

Membership from May 2023

Councillor Borda
Councillor Harvey
Councillor Hulbert
Councillor Jarvis
Councillor McHugh (Vice)
Councillor Nobbs
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 6th January 2025 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 4th November 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**
 - a) To approve the proposed Cemetery Table of Fees for Newmarket Cemetery for 2025/2026
 - b) To approve the revised Cemetery Regulations for Newmarket Cemetery for 2025/2026
- 8) **Correspondence**
- 9) **Date of next meeting 3rd March 2025 at 7.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30th December 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 Community Services Committee **Held on Monday 4th November 2024 at 7:20pm**

Attendance:

Councillor P Winter (Chair)
Councillor J Borda
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, Cllr Perry and 1 Member the Press.

Minute

C/24/11/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting and announced that the fire safety notice was not required and confirmed that the meeting was being recorded by the Minute Assistant.

C/24/11/2 Apologies for Absence

Apologies were received from Cllr Jarvis.

C/24/11/3 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 dispensations.

C/24/11/4 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 2nd September 2024 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 2nd September 2024 and the following was agreed:

C/24/11/4.01 Resolved

That the minutes of the Community Services Committee meeting held on 2nd September 2024 be adopted and signed as a true record by the Chair of the Community Services Committee.

There were no matters arising.

C/24/11/5 Public Open Session

No members of the public were present. Cllr Perry spoke to item 7, the proposed budget and the item regarding street lighting costs. Town Clerk confirmed that they have been upgraded and the electric bill should be reduced. Cllr Perry also asked how much ground maintenance work will be done by WSC and the Jockey Club. Town Clerk confirmed the responsibilities of SCC, WSC and the Jockey Club and as this is the first year of some additional new contracts with Jockey Club, she will produce a spreadsheet of the work done so far.

Book number 7 2024 -2025

C/24/11/6 To Receive the Accounts

The accounts for August 2024 were received and noted.

Cllr Perry left the meeting.

C/24/11/7 Draft Budget Proposal 2025/2026

The draft Community Services Committee budget for 2025/2026 was presented and the following was agreed:

C/24/11/7.01 Recommendation

That the draft budget for the Community Services Committee for 2025/2026 be approved at £326,565.

C/24/11/8 Streetlight Banners

A report on a proposal to install Council publicity banners to the entrances of the town was presented and considered. The following was agreed:

C/24/11/8.01 Recommendation

That an application be submitted to install banner infrastructure on 8 lighting columns. That the banner infrastructure be used to publicise Town Council events and activities and those of our collaborating stakeholders where appropriate and with a contributing cost.

C/24/11/9 Street Furniture

Rowley Mile/Hamilton Road Bench - A request for a replacement bench at the Rowley Mile/Hamilton Road area was considered. The Chair reported that the land does not belong to NTC and the bench will be replaced by the landowner. The following was agreed:

C/24/11/9.01 Recommendation

That NTC is only responsible for the benches on its own land and also on Highway land from Birdcage Walk to the Clock Tower/War Memorial and will maintain its assets accordingly. NTC is not responsible for any benches or street furniture outside these areas.

High Street Bins and Planters - A report on the replacement of the High Street bins and planters was presented and considered. The following was agreed:

C/24/11/9.02 Recommendation

That the 16 bins and 29 planters on the High Street be replaced with Derby Wheelie Bin housing units and Bournville planters for £72,000 (£57,000 from current year budget and ear-marked reserve and £15,000 of confirmed funding from UKSPF via WSC). That NTC works with WSC regarding logistics of removal and installation.

C/24/11/10 Correspondence

None noted.

C/24/11/11 Date of Next Meeting

Book number 8 2024 -2025

Monday 6th January 2025 at the Memorial Hall.

