

Membership from May 25 (TBA)

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 2nd June 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) Election of Chair for the Leisure Services Committee Meeting for the Municipal Year 2025/2026**
- 2) Election of Vice Chair for the Leisure Services Committee Meeting for the Municipal Year 2025/2026**
- 3) 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
- 4) Apologies** - To receive and accept apologies for absence
- 5) 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
- 6) Minutes of the previous meeting held 7th April 2025**
 - a) To consider and adopt the minutes as a true record of the proceedings
 - b) To consider any matters arising
- 7) 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.
- 8) Accounts** – To receive and note the accounts for Leisure Services for the previous month
- 9) Events updates by the Events Manager**
 - 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) **Lexington Sister Cities Delegation Visit to Newmarket 2025**
 - viii) **Christmas at the Sevels**
 - ix) **Newmarket Earth Day 2026**
- 10) Window shutters** – to consider a proposal for the Memorial Main Hall
- 11) Correspondence**
- 12) Date of next meeting 4th August 2025**

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

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 27th May 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 7th April 2025 at 7:15pm**

Attendance:

Councillor R Nobbs (Chair)
 Councillor J Borda
 Councillor J Harvey

Councillor P Hulbert
 Councillor J Jarvis
 Councillor P Winter

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk, and 1 Member of the Press.

L/25/04/1 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.

L/25/04/2 Apologies for Absence

Apologies were received from Councillor Perry.

L/25/04/3 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/25/04/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 3rd February 2025 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 3rd February 2025 and Cllr Nobbs made a proposal, seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

L/25/04/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 3rd February 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

There were no matters arising.

L/25/04/5 Public Open Session

No members of the public were present.

L/25/04/6 To Receive the Accounts

The draft accounts for March 2025 were received and noted.

L/25/04/7 Events Update

An update report was given regarding future confirmed events.

Cllr Jarvis made a proposal to hold a music day with a stage hosting singers and songwriters on the Severals. It was agreed to add to the next agenda.

L/25/04/8 Lexington, Kentucky Sister City

26th – 29th September 2025 – Lexington Delegate Visit to Newmarket. Cllr Winter made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

L25/04/8.01 Recommendation

That NTC assists with the itinerary plans for the Lexington delegation and provide an evening reception with food and entertainment.

20th – 24th October 2025 – Lexington 250th Anniversary Celebration - the provisional itinerary plans were considered. Cllr Nobbs made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

L25/04/8.02 Recommendation

That a reasonable subsidy be provided to any representative from Newmarket to Lexington. If a Councillor is unable to attend that the Clerk attends in their place to represent NTC. The decision to agree the amount to be delegated to the Mayor.

L/25/04/9 Outdoor Tap

A proposal with quotes to install a new outdoor tap for drinking water to be kept in a lockable cabinet on the back wall of the Memorial Hall was considered. Further information was requested, including regulations regarding water testing and possible other legal implications, for consideration at the next meeting; or FTC if needed before.

L/25/04/10 Correspondence

None noted.

L/25/04/11 Date of Next Meeting

Monday 2nd June 2025 at the Memorial Hall.

Meeting closed at 7.47pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/25/04/4.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 3rd February 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>L25/04/8.01 Recommendation</u>	That NTC assists with the itinerary plans for the Lexington delegation and provide an evening reception with food and entertainment.

Book number 2 2025 -2026

L25/04/8.02 Recommendation

That a reasonable subsidy be provided to any representative from Newmarket to Lexington. If a Councillor is unable to attend that the Clerk attends in their place to represent NTC. The decision to agree the amount to be delegated to the Mayor.

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29/05/2025

Newmarket Town Council Current Year 2025-2026

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Detailed Income & Expenditure by Budget Heading as at 29/05/2025

