

Membership from May 2023

Councillor Borda
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor McHugh
Councillor Nobbs (Vice)
Councillor Winter (Chair)
Councillor Yarrow

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
COMMUNITY SERVICES COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on **Monday 2nd September 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** fire safety notice and announce that proceedings may be filmed or recorded.
- 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 previous meeting held 1st July 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 Community Services for the previous month
- 7) **Cemetery and Churchyards** – to approve necessary flint work
 - a) **Cemetery Chapel**
 - b) **All Saints walls**
- 8) **Tree Works** – to approve works to trees within the Memorial Garden, The Severals, the War Memorial Garden
- 9) **Correspondence**
- 10) **Date of next meeting 4th November 2024 at 7.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 27th August 2024

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

THIS PAGE IS LEFT BLANK INTENTIONALLY



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee **Held on Monday 1st July 2024 at 8:01 pm**

Attendance:

Councillor P Winter (Chairman)
Councillor J Harvey
Councillor P Hulbert

Councillor J McHugh
Councillor R Nobbs
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.
Minute

C/24/07/1 To Elect a Chairman

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

C/24/07/1.01 Resolved

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

C/24/07/2 To Elect a Vice Chairman

Cllr Yarrow nominated Cllr McHugh. There were no other nominations, a vote was taken, and the following was agreed:

D/24/07/2.01 Resolved

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

C/24/07/3 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 notice was not required and confirmed that the meeting was being recorded by the Minute Assistant.

C/24/07/4 Apologies for Absence

Apologies were received from Cllrs Borda and Jarvis.

C/24/07/5 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 dispensations.

C/24/07/6 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 7th May 2024 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 7th May 2024 and the following was agreed:

C/24/07/6.01 Resolved

That the minutes of the Community Services Committee meeting held on 7th May

Book number 3 2024 -2025

2024 be adopted and signed as a true record by the Chairman of the Community Services Committee.

There were no matters arising.

C/24/07/7 Public Open Session

No members of the public were present.

C/24/07/8 To Receive the Accounts

The accounts for June 2024 were received and noted.

C/24/07/9 Outside Services

Information regarding new Government regulations regarding hedge cutting was noted, passed on by the Jockey Club, with disappointment. The hedges around the town will not be allowed to be cut prior to the racing Festivals and this will cause maintenance issues in autumn with excessive growth.

C/24/07/10 Correspondence

None noted.

C/24/07/11 Date of Next Meeting

Monday 2nd September 2024 at the Memorial Hall.

Meeting closed at 8:04pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
None noted	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services								
200 Outside Services								
4029 General Equipment	17	1,092	1,000	(92)		(92)	109.2%	
4039 Vehicle Costs	479	3,223	7,700	4,477		4,477	41.9%	
4095 Assets Purchased	146	146	0	(146)		(146)	0.0%	
4326 Outside Services SLA	14,248	27,192	115,000	87,808		87,808	23.6%	
Outside Services :- Indirect Expenditure	14,890	31,653	123,700	92,047	0	92,047	25.6%	0
Net Expenditure	(14,890)	(31,653)	(123,700)	(92,047)				
201 General Town Planting								
1007 Sponsorship Income	0	4,830	4,830	0			100.0%	
1009 Roundabout Sponsorship	0	0	5,000	5,000			0.0%	
General Town Planting :- Income	0	4,830	9,830	5,000			49.1%	0
4037 R&M - Grounds	0	0	6,000	6,000		6,000	0.0%	
4100 Seasonal Planting	0	1,862	3,968	2,106		2,106	46.9%	
4101 Hanging Baskets	0	3,381	3,878	497		497	87.2%	
4102 Sponsored Roundabouts	0	0	5,000	5,000		5,000	0.0%	
General Town Planting :- Indirect Expenditure	0	5,243	18,846	13,603	0	13,603	27.8%	0
Net Income over Expenditure	0	(413)	(9,016)	(8,603)				
202 Cemetery								
1000 Burial Fees	0	6,808	29,000	22,192			23.5%	
1005 Misc Income	0	420	0	(420)			0.0%	
1020 Interment(Ashes) Income	0	1,176	4,000	2,824			29.4%	
1021 Monumental Income	0	2,188	4,000	1,812			54.7%	
1022 Grave Space Purchase Income	0	1,177	15,000	13,823			7.8%	
Cemetery :- Income	0	11,769	52,000	40,231			22.6%	0
4011 Rates	0	4,441	4,456	15		15	99.7%	
4012 Water Rates	0	186	1,000	814		814	18.6%	
4014 Electricity	123	882	1,600	718		718	55.1%	
4035 Equipment	0	0	100	100		100	0.0%	
4036 R&M - Buildings	0	0	8,000	8,000		8,000	0.0%	
4037 R&M - Grounds	5,843	7,789	22,000	14,211		14,211	35.4%	
4047 Grave Digging	0	2,436	11,500	9,064		9,064	21.2%	
4325 Cemetery SLA	0	3,122	12,666	9,544		9,544	24.7%	
Cemetery :- Indirect Expenditure	5,966	18,856	61,322	42,466	0	42,466	30.7%	0
Net Income over Expenditure	(5,966)	(7,087)	(9,322)	(2,235)				

