

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 3rd February 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 2nd December 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) **Memorial Hall re-decoration project** – to receive plans and quotes for the redecoration of the Memorial Hall for authorisation
- 8) **Events updates by the Town Clerk**
 - i) **St George's Day 2025**
 - ii) **VE Day 2025**
 - iii) **Twinning 2025 – Maisons laFitte**
 - iv) **Carnival 2025**
 - v) **VJ Day 2025**
 - vi) **Summer Entertainment 2025**
 - vii) **Newmarket Earth Day 2026**
- 9) **Railway 200** – to discuss town plans to participate and the Town Council's involvement
- 10) **Correspondence**
- 11) **Date of next meeting 7th April 2025**

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

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 28th January 2025

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee Held on Monday 2nd December 2024 at 7:20pm

Attendance:

Councillor R Nobbs (Chair)
Councillor J Borda

Councillor P Hulbert
Councillor S Perry
Councillor P Winter

Also Present: C Whitaker – Town Clerk, C O'Reilly – Events Manager, J Ashton – Minute Assistant, N Alecock – Deputy Town Clerk as an observer and 1 Member of the Press.

L/24/12/1 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 briefing was not required and that the meeting was being recorded by the Minute Assistant.

L/24/12/2 Apologies for Absence

Apologies were received from Cllrs Harvey and Jarvis.

L/24/12/3 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/24/12/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 7th October 2024 and Any Matters Arising

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

L/24/12/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 7th October 2024 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

Matters arising.:

Page 2 – L/24/10/08 – the Twinning Working Group is still to be set up.

L/24/12/5 Public Open Session

No members of the public were present.

L/24/12/6 To Receive the Accounts

The draft accounts for November 2024 were received and noted.

L/24/12/7 Draft Budget Proposal 2025/2026

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

Book number 15 2024 -2025

L/24/12/7.01 Recommendation

That the draft budget for the Leisure Services Committee for 2025/2026 be approved at £213,064.

L/24/12/8 Events Update

Christmas 2024 – A report was presented and discussed on the planned activities.

St George's Day - Saturday 19th April 2025 at the Severals and Pavilion 1:00pm – 4:00pm with food and entertainment with a patriotic/mediaeval theme.

Newmarket Earth Day 2025 - A proposal was made to postpone the event from Saturday 26th April 2025 to 25th April 2026 in Memorial Gardens and Memorial Hall 11:00am – 3:00pm to allow for appropriate preparation and planning. The following was agreed:

L/24/12/8.01 Recommendation

That the Newmarket Earth Day 2025 event be postponed and be held 25th April 2026 to allow for preparation and planning.

VE Day 2025 – Thursday 8th May 2025 Severals 9:00am Town Crier and raising of the VE flag 9:00pm hot drinks at the Pavilion veranda with National Beacon lighting at 9:30pm.

Twinning 2025 – Maisons laFitte – 6th – 9th June 2025 has been suggested by the French committee for Newmarket to visit Maisons laFitte. Twinning Working Group to discuss, publicise and arrange the visit.

Budget: Most costs to be borne by the twinning visitors and the hosts in France. There is some Twinning budget for any costs incurred by NTC.

Carnival 2025 – Saturday 5th July 2025 1:00pm – 6:00pm Parade along the High Street to the Severals. Community Groups and organisations to take part in the walking parade from Memorial Gardens to the Severals Grounds (road closure required). Entertainments, acts, music, food, and activities.

Budget - £15,000

VJ Day 2025 – Friday 15th August The Severals and Pavilion – details to be confirmed by Royal Pageant-Master. Possibly, as per VE Day for a National Beacon Event. Stakeholders currently looking into putting on a war-time exhibition in the Pavilion for the day/evening.

Summer Entertainment 2025 – the following dates were proposed: Thursdays 2025 – July 24th & 31st, August 7th at the Memorial Hall Gardens, 14th & 21st the Severals Grounds and Pavilion – as per 2024 split.

Times: 1:00pm to 4:00pm. The following was agreed:

Book number 16 2024 -2025

L/24/12/8.02 Recommendation

That the Summer Entertainment 2025 be held on Thursdays: July 24th & 31st, August 7th at the Memorial Hall Gardens, 14th & 21st at the Severals Grounds and Pavilion – as per 2024 split Times: 1:00pm to 4:00pm

14th August will be on the Severals, to fit in with the VJ Exhibition in the Pavilion.

