



Newmarket

TOWN COUNCIL

Minutes of the ANNUAL Meeting of Newmarket Town Council
held on Tuesday 27th May 2025 at 6:15 pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor M Anderson
Councillor J Berry
Councillor J Borda
Councillor A Drummond
Councillor J Harvey (Deputy Town Mayor)
Councillor P Hulbert

Councillor J Jarvis
Councillor R Jones
Councillor R McHugh
Councillor R Nobbs
Councillor A Starkey
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk, member of the Press, 6 Members of the Public and representatives from St Johns Ambulance and Newmarket Charitable Foundation.

Minute

25/05/1 Welcome

The Chair welcomed everyone, opened the meeting, read out the Fire safety notice and confirmed that no-one intended to record the meeting.

A member of the press joined the meeting at 6.20pm.

25/05/2 Election of Mayor

The Town Clerk advised that there was one nomination for the position of Mayor. Cllr Yarrow nominated Cllr Winter, seconded by Cllr Jones. There were no other nominations. A vote was taken, and the following was agreed:

25/05/2.01 Resolved

Cllr Winter was duly elected to serve as Mayor for Newmarket for 2025/2026 Municipal Year and it was confirmed that the declaration of acceptance of office of the Mayor was signed.

The Mayor thanked Members for electing her for another year.

25/05/3 Election of Deputy Mayor

The Town Clerk advised that there was one nomination for the position of Deputy Mayor. Cllr Jarvis nominated Cllr Harvey, seconded by Cllr Yarrow. There were no other nominations. A vote was taken, and the following was agreed:

25/05/03.01 Resolved

Cllr Harvey was duly elected to serve as Deputy Mayor for Newmarket for 2025/2026 Municipal Year and it was confirmed that the declaration of acceptance of office of the Deputy Mayor was signed.

25/05/4 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Clover, Crissall, Hood, Perry and Unwin.

A representative from the Newmarket Charitable Foundation joined the meeting at 6.18pm.

25/05/5 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted. There were no requests for Member's Dispensation.

Cllr Jones joined the meeting at 6.19pm.

25/05/6 To Receive and Confirm the Minutes of the Town Council Meeting held on 28th April 2025 and any Matters Arising.

The minutes of the meeting held on 28th April 2025 were presented and Cllr Winter made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

25/05/6.01 Resolved

That the minutes of the meeting held on 28th April 2025 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

25/05/7 Public Open Session

No members of the public wished to speak.

The Mayor proposed that item 24 be brought forward, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

D/25/05/7.01 Resolved

That item 24 be brought forward.

25/05/8 Youth Strategy

A presentation was received from a representative of the Newmarket Charitable Foundation. The Young Person's Evaluation report, provided by Josh Schunmann of Newmarket Charitable Foundation, was noted.

The representative from Newmarket Charitable Foundation left the meeting at 6.27pm.

25/05/9 Community

Cllr Anderson gave a presentation thanking a young person for his commitment with litter picking. He has been working towards his Duke of Edinburgh award which was set at 3 months but exceeded that by continuing on to 6 months. The Mayor thanked him for his hard work and presented him with a voucher.

3 members of the public left the meeting at 6.30m.

25/05/10 Presentation

Derek Holiver gave a presentation on the work of St John's Ambulance in East Cambridgeshire.

25/05/11 Councillor Reports

SCC – Cllr. Drummond offered congratulations to Cllr Winter on her re-election as Mayor.

He reported that the number 11 bus that is being terminated is not the responsibility of SCC, but is funded by Cambridge and Peterborough Combined Authority. SCC are looking into possibility of arranging some local funding.

Cllr Harvey reported that bids have been submitted to SCC for new bus routes for Newmarket by the Town Council and talked about the major impact in some areas (eg. Exning and Studlands) that this service rescheduling action has had by not considering cross-boundary implications.

The representative from St John Ambulance left the meeting at 6.43pm.

Ward Reports – Cllr Jarvis has received numerous complaints about the removal of the number 11 bus and expressed his disappointment in the lack of communication as to why the service has been cut. He also reported problems with parking in Parkers Walk.

