	488	488	0	(488)			0.0%	
Carnival :- Income	488	488	0	(488)				0
4312 Newmarket Carnival	240	7,689	5,000	(2,689)		(2,689)	153.8%	
Carnival :- Indirect Expenditure	240	7,689	5,000	(2,689)	0	(2,689)	153.8%	0
Net Income over Expenditure	248	(7,202)	(5,000)	2,202				
306 Memorial Gardens								
4012 Water Rates	0	11	2,500	2,489		2,489	0.4%	
4016 Cleaning	272	745	2,500	1,756		1,756	29.8%	
4037 R&M - Grounds	73	94	5,000	4,906		4,906	1.9%	
4041 R&M - play-equipment	0	26	5,000	4,974		4,974	0.5%	
4046 Opening/Closing Costs	627	1,457	5,500	4,043		4,043	26.5%	
4112 Water Feature	0	1,300	5,000	3,700		3,700	26.0%	
Memorial Gardens :- Indirect Expenditure	972	3,632	25,500	21,868	0	21,868	14.2%	0
Net Expenditure	(972)	(3,632)	(25,500)	(21,868)				
307 Twinning								
4189 MLF twinning expenses	1,278	3,278	2,000	(1,278)		(1,278)	163.9%	
Twinning :- Direct Expenditure	1,278	3,278	2,000	(1,278)	0	(1,278)	163.9%	0
4181 LEXLINK twinning expenses	375	375	2,000	1,625		1,625	18.8%	
Twinning :- Indirect Expenditure	375	375	2,000	1,625	0	1,625	18.8%	0
Net Expenditure	(1,653)	(3,653)	(4,000)	(347)				

Detailed Income & Expenditure by Budget Heading as at 19/07/2024

Month No: 3

Committee Report DRAFT LEISURE SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	72	7,500	7,428			1.0%	
The Severals Sports Facilities :- Income	0	72	7,500	7,428			1.0%	0
4011 Rates	0	611	1,225	614		614	49.9%	
4012 Water Rates	0	69	1,500	1,431		1,431	4.6%	
4014 Electricity	122	396	2,500	2,104		2,104	15.9%	
4015 Gas	332	332	3,045	2,713		2,713	10.9%	
4016 Cleaning	17	55	500	445		445	11.1%	
4017 Fire Precautions	0	213	156	(57)		(57)	136.8%	
4036 R&M - Buildings	440	469	5,000	4,531		4,531	9.4%	
4037 R&M - Grounds	0	0	8,000	8,000		8,000	0.0%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	746	734	(12)		(12)	101.6%	
4044 Public Toilet Cleansing	0	0	75	75		75	0.0%	
The Severals Sports Facilities :- Indirect Expenditure	912	2,893	23,735	20,842	0	20,842	12.2%	0
Net Income over Expenditure	(912)	(2,821)	(16,235)	(13,414)				
Leisure Services :- Income	4,499	12,994	29,500	16,506			44.0%	
Expenditure	62,101	95,928	225,644	129,716	0	129,716	42.5%	
Movement to/(from) Gen Reserve	(57,602)	(82,934)						
Grand Totals:- Income	4,499	12,994	29,500	16,506			44.0%	
Expenditure	62,101	95,928	225,644	129,716	0	129,716	42.5%	
Net Income over Expenditure	(57,602)	(82,934)	(196,144)	(113,211)				
Movement to/(from) Gen Reserve	(57,602)	(82,934)						

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Report to	Leisure Services Committee
Subject	Events plan update 2024/2025
Purpose	Information and Resolution
Classification	Unrestricted
Meeting date	5th August 2024
Item number	7
Written By	Fleur Harker – Events Manager

Summary: This report outlines progress regarding up-coming events that NTC is providing.