Budget: £12,000 currently proposed budget 25/26. (EMR reserve available).

HAF 2025 Consideration for NTC School Holiday Events – A report on the Holiday Activity fund and proposal that NTC does not participate in 2025 was considered and the following was agreed:

L/24/12/8.03 Recommendation

That NTC does not participate directly in the HAF (Holiday Activity Fund) 2025 scheme, but that NTC facilities be offered to organisations participating in the scheme at a favourable cost.

A member of the press left the meeting.

Events Manager to reach out to local school holiday activity providers such as Prestige Sports, Premier Sports, Newmarket School of Dance, Formations Dance Company and the various local Newmarket primary schools to gauge interest of NTC being a host venue for organisations participating in the scheme.

L/24/12/9 Correspondence

None noted.

L/24/12/10 Date of Next Meeting

Monday 3rd February 2025 at the Memorial Hall.

Meeting closed at 8:00pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/24/12/7.01 Recommendation</u>	That the draft budget for the Leisure Services Committee for 2025/2026 be approved at £213,064.
<u>L/24/12/8.1 Recommendation</u>	That the Newmarket Earth Day 2025 event be postponed and be held 25th April 2026 to allow for preparation and planning.
<u>L/24/12/8.02 Recommendation</u>	That the Summer Entertainment 2025 be held on Thursdays: July 24th & 31st, August 7th at the Memorial Hall Gardens, 14th & 21st at the Severals Grounds and Pavilion – as per 2024 split Times: 1:00pm to 4:00pm
<u>L/24/12/8.3 Recommendation</u>	That NTC does not participate directly in the HAF

Book number 17 2024 -2025

	(Holiday Activity Fund) 2025 scheme, but that NTC facilities be offered to organisations participating in the scheme at a favourable cost.
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DRAFT

Book number 18 2024 -2025

Minutes of Leisure Services Committee held on Monday 2nd December 2024

30/01/2025

Newmarket Town Council Current Year 24-25

Page 1

16:26

Detailed Income & Expenditure by Budget Heading AS AT 30/01/2025

Month No: 10

Committee Report LEISURE SERVICES DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services								
120 Memorial Hall								
1001 Hall Hire Standard Rate	0	28,917	20,000	(8,917)			144.6%	
1016 Refreshments Income	0	656	1,000	344			65.6%	
Memorial Hall :- Income	0	29,573	21,000	(8,573)			140.8%	0
4011 Rates	0	6,916	6,600	(316)		(316)	104.8%	
4012 Water Rates	0	2,846	4,500	1,654		1,654	63.2%	
4014 Electricity	813	6,553	6,000	(553)		(553)	109.2%	
4015 Gas	1,064	4,906	6,000	1,094		1,094	81.8%	
4016 Cleaning	0	3,480	2,000	(1,480)		(1,480)	174.0%	
4017 Fire Precautions	0	306	535	229		229	57.1%	
4036 R&M - Buildings	967	14,946	15,000	54		54	99.6%	
4038 Furniture/Fixtures/Fittings	0	3,751	2,500	(1,251)		(1,251)	150.0%	
4040 Trade Refuse Collections	0	2,174	2,210	36		36	98.4%	
4044 Public Toilet Cleansing	0	183	200	17		17	91.3%	
4078 Refreshment Costs-Venues	0	1,132	2,000	868		868	56.6%	
4080 PWLB Loan Charges (CAP + INT)	0	89,864	89,864	1		1	100.0%	
4095 Assets Purchased	0	1,306	0	(1,306)		(1,306)	0.0%	
Memorial Hall :- Indirect Expenditure	2,844	138,363	137,409	(954)	0	(954)	100.7%	0
Net Income over Expenditure	(2,844)	(108,789)	(116,409)	(7,620)				
301 Arts								
1005 Misc Income	0	450	0	(450)			0.0%	
1043 Income - Tea Dance	210	1,294	1,000	(294)			129.4%	
1181 Grant Received WSC	0	3,026	0	(3,026)			0.0%	
Arts :- Income	210	4,771	1,000	(3,771)			477.1%	0
4440 Costs - Childrens' Events	0	18,515	12,000	(6,515)		(6,515)	154.3%	6,200
4443 Costs - Tea Dance	0	1,199	2,000	801		801	59.9%	
Arts :- Indirect Expenditure	0	19,714	14,000	(5,714)	0	(5,714)	140.8%	6,200
Net Income over Expenditure	210	(14,944)	(13,000)	1,944				
6000 plus Transfer from EMR	0	6,200	0	(6,200)				
Movement to/(from) Gen Reserve	210	(8,744)	(13,000)	(4,256)				
302 Winter Event								
1059 Income - Winter Event	0	129	0	(129)			0.0%	
Winter Event :- Income	0	129	0	(129)				0