Meeting closed at 8:10pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/24/11/7.01 Recommendation</u>	That the draft budget for the Community Services Committee for 2025/2026 be approved at £326,565
<u>C/24/11/8.01 Recommendation</u>	That an application be submitted to install banner infrastructure on 8 lighting columns. That the banner infrastructure be used to publicise Town Council events and activities and those of our collaborating stakeholders where appropriate and with a contributing cost.
<u>C/24/11/9.01 Recommendation</u>	That NTC is only responsible for the benches on its own land and also on Highway land from Birdcage Walk to the ClockTower/War Memorial and will maintain its assets accordingly. NTC is not responsible for any benches or street furniture outside these areas.
<u>C/24/11/9.02 Recommendation</u>	That the 16 bins and 29 planters on the High Street be replaced with Derby Wheelie Bin housing units and Bournville planters for £72,000 (£57,000 from current year budget and ear-marked reserve and £15,000 of confirmed funding from UKSPF via WSC). That NTC works with WSC regarding logistics of removal and installation.

Book number 9 2024 -2025

Minutes of Community Services Committee held on Monday 4th November 2024

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19/12/2024

Newmarket Town Council Current Year 24-25

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Detailed Income & Expenditure by Budget Heading as at 19/12/2024

Month No: 9

Committee Report Community Services M9 DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>200 Outside Services</u>								
1005 Misc Income	0	6,698	0	(6,698)			0.0%	
Outside Services :- Income	0	6,698	0	(6,698)				0
4029 General Equipment	29	821	1,000	179		179	82.1%	
4039 Vehicle Costs	0	4,666	7,700	3,034		3,034	60.6%	
4095 Assets Purchased	0	546	0	(546)		(546)	0.0%	
4326 Outside Services SLA	7,194	51,150	115,000	63,850		63,850	44.5%	
Outside Services :- Indirect Expenditure	7,223	57,183	123,700	66,517	0	66,517	46.2%	0
Net Income over Expenditure	(7,223)	(50,485)	(123,700)	(73,215)				
<u>201 General Town Planting</u>								
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	3,738	3,968	230		230	94.2%	
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	7,119	18,846	11,727	0	11,727	37.8%	0
Net Income over Expenditure	0	(2,289)	(9,016)	(6,727)				
<u>202 Cemetery</u>								
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	243	1,000	757		757	24.3%	
4014 Electricity	253	1,632	1,600	(32)		(32)	102.0%	
4035 Equipment	0	0	100	100		100	0.0%	
4036 R&M - Buildings	1,000	1,000	8,000	7,000		7,000	12.5%	
4037 R&M - Grounds	250	11,077	22,000	10,923		10,923	50.4%	
4047 Grave Digging	0	2,436	11,500	9,064		9,064	21.2%	

Detailed Income & Expenditure by Budget Heading as at 19/12/2024

Month No: 9

Committee Report Community Services M9 DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325 Cemetery SLA	0	3,122	12,666	9,544		9,544	24.7%	
Cemetery :- Indirect Expenditure	1,503	23,952	61,322	37,370	0	37,370	39.1%	0
Net Income over Expenditure	(1,503)	(12,183)	(9,322)	2,861				
<u>203 Disused Churchyards</u>								
4037 R&M - Grounds	18	1,964	4,000	2,036		2,036	49.1%	
Disused Churchyards :- Indirect Expenditure	18	1,964	4,000	2,036	0	2,036	49.1%	0
Net Expenditure	(18)	(1,964)	(4,000)	(2,036)				
<u>204 Memorial - War,Cooper,Tutte</u>								
4014 Electricity	36	248	200	(48)		(48)	124.0%	
4036 R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4037 R&M - Grounds	0	1,797	1,000	(797)		(797)	179.7%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	36	2,045	2,200	155	0	155	93.0%	0
Net Expenditure	(36)	(2,045)	(2,200)	(155)				
<u>205 Clocks</u>								
4014 Electricity	47	374	250	(124)		(124)	149.5%	
4036 R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4177 Clock Tower Expenses	120	1,080	1,590	510		510	67.9%	
Clocks :- Indirect Expenditure	167	1,454	2,840	1,386	0	1,386	51.2%	0
Net Expenditure	(167)	(1,454)	(2,840)	(1,386)				
<u>206 Bus Shelters</u>								
4036 R&M - Buildings	0	370	2,000	1,630		1,630	18.5%	
Bus Shelters :- Indirect Expenditure	0	370	2,000	1,630	0	1,630	18.5%	0
Net Expenditure	0	(370)	(2,000)	(1,630)				
<u>207 General Town Maintenance</u>								
4037 R&M - Grounds	0	8,483	10,500	2,018		2,018	80.8%	1,230
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4140 Dog Waste Collection/Disposal	0	765	995	230		230	76.9%	
General Town Maintenance :- Indirect Expenditure	0	9,248	13,995	4,747	0	4,747	66.1%	1,230
Net Expenditure	0	(9,248)	(13,995)	(4,747)				
6000 plus Transfer from EMR	0	1,230						
Movement to/(from) Gen Reserve	0	(8,018)						