Cllr Hulbert reported that there has been an abandoned vehicle in Nimbus Way in a designated parking area for 5 years. Cllr Hulbert to liaise with Cllr Alexander to get this removed.

West Suffolk Council (WSC) – Cllr Yarrow reported that he is still chasing WSC with regards to the trees in Freshfields. WSC are liaising with Anchor to get the Silks operational. The signage for the 20's Plenty campaign is still in situ. A tree survey will be carried out in Milbank and Freshfields by NCNR. An offer by the Jockey Club to provide some finance to SCC regarding Jockey's Path has been declines due to further necessary details being established.

Outside Bodies – None noted.

25/05/12 Mayors Announcements

The Mayor reported that, in addition to attending committee meetings, working groups and other meetings, her activities included the following:

- 01/05/25 – attended All Saints Primary School for assembly and talk.
- 02/05/25 – attended opening of Community Diagnostic Centre at Newmarket Hospital.
- 06/05/25 – represented Council at Tony Pringle's funeral.
- 08/05/25 – attended VE Day commemoration events:
 - Firstly at the Memorial Hall at 9am for the flag raising and Town VE Cry.
 - Evensong at Bury-St-Edmunds Cathedral.
 - The Severals in the evening for the National beacon lighting event.
- 23/05/25 – attended opening of Café Bravo on the High Street.

25/05/13 To Receive the Minutes and Consider and Approve any Recommendations from the Development & Planning Committee Meetings held on 6th and 19th May 2025

The minutes of the Development & Planning Committee meetings held on 6th and 19th May 2025 were presented. There were no recommendations. Cllr Harvey made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the minutes were adopted.

25/05/13.01 Resolved

That the minutes and recommendations of the Development & Planning Committee meetings held on 6th and 19th May 2025 be adopted and signed as a true record by the Chair of the Development & Planning Committee.

25/05/14 To Receive the Minutes and Consider and Approve any Recommendations from the Community Services Committee Meeting held on 6th May 2025

The minutes of the Community Services Committee meeting held on 6th May 2025 were presented. Cllr Winter made a proposal, seconded by Cllr Hulbert. A vote was taken

which was unanimous and the minutes were adopted:

25/05/14.01 Resolved (C/25/04/4.01 Recommendation)

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

25/05/15

To Receive the Minutes and Consider and Approve any Recommendations from the Finance & Policy Committee Meeting held on 19th May 2025

The minutes of the Finance & Policy Committee meeting held on 19th May 2025 were presented. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the minutes were adopted:

25/05/15.01 Resolved (F/25/05/4.01 Recommendation)

That the minutes of the Finance & Policy Committee meeting held on 17th March 2025 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

25/05/15.02 Resolved (F/25/05/6.01 Recommendation)

That item 9 be brought forward.

25/05/15.03 Resolved (F/25/05/7.01 Recommendation)

That the request from Newmarket Scout Group for a grant be approved and be awarded £1,000.

25/05/15.04 Resolved (F/25/05/7.02 Recommendation)

That the request from Newmarket Avenue Bowls Club for a grant be approved and be awarded at £500.

25/05/15.05 Resolved (F/25/05/7.03 Recommendation)

That the request from My Wish Charity for a grant be approved and be awarded £500.

25/05/15.06 Resolved (F/25/05/8.01 Recommendation)

That the ratification of the schedules of payments for the period 01/03/2025 – 31/03/2025 and 01/04/2025 – 30/04/2025 (Cash Book 1 - 5) be received and adopted.

25/05/16

Annual Governance and Accountability Return 2024/25

The Section 1 Annual Governance Statement 2024/25 was presented. Cllr Winter made a proposal, seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

25/05/16.01 Resolved

That the Section 1 Annual Governance Statement for 2024/25 be approved and signed.

The Section 2 Annual Governance Statement 2024/25 was presented. Cllr Winter made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

25/05/16.02 Resolved

That the Section 2 Annual Accounting Statements for 2024/25 be approved and signed.