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Detailed Income & Expenditure by Budget Heading AS AT 30/01/2025

Month No: 10

Committee Report LEISURE SERVICES DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4453 Cost - Winter Event	0	13,629	10,000	(3,629)		(3,629)	136.3%	
Winter Event :- Indirect Expenditure	0	13,629	10,000	(3,629)	0	(3,629)	136.3%	0
Net Income over Expenditure	0	(13,500)	(10,000)	3,500				
303 Entertainments								
4179 Events/Entertainment General	350	3,538	5,000	1,462		1,462	70.8%	
Entertainments :- Indirect Expenditure	350	3,538	5,000	1,462	0	1,462	70.8%	0
Net Expenditure	(350)	(3,538)	(5,000)	(1,462)				
304 Tourism								
4311 Christmas Tree	0	280	1,000	720		720	28.0%	
Tourism :- Indirect Expenditure	0	280	1,000	720	0	720	28.0%	0
Net Expenditure	0	(280)	(1,000)	(720)				
305 Carnival								
1026 Carnival income	0	488	0	(488)			0.0%	
Carnival :- Income	0	488	0	(488)				0
4312 Newmarket Carnival	3,685	12,323	5,000	(7,323)		(7,323)	246.5%	
Carnival :- Indirect Expenditure	3,685	12,323	5,000	(7,323)	0	(7,323)	246.5%	0
Net Income over Expenditure	(3,685)	(11,836)	(5,000)	6,836				
306 Memorial Gardens								
4012 Water Rates	0	1,474	2,500	1,026		1,026	59.0%	
4016 Cleaning	0	2,039	2,500	461		461	81.5%	
4037 R&M - Grounds	0	2,367	5,000	2,633		2,633	47.3%	
4041 R&M - play-equipment	0	26	5,000	4,974		4,974	0.5%	
4046 Opening/Closing Costs	0	5,116	5,500	384		384	93.0%	
4112 Water Feature	0	2,365	5,000	2,635		2,635	47.3%	
Memorial Gardens :- Indirect Expenditure	0	13,387	25,500	12,113	0	12,113	52.5%	0
Net Expenditure	0	(13,387)	(25,500)	(12,113)				
307 Twinning								
4189 MLF twinning expenses	0	12,635	2,000	(10,635)		(10,635)	631.8%	8,444
Twinning :- Direct Expenditure	0	12,635	2,000	(10,635)	0	(10,635)	631.8%	8,444