Detailed Income & Expenditure by Budget Heading as at 19/12/2024

Month No: 9

Committee Report Community Services M9 DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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
4012 Water Rates	0	37	0	(37)		(37)	0.0%	
4014 Electricity	0	852	500	(352)		(352)	170.5%	
4016 Cleaning	0	1,643	3,000	1,358		1,358	54.8%	
4036 R&M - Buildings	0	818	1,500	682		682	54.5%	
4046 Opening/Closing Costs	171	2,550	4,000	1,450		1,450	63.8%	
Public Conveniences :- Indirect Expenditure	171	5,900	9,000	3,100	0	3,100	65.6%	0
Net Income over Expenditure	(171)	(2,600)	(5,700)	(3,100)				
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	275	3,000	2,725		2,725	9.2%	
The Queens Statue :- Indirect Expenditure	0	275	3,500	3,225	0	3,225	7.9%	0
Net Expenditure	0	(275)	(3,500)	(3,225)				
213 Public Realm								
1181 Grant Received WSC	0	15,000	0	(15,000)			0.0%	15,000
Public Realm :- Income	0	15,000	0	(15,000)				15,000
4116 Town Maintenance	0	0	25,000	25,000		25,000	0.0%	
4117 Town Improvement	1,400	1,400	33,000	31,600		31,600	4.2%	
Public Realm :- Indirect Expenditure	1,400	1,400	58,000	56,600	0	56,600	2.4%	0
Net Income over Expenditure	(1,400)	13,600	(58,000)	(71,600)				
6001 less Transfer to EMR	15,000	15,000						
Movement to/(from) Gen Reserve	(16,400)	(1,400)						
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				

Detailed Income & Expenditure by Budget Heading as at 19/12/2024

Month No: 9

Committee Report Community Services M9 DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	<u>0</u>	<u>0</u>	<u>35,500</u>	<u>35,500</u>	<u>0</u>	<u>35,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(35,500)</u>	<u>(35,500)</u>				
308 Christmas								
4310 Christmas Lights	11,910	15,932	17,500	1,568		1,568	91.0%	
4811 CP - Christmas Lights Infrast	0	1,155	2,500	1,345		1,345	46.2%	
Christmas :- Indirect Expenditure	<u>11,910</u>	<u>17,087</u>	<u>20,000</u>	<u>2,913</u>	<u>0</u>	<u>2,913</u>	<u>85.4%</u>	<u>0</u>
Net Expenditure	<u>(11,910)</u>	<u>(17,087)</u>	<u>(20,000)</u>	<u>(2,913)</u>				
Community Services :- Income	0	41,597	66,030	24,434			63.0%	
Expenditure	22,426	128,845	356,403	227,558	0	227,558	36.2%	
Net Income over Expenditure	<u>(22,426)</u>	<u>(87,249)</u>	<u>(290,373)</u>	<u>(203,124)</u>				
plus Transfer from EMR	0	1,230						
less Transfer to EMR	15,000	15,000						
Movement to/(from) Gen Reserve	<u>(37,426)</u>	<u>(101,019)</u>						
Grand Totals:- Income	0	41,597	66,030	24,434			63.0%	
Expenditure	22,426	128,845	356,403	227,558	0	227,558	36.2%	
Net Income over Expenditure	<u>(22,426)</u>	<u>(87,249)</u>	<u>(290,373)</u>	<u>(203,124)</u>				
plus Transfer from EMR	0	1,230						
less Transfer to EMR	15,000	15,000						
Movement to/(from) Gen Reserve	<u>(37,426)</u>	<u>(101,019)</u>						