Month No: 2

Committee Report DRAFT Leisure Services M2

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Leisure Services</u>								
<u>120 Memorial Hall</u>								
1001 Hall Hire Standard Rate	1,023	3,572	20,000	16,428			17.9%	
Memorial Hall :- Income	1,023	3,572	20,000	16,428			17.9%	0
4011 Rates	0	8,358	7,700	(658)		(658)	108.5%	
4012 Water Rates	1,028	1,028	4,500	3,472		3,472	22.9%	
4014 Electricity	685	1,471	7,500	6,029		6,029	19.6%	
4015 Gas	346	1,570	6,500	4,930		4,930	24.1%	
4016 Cleaning	0	86	3,000	2,914		2,914	2.9%	
4017 Fire Precautions	0	0	600	600		600	0.0%	
4036 R&M - Buildings	3,835	18,862	15,000	(3,862)		(3,862)	125.7%	
4038 Furniture/Fixtures/Fittings	0	42	3,000	2,958		2,958	1.4%	
4040 Trade Refuse Collections	0	2,271	2,500	229		229	90.9%	
4044 Public Toilet Cleansing	0	0	400	400		400	0.0%	
4078 Refreshment Costs-Venues	28	158	2,000	1,842		1,842	7.9%	
4080 PWLB Loan Charges (CAP + INT)	0	0	89,864	89,864		89,864	0.0%	
Memorial Hall :- Indirect Expenditure	5,922	33,846	142,564	108,718	0	108,718	23.7%	0
Net Income over Expenditure	(4,899)	(30,274)	(122,564)	(92,290)				
<u>301 Arts</u>								
1043 Income - Tea Dance	122	122	1,000	878			12.2%	
Arts :- Income	122	122	1,000	878			12.2%	0
4440 Costs - Childrens' Events	0	1,380	12,000	10,620		10,620	11.5%	
4443 Costs - Tea Dance	0	138	2,000	1,862		1,862	6.9%	
Arts :- Indirect Expenditure	0	1,518	14,000	12,482	0	12,482	10.8%	0
Net Income over Expenditure	122	(1,396)	(13,000)	(11,604)				
<u>302 Winter Event</u>								
4453 Cost - Winter Event	0	0	6,000	6,000		6,000	0.0%	
Winter Event :- Indirect Expenditure	0	0	6,000	6,000	0	6,000	0.0%	0
Net Expenditure	0	0	(6,000)	(6,000)				
<u>303 Entertainments</u>								
4179 Events/Entertainment General	0	2,325	5,000	2,675		2,675	46.5%	
Entertainments :- Indirect Expenditure	0	2,325	5,000	2,675	0	2,675	46.5%	0
Net Expenditure	0	(2,325)	(5,000)	(2,675)				

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Detailed Income & Expenditure by Budget Heading as at 29/05/2025

Month No: 2

Committee Report DRAFT Leisure Services M2

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>304 Tourism</u>								
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)				
<u>305 Carnival</u>								
4312 Newmarket Carnival	0	4,307	7,500	3,193		3,193	57.4%	
Carnival :- Indirect Expenditure	0	4,307	7,500	3,193	0	3,193	57.4%	0
Net Expenditure	0	(4,307)	(7,500)	(3,193)				
<u>306 Memorial Gardens</u>								
4012 Water Rates	136	136	2,500	2,364		2,364	5.5%	
4016 Cleaning	0	0	3,000	3,000		3,000	0.0%	
4037 R&M - Grounds	630	672	5,000	4,328		4,328	13.4%	
4041 R&M - play-equipment	0	0	5,000	5,000		5,000	0.0%	
4046 Opening/Closing Costs	614	614	6,500	5,886		5,886	9.4%	
4112 Water Feature	0	20	5,000	4,980		4,980	0.4%	
Memorial Gardens :- Indirect Expenditure	1,380	1,442	27,000	25,558	0	25,558	5.3%	0
Net Expenditure	(1,380)	(1,442)	(27,000)	(25,558)				
<u>307 Twinning</u>								
4189 MLF twinning expenses	140	140	6,000	5,860		5,860	2.3%	
Twinning :- Direct Expenditure	140	140	6,000	5,860	0	5,860	2.3%	0
4181 LEXLINK twinning expenses	708	708	2,000	1,292		1,292	35.4%	
Twinning :- Indirect Expenditure	708	708	2,000	1,292	0	1,292	35.4%	0
Net Expenditure	(848)	(848)	(8,000)	(7,152)				
<u>310 The Severals Sports Facilities</u>								
1002 Sports Hire Income	552	957	7,000	6,043			13.7%	
The Severals Sports Facilities :- Income	552	957	7,000	6,043			13.7%	0
4011 Rates	0	2,445	800	(1,645)		(1,645)	305.6%	
4012 Water Rates	47	47	1,500	1,453		1,453	3.1%	
4014 Electricity	129	268	2,500	2,232		2,232	10.7%	
4015 Gas	74	300	2,500	2,200		2,200	12.0%	
4016 Cleaning	0	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading as at 29/05/2025