Detailed Income & Expenditure by Budget Heading AS AT 30/01/2025

Month No: 10

Committee Report LEISURE SERVICES DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4181 LEXLINK twinning expenses	0	1,403	2,000	597		597	70.1%	
Twinning :- Indirect Expenditure	0	1,403	2,000	597	0	597	70.1%	0
Net Expenditure	0	(14,038)	(4,000)	10,038				
6000 plus Transfer from EMR	0	8,444	0	(8,444)				
Movement to/(from) Gen Reserve	0	(5,594)	(4,000)	1,594				
<u>310 The Severals Sports Facilities</u>								
1002 Sports Hire Income	0	4,419	7,500	3,081			58.9%	
The Severals Sports Facilities :- Income	0	4,419	7,500	3,081			58.9%	0
4011 Rates	0	611	1,225	614		614	49.9%	
4012 Water Rates	103	405	1,500	1,095		1,095	27.0%	
4014 Electricity	154	1,235	2,500	1,265		1,265	49.4%	
4015 Gas	0	762	3,045	2,283		2,283	25.0%	
4016 Cleaning	0	94	500	407		407	18.7%	
4017 Fire Precautions	0	213	156	(57)		(57)	136.8%	
4036 R&M - Buildings	0	1,415	5,000	3,585		3,585	28.3%	
4037 R&M - Grounds	0	0	8,000	8,000		8,000	0.0%	
4038 Furniture/Fixtures/Fittings	0	130	1,000	870		870	13.0%	
4040 Trade Refuse Collections	0	746	734	(12)		(12)	101.6%	
4044 Public Toilet Cleansing	0	69	75	6		6	91.4%	
The Severals Sports Facilities :- Indirect Expenditure	257	5,679	23,735	18,056	0	18,056	23.9%	0
Net Income over Expenditure	(257)	(1,260)	(16,235)	(14,975)				
Leisure Services :- Income	210	39,379	29,500	(9,879)			133.5%	
Expenditure	7,136	220,951	225,644	4,693	0	4,693	97.9%	
Net Income over Expenditure	(6,926)	(181,572)	(196,144)	(14,572)				
plus Transfer from EMR	0	14,644	0	(14,644)				
Movement to/(from) Gen Reserve	(6,926)	(166,928)	(196,144)	(29,216)				
Grand Totals:- Income	210	39,379	29,500	(9,879)			133.5%	
Expenditure	7,136	220,951	225,644	4,693	0	4,693	97.9%	
Net Income over Expenditure	(6,926)	(181,572)	(196,144)	(14,572)				
plus Transfer from EMR	0	14,644	0	(14,644)				
Movement to/(from) Gen Reserve	(6,926)	(166,928)	(196,144)	(29,216)				

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Report to	Leisure Services Committee
Subject	Memorial Hall redecoration project
Purpose	Decision
Classification	Unrestricted
Meeting date	3rd February 2025
Item number	7
Written By	Cathy Whitaker CLERK

Summary: This report outlines the plans for the redecoration of areas of the Memorial Hall building, with quotes and timescales.

1.	Introduction
a.	The Council Chamber, Ernest Cassel Room and the top floor corridor were redecorated last year.
b.	The main hall and other areas are now in need of redecoration.
2.	Context
a.	The Main Hall is a vast space requiring professional decorators who will need to bring in a team using tower scaffolds to be able to complete the job within a set number of days, during which regular bookers will be cancelled with prior notice given.
b.	Quotes gathered so far Dale Burch and Sons £20,950.00 Newmarket Decorators Ltd £11,910.00 Blakes Decorators Ltd £9,473.00 ex lobby and front door Avis/Lister Decorators £10,900.00 Basil The Brush £12,800.00
3.	Proposal/Options
a.	Decoration of the Main Hall, downstairs corridor and toilet areas to be carried out early springtime.
b.	Decoration of the stairwell area, bar corridor and kitchen area to be carried out later in the year.
4.	Financial/Resource Implications
a.	Funds held: £10,600 in the MH EMR, £15,000 in 25/26 budget. Allocations also pending to the MH EMR from the current year budget outcome estimated at c.£8,000.
5.	Next Steps/Recommendations
a.	To approve the plans for the redecoration of areas of the Memorial Hall in 2 phases.
b.	Officer recommendation Lister/Avis or Newmarket Decorating Company

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Report to	Leisure Services Committee	
Subject	Events update for 24/25	
Purpose	Information	
Classification	Unrestricted	
Meeting date	3rd February 2025	
Item number	8 i – vii	
Written By	Cathy Whitaker CLERK	
Summary:	This report outlines gives summary information regarding events 24/25 planned so far.	
i)	St George's Day 2025	
	When:	Saturday 19 th April 2025
	Where:	The Severals Grounds and Pavilion
	Times:	1pm to 4pm
	Summary Details:	Food and entertainment with a patriotic/medieval theme
	Budget:	£5,000 (with EMR contingency funding if necessary)
ii)	VE Day 2025	
	When:	Thursday 8 th May 2025
	Where:	The Severals Grounds
	Times:	various
	Summary Details:	9am – Town Crier and VE flag is raised, 9pm – hot drinks at the Pavilion veranda with National Beacon lighting at 9.30pm
	Budget:	Minimal (£45 flag / £30 Town Crier / hot drinks costs)
iii)	Maisons laFitte Twinning visit 2025	
	When:	16 th - 18 th or 19 th May 2025
	Where:	Newmarket visits Maisons laFitte, France
	Summary Details :	Mode of travel TBC either coach or EuroStar
	Budget:	Most costs are borne by the twinning visitors and the hosts in France. There is some Twinning budget for any costs incurred by NTC
iv)	Carnival 2025	
	When:	Saturday 28 th June 2025
	Where:	The Severals Grounds with walking parade along the High Street
	Times:	1pm until 6pm
	Summary Details:	Community Groups and organisations to take part in walking parade from Memorial Gardens to the Severals Grounds (road closure applied for). Entertainments, acts, music, food and activities.
	Budget:	£15,000
v)	VJ Day 2025	
	When:	Friday 15 th August 2025
	Where:	The Severals Grounds and Pavilion
	Times:	various – all details to be confirmed – awaiting information from the Royal Pageant-Master
	Summary Details:	Possibly, as per VE Day for a National Beacon Event. Stakeholders currently looking into putting on a war-time exhibition in the Pavilion for the day/evening
	Budget:	Minimal (£30 Town Crier / hot drinks costs, printing costs – est.)