Proposed Cemetery Fees & Charges 2025-26

Fees and Charges 1st April 2025 approved by

Chair of Community Services Committee
Date

Town Clerk Date

Proposed Cemetery Fees & Charges

Section 1 - Exclusive right of burial

Item	Charges 2024-25	Physical neighbour average	Proposed charge 2025-26	% Increase on last years charge (Nearest round figure)	Rationale for over 5% increase/notes
Standard lawn type grave (50 years ERB)	£1050.00	£1621.33	£1102.00	4.9%	
Child (up to 12 years of age) grave (50 years ERB) Please note depth for one interment only	£157.00	N/A	£157.00	0%	The Government now run the Child Funeral Fund for Authorities to recover associated burial costs.
All Cremated remains earthen graves (25 year ERB)	£700.00	£1196.60	£735.00	5%	

Section 2 – Interments

Item	Charges 2024-25	Physical neighbour average	Proposed charge 2025-26	% Increase on last years charge	Rationale for over 5% increase/notes
Person 12 years + Standard lawn type grave (for depth 1 or 2)	£851.00	£1225.83	£895.00	5.17%	Rounded figure
To dig the grave to triple depth	£132.00	N/A	£138.00	4.5%	
Child from the age of 13 months up to the age of 12 years	£105.00	£153.00	£105.00	0%	The Government now run the Child Funeral Fund for Authorities to recover associated burial costs.
Still born babies and babies up to 12 months old (including :NVF) Please note: depth for one interment only	£58.00	£220.00	£58.00	0%	See above
To prepare a grave to accommodate a coffin 6'10" and over in length or 30"and over in width	£88.00	£375.00	£95.00	5.14%	Rounded figure

Section 3 - Cremated remains interment fees

Item	Charges 2024-25	Physical neighbour average	Proposed charge 2025-6	% Increase on last years charge	Rationale for over 5% increase/notes
Interment of cremated remains in an earthen grave (either loose or in a casket)	£240.00	£276.16	£255.00	6.25%	One of the main selling products, so need to remain competitive
Interment of cremated remains in a coffin or burial casket to be buried at a full burial or for the second set of ashes when two sets are interred at the same time.	£120.00	N/A	£127.50	6.25%	The fee is calculated by halving the standard fee for a cremation interment.

Section 4 - Memorial fees

Item	Charges 2024-25	Physical neighbour average	Proposed charge 2025-26	% Increase on last years charge	Rationale for over 5% increase/notes
Permit for right to install a new memorial on a lawn type grave	£228.00	£276.58	£240.00	5.26%	Rounded figure
Permit for right to add an inscription on an existing memorial	£80.00	£111.69	£85.00	5.2%	Rounded figure
Permit for right to install a child headstone 2ft or less	£78.00	N/A	£78.00	0%	The Government now run the Child Funeral Fund for Authorities to recover associated burial costs. Fees to remains the same to not abuse this scheme

Section 5 – Other charges

Item	Charges 2024-25	Physical neighbour average	Proposed charge 2025-26	% Increase on last years charge	Rationale for over 5% increase/notes
Use of chapel	£85.00	£279.79	£90.00	5.26%	Rounded figure Currently the chapel is out of service.
Surrender of grave space	Buy back at half the ERB fee	N/A	Buy back at half the ERB fee	Refer to relevant ERB fee	Refer to relevant ERB fee
Transfer of Exclusive Right of Burial / Production of Statutory Declaration for lost deed	£70.00	£115.00	£73.00	4.28%	
Exhumation	Double the current relevant interment fee	N/A	Double the current relevant interment fee	Refer to relevant interment fee	Refer to relevant interment fee
Administration fee for replacement tablet/ plaque (c/r, benches etc)	£10.50	N/A	£11.00per item	4.76%	
Plaque (measuring 15x130mm)silver with black writing mounted on a metal backing and stake for tree or grave dedications.	£108.00	£235.00	£113.00	4.62%	
Genealogy searches- Search of the grave/burial registers or database for 2 or more (up to 4) entries – not in connection with an upcoming interment	£31.50	£32.50 per hour	£31.50	0%	
Certified copy of a burial/grave register entry (posted)	£10.50	N/A	£10.50	0%	

Notes:

Physical nearest neighbour used in this comparison are Cambridge City Council, Chelmsford City Council, Tendring District Council, Norwich City Council, Colchester District Council, East Suffolk Council, and West Suffolk Crematorium. The fees were generally from 2023-24 or 2024-25 periods.

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