25/05/17 Internal Audit Report

The Interim and Final Audit reports for Newmarket Town Council were received and noted.

25/05/18 Committee Terms of Reference and Membership

The Terms of Reference for Committees were reviewed, Cllr Yarrow made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

25/05/18.01 Resolved

That the Terms of Reference of the Committees be approved.

Committee Membership

Town Clerk invited Members to indicate which Committees they wished to join, Cllr Drummond made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

25/05/18.02 Resolved

The Town Council agreed to the following Committee memberships:

D&P Committee: Cllrs Berry, Drummond, Harvey, Hood, Hulbert, Jarvis, Jones, McHugh, Nobbs, Perry and Yarrow.

Community Services Committee: Cllrs Borda, Harvey, Hulbert, Jarvis, McHugh, Nobbs, Winter and Yarrow.

Leisure Services Committee: Cllrs Borda, Harvey, Hulbert, Jarvis, Nobbs, Perry and Winter.

F&P Committee: Cllrs Drummond, Harvey, Hood, Hulbert, McHugh, Perry, Winter and Yarrow.

Human Resources Committee: Cllrs Berry, Drummond, Harvey, Hood, Hulbert, Jarvis, McHugh, Winter and Yarrow.

Performance & Audit Committee: Cllrs Drummond, Harvey, Hood, McHugh, Winter and Yarrow.

Appeals Committee: Cllrs Anderson, Borda, Clover, Crissall, Jones, Nobbs, Perry, Starkey, Unwin.

Terms of Reference will be sent for the relevant Committees. Chairmen and Vice Chairmen will be elected at the first Committee meetings.

25/05/19 Delegation Arrangements

The delegation arrangements to officers were reviewed and Cllr Drummond made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

25/05/19.01 Resolved

That the delegation arrangements to officers be approved.

25/05/20 Standing Orders and Financial Regulations

The Standing Orders for 2025/2026 were reviewed, Cllr Jones made a proposal, seconded by Cllr Starkey. A vote was taken which was unanimous and the following was agreed:

25/05/20.01 Resolved

That the Standing Orders for 2025/2026 be approved.

The Financial Regulations for 2025/2026 were reviewed, Cllr Jarvis made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

25/05/20.02 Resolved

That the Financial Regulations for 2025/2026 be approved.

25/05/21 Financial Risk Management Scheme and Internal Controls

The Financial Risk Management Scheme for 2025/2026 was reviewed, Cllr Drummond made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

25/05/21.01 Resolved

The Financial Risk Management Scheme for 2025/2026 be approved.

The Internal Controls for 2025/2026 were reviewed, Cllr Yarrow made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

25/05/21.02 Resolved

The Internal Controls for 2025/2026 be approved.

25/05/22 Subscriptions to other bodies

The Council/staff subscriptions to other bodies were reviewed and Cllr Drummond made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

25/05/22.01 Resolved

That the following subscriptions be approved:

Chamber of Commerce - £349

Institute of Cemetery and Crematorium Management (ICCM) - £105

Suffolk Association of Local Councils (SALC) – 1,866

Society of Local Council Clerks (SLCC) - £480

MARPA - £25

25/05/23 To Confirm Town Councillor Representatives on Other bodies and Arrangements for Reporting Back

The following Cllr Representatives on Other bodies were considered, and Cllr Nobbs made a proposal, seconded by Cllr Jones. A vote was taken which was unanimous and the following was agreed:

25/05/23.01 Resolved

That the following Cllr Representatives on Other bodies be confirmed as:

Love Newmarket BID – Cllr Drummond
Suffolk Police & Crime Commissioner – Cllr Hood
Suffolk Association of Local Councils (SALC) – Cllr Harvey
West Suffolk Council Town & Parish Forum – Cllr Jones
Town Twinning Associations – Cllr Hood (Lexington) and Cllr Borda (Maison Lafitte)
National Association of Super Councils Network – Cllr Harvey
Newmarket Vision Steering Group – Mayor
WSC disability Forum – Cllr Hulbert
MARPA – Cllr Hulbert
Newmarket Rail Group – Cllr Starkey
Newmarket Youth Strategy Group Cllr McHugh
Transport and Infrastructure Group – Cllr Starkey
Suffolk Chamber of Commerce – Cllr Starkey