vi)	Summer Entertainment
	When: Thursdays 2025 – July 24th & 31st, August 7th, 14th & 21st Where: The Severals Grounds and Pavilion – as 2024 split Times: 1pm to 4pm Summary Details: On 14th August on Severals, to fit in with the VJ Exhibition in the Pavilion for footfall. Mem Gardens – 24/7, 7/8, 21/8. Severals – 31/7, 14/8. Budget: £12,000 currently proposed budget 25/26. EMR reserve available.
vii	Christmas at the Severals 2025
	When: 1st - 14th December 2025 Where: Severals Grounds and Pavilion Summary Details: A new series of Christmas Events/Workshops to be held in the Pavilion+ Marquee extension so we have wet weather provision Budget: £10,000 plus possible EMR
viii	Newmarket Earth Day 2026
	When: Saturday 25th April 2026 Where: Memorial Gardens and Memorial Hall Times: 11am to 3pm Summary Details: Stalls, information, activities, food and entertainment with an environmental theme Budget: £5,000 (with EMR contingency funding if necessary)



Report to	Leisure Services Committee
Subject	Railway 200
Purpose	Information & Decision
Classification	Unrestricted
Meeting date	3rd February 2025
Item number	9
Written By	Cathy Whitaker CLERK

Summary: This report outlines a summary of the celebration of past, present and future of the 200th anniversary of the modern railway; nationwide celebrations are planned throughout the next two years.

1.	Introduction
a.	Four “museum” carriages will be travelling to main stations around the country throughout 2025 and 2026. Unfortunately, Newmarket station is not suitable for a visit.
b.	Christy Argyroudi, now working as an Event Planner for Railway 200, held an event at the Memorial Hall recently, with speakers giving a history of the railway and information regarding the Railway 200 celebration and how towns may get involved. This was very well attended with much interest shown from local residents and people from outside the area.
2.	Context
a.	Working with stakeholders (BID and Discover Newmarket), possible plans for events and activities surrounding this national celebration were discussed.
b.	An August weekend event in the Memorial Hall – Model Railway Exhibition with Railway 200 history and information – hosted by NTC.
c.	Possibility of a railway carriage installation – could this be in the Memorial Gardens in the dell area? Throughout the summer months, with board games to be played inside – this would fit well with the Town Event Theme of Board Games – investigation by Discover Newmarket.
d.	There is a ‘Friends of Dullingham Station’ group that keeps the station tidy there and also has some input into Newmarket Station. Could a ‘Friends of Newmarket Station’ be created? This could assist keeping the area in a good state and weeding of the approach road verge which has been an issue – investigation by Discover Newmarket.
e.	The history boards on the station approach track are in need of replacement. Originally installed and funded by the Jockey Club, there will be a need for alternative funding on this occasion and Railway 200 information to be included. The BID will be replacing the town map signage at the station with UKSPF funding – investigation by Discover Newmarket / NTC to consider contribution to funding.
3.	Proposal/Options
a.	To host a Model Railway Exhibition weekend at the Memorial Hall in August.
b.	To consider funding towards the replacement of the history boards on the station approach.

4.	Financial/Resource Implications
a.	The Model Railway Exhibition to be held in the Memorial Hall, with no room hire charge. Light refreshments to be served by NTC; chargeable.
b.	Funding towards the boards would be via the Town Improvement account and EMR.
5.	Next Steps/Recommendations
a.	A Model Railway Exhibition to be held on a weekend in August; working in conjunction with Railway 200.
b.	Consideration of funding to be discussed once further information received.