Detailed Income & Expenditure by Budget Heading as at 28/08/2024

Month No: 5

Committee Report Community Services DRAFT M5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Disused Churchyards								
4037 R&M - Grounds	0	0	4,000	4,000		4,000	0.0%	
Disused Churchyards :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	0	0	(4,000)	(4,000)				
204 Memorial - War,Cooper,Tutte								
4014 Electricity	27	133	200	67		67	66.4%	
4036 R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4037 R&M - Grounds	0	0	1,000	1,000		1,000	0.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	27	133	2,200	2,067	0	2,067	6.0%	0
Net Expenditure	(27)	(133)	(2,200)	(2,067)				
205 Clocks								
4014 Electricity	41	204	250	46		46	81.7%	
4036 R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4177 Clock Tower Expenses	120	600	1,590	990		990	37.7%	
Clocks :- Indirect Expenditure	161	804	2,840	2,036	0	2,036	28.3%	0
Net Expenditure	(161)	(804)	(2,840)	(2,036)				
206 Bus Shelters								
4036 R&M - Buildings	0	175	2,000	1,825		1,825	8.8%	
Bus Shelters :- Indirect Expenditure	0	175	2,000	1,825	0	1,825	8.8%	0
Net Expenditure	0	(175)	(2,000)	(1,825)				
207 General Town Maintenance								
4037 R&M - Grounds	3,477	5,160	2,500	(2,660)		(2,660)	206.4%	1,230
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108 Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0%	
4140 Dog Waste Collection/Disposal	0	765	995	230		230	76.9%	
General Town Maintenance :- Indirect Expenditure	3,477	5,925	13,995	8,070	0	8,070	42.3%	1,230
Net Expenditure	(3,477)	(5,925)	(13,995)	(8,070)				
6000 plus Transfer from EMR	0	1,230						
Movement to/(from) Gen Reserve	(3,477)	(4,695)						

Detailed Income & Expenditure by Budget Heading as at 28/08/2024

Month No: 5

Committee Report Community Services DRAFT M5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
208 Public Conveniences								
1181 Grant Received WSC	0	3,300	3,300	0			100.0%	
Public Conveniences :- Income	0	3,300	3,300	0			100.0%	0
4014 Electricity	77	632	500	(132)		(132)	126.4%	
4016 Cleaning	0	912	3,000	2,089		2,089	30.4%	
4036 R&M - Buildings	0	390	1,500	1,110		1,110	26.0%	
4046 Opening/Closing Costs	339	1,373	4,000	2,627		2,627	34.3%	
Public Conveniences :- Indirect Expenditure	416	3,306	9,000	5,694	0	5,694	36.7%	0
Net Income over Expenditure	(416)	(6)	(5,700)	(5,694)				
211 The Queens Statue								
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity	0	0	300	300		300	0.0%	
4037 R&M - Grounds	0	145	3,000	2,855		2,855	4.8%	
The Queens Statue :- Indirect Expenditure	0	145	3,500	3,355	0	3,355	4.1%	0
Net Expenditure	0	(145)	(3,500)	(3,355)				
213 Public Realm								
4116 Town Maintenance	0	0	25,000	25,000		25,000	0.0%	
4117 Town Improvement	0	0	33,000	33,000		33,000	0.0%	
Public Realm :- Indirect Expenditure	0	0	58,000	58,000	0	58,000	0.0%	0
Net Expenditure	0	0	(58,000)	(58,000)				
215 Allotments								
1010 Allotment Fees	0	0	900	900			0.0%	
Allotments :- Income	0	0	900	900			0.0%	0
4037 R&M - Grounds	0	850	1,500	650		650	56.7%	
Allotments :- Indirect Expenditure	0	850	1,500	650	0	650	56.7%	0
Net Income over Expenditure	0	(850)	(600)	250				
220 Studlands								
4045 Street Lighting - Maint Cont	0	0	30,500	30,500		30,500	0.0%	
4052 Street Lighting - Repair	0	0	5,000	5,000		5,000	0.0%	
Studlands :- Indirect Expenditure	0	0	35,500	35,500	0	35,500	0.0%	0
Net Expenditure	0	0	(35,500)	(35,500)				