7i	MLF Twinning 709th Anniversary visit to Newmarket 2024 – Friday 20th to Monday 23rd September 2024
a.	Friday 20 th September – guests arrive 4pm via coach from Cambridge to Newmarket with their host families. 7pm Welcome supper at King Edward VII Memorial Hall
b.	Saturday 21 st September – Return coach trip to Cambridge. Punting, Picnic Lunch and Tour of Kings College Chapel.
c.	Sunday 22 nd September – Henry Cecil Open Weekend, Lunch at King Edward VII Memorial Hall Tour of Jockey Club Rooms with presentations. 7pm Carvery at Heath Court Hotel
d.	Monday 23 rd September – guests depart from Newmarket Train Station
e.	Current estimate of net value £8295.00 Gifts, Scroll and Shields to be purchased, costs TBC
7ii	Christmas 2024
a.	9 th and 23 rd November – willow lantern workshops in the Memorial Hall. Costing to be requested from Newmarket Community Arts to provide and manage - tbc
b.	30 th November – craft fair in the Memorial Hall No cost to NTC. Stallholders to pay a nominal fee to encourage commitment.
c.	7 th December – lantern parade down the High Street to the Memorial Garden – carols/band/possible live nativity. Hot chocolate/mulled wine/mince pies could be provided by NTC, need TENS for garden. £450 for band and choir. Live Nativity cost tbc
d.	14 th & 15 th December – activities in the Memorial Garden with food (Mac Street Kitchen booked, will provide 15% of profits as revenue to NTC) drink vendors (TBC), funfair (one ride L.Gray & Sons £416.66 booked), music (TBC), photo opportunities, garden entertainment (Thrillseekers Tabagon Ride £1200), Santa booked. Snow globe in the Memorial Hall (Odin events £1700 booked), Cinderella short show pantomime (£950 to be booked) Resolution required, suggested Saturday 14 th December only, as budget would be halved, we will have a full day planned and we have many other activities planned for November and December weekends, we also do not have staffing resource for 2 days.
e.	Monday 23 rd December – 11-3pm – Story Time with Santa and Christmas craft activities in the Memorial Hall. Holiday Activity Funding of £555 approved with free packed lunches for pupil premium families. Santa is booked. Could provide little wooden gifts for children. Costs tbc.
7iil	Carnival 2025

a.	July or August 2025 - Resolution required regarding dates; 2 nd Aug, 9 th Aug, 16 th Aug or 23 rd Aug suggested.
b.	All details tbc.



Report to	Leisure Services Committee
Subject	Events plan update 2024/2025
Purpose	Information and Resolution
Classification	Unrestricted
Meeting date	5th August 2024
Item number	8
Written By	Fleur Harker – Events Manager

Summary: This report outlines progress regarding up-coming events that NTC is providing.

8	St George's Day
a.	Proposal for Saturday 19 th April 2024
b.	Timings proposed – noon – 4pm in King Edward VII Memorial Hall and Gardens
c.	Theme – Medieval, family friendly
d.	Suggested entertainment; Jesters with kids circus skills workshops (£480), Juggler and roaming circus performers (£300-£500/act), Comedy knights (£260), Heraldry style art workshops (£285), Castle themed bouncy castle, wooden swing boats and 3 traditional stalls e.g. hook a duck (£2300 package price), Walkabout dragon with knight (£1195), Minstrels – traditional singing and instruments e.g lyre (£1054) Fens falconry (birds on perches (TBC)
e.	Suggested food – Hog roast (costs tbc) and sweet stall (tbc)
f.	Prizes/Giveaways – cheaper to source online than to include prizes with stalls; dragon key chains, flags, bubbles etc

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Report to	Leisure Services Committee
Subject	Events plan update 2024/2025
Purpose	Information and Resolution
Classification	Unrestricted
Meeting date	5th August 2024
Item number	9
Written By	Fleur Harker – Events Manager

Summary: This report outlines progress regarding up-coming events that NTC is providing.

8	Newmarket Earth Day
a.	Proposal for Saturday 26 th April 2024
b.	Timings proposed – 11am – 3pm in King Edward VII Memorial Hall and Gardens
c.	Theme – Environmental Awareness working with Environment Working Group headed by Councillor McHugh.
d.	Activities suggested; make your own bird feeder, demo and give away of grow your own veg, textile showcase including spinning, weaving and dying with plants, how to fix broken household objects, composting, wormery, hedgehog talks/workshops for children, poetry workshop with a potential school poetry competition. Potential roaming characters for photo opportunity. Qty and type of activities to be resolved.
e.	Information/Awareness suggested; RSPB, Newmarket Nature Reserve (bee planting, glass hive, bee bombs as giveaways), Suffolk Climate Change (thermal imaging demo), West Suffolk (demo of trimmers with hedgehog alerts), RW Swift box demo (potential activity to build a box), Jockey Club (map of protected trees), Food Savvy (reduce food wastage), Suffolk CC (what happens to your rubbish), Woolpit Nurseries (how to bring water into your garden) Anglia Water (save every drop) Horse manure (what happens to it) NTC – how we are helping our sponsored species. Qty and type of each information/awareness to be resolved.
f.	Stalls: Eco stalls for selling ECO products. E.g Animal bone jewellery (nominal fee for a stall, qty of stalls to be resolved)
g.	Suggested food – Eco and sustainable food trucks to be sourced.
h.	Music – DJ
i.	We have 2 NTC gazebos and 6 BID gazebos we can borrow, suggest hiring marquee for garden activities.
j.	All costs to be determined when plans have been consolidated.

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Report to	Leisure Services Committee
Subject	Events plan update 2024/2025
Purpose	Information and Resolution
Classification	Unrestricted
Meeting date	5th August 2024
Item number	11
Written By	Fleur Harker – Events Manager

Summary:	This report outlines progress regarding up-coming events that NTC is providing.
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11	Leisure Services updates
a.	Interim update provided by event manager 18 th July 2024
b.	Proposal – to provide another interim update in September