Month No: 2

Committee Report DRAFT Leisure Services M2

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 Fire Precautions	0	219	300	81		81	73.1%	
4036 R&M - Buildings	469	575	5,000	4,425		4,425	11.5%	
4037 R&M - Grounds	1,212	1,212	15,000	13,789		13,789	8.1%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	779	800	21		21	97.4%	
4044 Public Toilet Cleansing	0	0	100	100		100	0.0%	
The Severals Sports Facilities :- Indirect Expenditure	1,931	5,845	30,000	24,155	0	24,155	19.5%	0
Net Income over Expenditure	(1,379)	(4,888)	(23,000)	(18,112)				
Leisure Services :- Income	1,696	4,651	28,000	23,349			16.6%	
Expenditure	10,081	50,131	241,064	190,933	0	190,933	20.8%	
Movement to/(from) Gen Reserve	(8,385)	(45,480)	(213,064)	(167,584)				
Grand Totals:- Income	1,696	4,651	28,000	23,349			16.6%	
Expenditure	10,081	50,131	241,064	190,933	0	190,933	20.8%	
Net Income over Expenditure	(8,385)	(45,480)	(213,064)	(167,584)				
Movement to/(from) Gen Reserve	(8,385)	(45,480)	(213,064)	(167,584)				

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Report to	Leisure Services Committee	
Subject	Events update for 25/26	
Purpose	Information	
Classification	Unrestricted	
Meeting date	2nd June 2025	
Item number	9	
Written By	Charlotte O'Reilly – Events Manager	
Summary:	This report gives summary information regarding events 25/26 planned so far.	
i)	St George's Day 2025	
	When:	Saturday 19 th April 2025 Provide feedback on event
ii)	VE Day 2025	
	When:	Thursday 8 th May 2025 Provide feedback on event
iii)	Maisons laFitte Twinning visit 2025	
	When:	16 th -19 th May 2025 Provide feedback on visit
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:	Wartime exhibition in Pavilion, Thurs, Fri Sat 14-16 th Aug
	Budget:	Minimal (£30 Town Crier / hot drinks costs, banner printing costs – est.)
vi)	Summer Entertainment	
	When:	Thursdays 2025 – July 24 th & 31 st , August 7 th , 14 th & 21 st
	Where:	The Severals Grounds and Pavilion – as 2024 split
	Times:	1pm to 4pm
	Summary Details:	On 14 th 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: 3rd – 10th December 2025 Where: Severals Grounds and Pavilion Summary Details: A new series of Christmas Events/Workshops to be held in the Pavilion+ Marquee extension. Small fair with onsite security nearside of Severals. Marquee extension with floor and fan heaters £3000. Budget: £10,000 plus possible EMR contribution Request Resolution to run Christmas 25 on Severals
viii	Newmarket Earth Day 2026
	When: Saturday 25th April 2026 Where: Memorial Gardens and Memorial Hall Times: 10am- 1pm Summary Details: Indoor craft/fair trade, information, activities, food and entertainment with an environmental nature/BEE theme. Working group formed. Budget: £5,000 (with EMR contingency funding if necessary)



Report to	Leisure Services
Subject	Window Shutters Memorial Hall
Purpose	Decision
Classification	Unrestricted
Meeting date	2nd June 2025
Item number	10
Written By	Charlotte O'Reilly – Events Manager

Summary: This report outlines a proposal to purchase shutters for the oval topped windows in the Memorial Hall.

Given the historic nature of the building; shutters would be aesthetically appealing, in keeping with the heritage redecoration and also be a practical way of dimming for events and meetings.

1.	Introduction
a.	The previous vertical blinds were broken, discoloured and removed/disposed of during the redecoration of the Memorial Hall in March 2025
b.	There are now no blinds in place meaning hirers cannot block natural light into the hall
2.	Context
a.	The windows in the Memorial Hall are period timber framed windows in keeping with the Edwardian architecture of the building
b.	Quotes gathered for shutters Thomas Sanderson £7654.61 vinyl Hilarys £9887.81 wood
3.	Proposal/Options
a.	To accept one of the above quotations to be installed in Summer 2025
4.	Financial/Resource Implications
a.	Offering the ability to block natural light into the Hall during lighter months would encourage more commercial hirers to use the hall
b.	Adding to the recent restoration of the hall and communal hallways, the shutters would attract more weddings
5.	Next Steps/Recommendations
a.	To approve 1 of the above quotes