Detailed Income & Expenditure by Budget Heading as at 28/08/2024

Month No: 5

Committee Report Community Services DRAFT M5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>308 Christmas</u>								
4310 Christmas Lights	0	0	17,500	17,500		17,500	0.0%	
4811 CP - Christmas Lights Infrast	0	0	2,500	2,500		2,500	0.0%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Christmas :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>21,000</u>	<u>21,000</u>	<u>0</u>	<u>21,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(21,000)</u>	<u>(21,000)</u>				
Community Services :- Income	0	19,899	66,030	46,131			30.1%	
Expenditure	24,937	67,091	357,403	290,312	0	290,312	18.8%	
Net Income over Expenditure	<u>(24,937)</u>	<u>(47,192)</u>	<u>(291,373)</u>	<u>(244,181)</u>				
plus Transfer from EMR	0	1,230						
Movement to/(from) Gen Reserve	<u>(24,937)</u>	<u>(45,962)</u>						
Grand Totals:- Income	0	19,899	66,030	46,131			30.1%	
Expenditure	24,937	67,091	357,403	290,312	0	290,312	18.8%	
Net Income over Expenditure	<u>(24,937)</u>	<u>(47,192)</u>	<u>(291,373)</u>	<u>(244,181)</u>				
plus Transfer from EMR	0	1,230						
Movement to/(from) Gen Reserve	<u>(24,937)</u>	<u>(45,962)</u>						



Report to	Community Services Committee
Subject	Cemetery Chapel buildings
Purpose	Decision
Classification	Unrestricted
Meeting date	2nd September 2024
Item number	7a
Written By	Cathy Whitaker CLERK

Summary: This report gives information and a quote for essential flint work repairs on the cemetery chapel bell tower.

1.	Introduction
a.	The flint building in the cemetery is in need of further repairs to address the safety concerns of flint falling from a height.
2.	Context
a.	In 2022 the top of the bell tower was renovated and made safe following serious safety issues at a cost of £17,500.
b.	At that time a quote for the remainder of the works was given at £14,900. Flint is now further loosened and falling and it is necessary to undertake this work as soon as possible to remove risk of injury to cemetery workers, NTC staff and the public.
3.	Proposal/Options
a.	To complete the remaining flint work on the bell tower building.
b.	To carry out a safety survey on the chapel and workshop building sections whilst the scaffolding is in place.
4.	Financial/Resource Implications
a.	Our regular flintwork contractor has agreed to honour the 2022 quote of £14,900.
b.	There is a cost of £4,500 for the required scaffolding.
c.	These costs can be covered from the current year budget and the cemetery EMR.
5.	Next Steps/Recommendations
a.	To carry out flintwork renovations to the cemetery building bell tower, including a safety survey and report for the remaining parts of the building.

THIS PAGE IS LEFT BLANK INTENTIONALLY



Report to	Community Services Committee
Subject	All Saints church wall
Purpose	Decision
Classification	Unrestricted
Meeting date	2nd September 2024
Item number	7b
Written By	Cathy Whitaker CLERK

Summary: This report gives information regarding the rear wall at All Saints closed churchyard.

1.	Introduction
a.	There are major safety concerns regarding the high historic wall at All Saints churchyard, with falling flints and bowing of the structure. Some historic unprofessional remedial work has been attempted which has added to the dangerous state of the wall.
2.	Context
a.	The wall separates the churchyard from the neighbouring row of terraced housing with an access path adjacent. There is imminent high risk to residents using this path.
3.	Proposal/Options
a.	A hoarding needs to be erected in the first instance to encase the wall to prevent injury.
b.	Work along the wall to begin with the end bowing being addressed first to stabilise the wall, followed by annual ongoing work along the length of the wall where required – to be carried out by our flint work contractor.
4.	Financial/Resource Implications
a.	The most cost effective way of installing the hoarding is to purchase and then re-sell once works are completed. Hoarding purchase is £6,200.
b.	Sections of work will be quoted as time is available, with labour being charged at the contractor's favourable council rate.
5.	Next Steps/Recommendations
a.	To purchase the hoarding and proceed with the essential repairs as time allows over the following years until the wall structure is fully stable.

THIS PAGE IS LEFT BLANK INTENTIONALLY



Report to	Community Services Committee
Subject	Tree works for council trees
Purpose	Decision
Classification	Unrestricted
Meeting date	2nd September 2024
Item number	8
Written By	Cathy Whitaker CLERK

Summary: This report gives information regarding necessary tree works to council trees.

1.	Introduction
a.	Crown lifting is required to council trees within the following areas:- - The Severals - The War Memorial Garden - The Memorial Gardens
b.	It is our duty to maintain our council-owned trees regularly to reduce risk to public.
2.	Context
a.	Low hanging branches result in impeded access for maintenance machinery at The Several, dangerous pavement obstruction for pedestrians at the War Memorial Garden area and impeded access for event vehicles, etc. along the mid-path at the Memorial Gardens.
3.	Proposal/Options
a.	To enlist the Jockey Club tree and conservation officer to quote and carry out the works.
4.	Financial/Resource Implications
a.	Cost to be funded from current year budget areas – with any shortfall being funded from the relevant EMRs for each area.
5.	Next Steps/Recommendations
a.	Jockey Club to be engaged to crown lift the trees as required at the Severals, War Memorial Garden and Memorial Hall Garden.

THIS PAGE IS LEFT BLANK INTENTIONALLY