25/05/24 To Review Arrangements with other Local Authorities

The Outside Services and Cemetery SLAs for West Suffolk Council for 2025/2026 were reviewed, Cllr Winter made a proposal, seconded by Cllr Starkey. A vote was taken which was unanimous and the following was agreed:

25/05/24.01 Resolved

That the Outside Services and Cemetery SLAs for West Suffolk Council for 2025/2026 be approved.

The Outside Services for Jockey Club Estates for 2025/2026 were reviewed. Cllr Winter, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

25/05/24.02 Resolved

That the Outside Services for Jockey Club Estates for 2025/2026 be approved.

25/05/25 To Review the Asset Register

The Asset Register was considered, and Cllr Harvey made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

25/05/25.01 Resolved

That the revised Asset Register as at 31/03/2025 be received and approved.

25/05/26 To Confirm Arrangements for Insurance Cover in Respect of all Insurable Risks

The Zurich Insurance Policy was presented, and Cllr Winter made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

25/05/26.01 Resolved

That the Zurich Insurance Policy from 14/01/2025 to 13/01/2026 be approved.

25/05/27 Meeting Dates

The meeting dates from May 2025 to May 2026 were considered and Cllr Winter made a proposal, seconded by Cllr Jones. A vote was taken which was unanimous and the following was agreed:

25/05/27.01 Resolved

That the meeting dates from May 2025 to May 2026 be approved.

25/05/28 General Power of Competence

Town clerk reported that she is still pursuing her CiLCA but noted that the Deputy Town Clerk is CiLCA qualified, although this cannot be used to exercise the GPOC.

25/05/29 Well-Being Week

A proposal to install an art and well-being installation in the Memorial Gardens from 11th – 14th September 2025 was considered. Cllr Nobbs made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

25/05/29.01 Resolved

That the plans to install an art and well-being installation by Lumini in the Memorial Gardens from 11th – 14th September 2025 be approved.

25/05/29.02 Resolved

That a donation of £1,000 be offered to support the event.

25/05/30 Correspondence

None noted.

25/05/31 Date of the next Meeting

Monday 23rd June 2025 in the Memorial Hall at 6:15pm.

Meeting closed at 7.20pm

Signed: _Cllr Harvey_____

Date: __23/06/25_____

Summary of Resolutions

Resolution	Resolution Wording
<u>25/05/2.01 Resolved</u>	Cllr Winter was duly elected to serve as Mayor for Newmarket for 2025/2026 Municipal Year and it was confirmed that the declaration of acceptance of office of the Mayor was signed.
<u>25/05/03.01 Resolved</u>	Cllr Harvey was duly elected to serve as Deputy Mayor for Newmarket for 2025/2026 Municipal Year and it was confirmed that the declaration of acceptance of office of the Deputy Mayor was signed.
<u>25/05/4.01 Resolved</u>	That the minutes of the meeting held on 28th April 2025 be adopted and signed as a correct record by the Town Mayor.
<u>25/05/7.01 Resolved</u>	That item 24 be brought forward.
<u>25/05/13.01 Resolved</u>	That the minutes and recommendations of the Development & Planning Committee meetings held on 6th and 19th May 2025 be adopted and signed as a true record by the Chair of the Development & Planning Committee.
<u>25/05/14.01 Resolved</u> <i>(L/25/04/4.01 Recommendation)</i>	That the minutes of the Community Services Committee meeting held on 3rd March 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.
<u>25/05/15.01 Resolved</u>	That the minutes of the Finance & Policy Committee meeting

<u>(F/25/05/4.01 Recommendation)</u>	held on 17th March 2025 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.
<u>25/05/15.02 Resolved</u> <u>(F/25/05/6.01 Recommendation)</u>	That item 9 be brought forward.
<u>25/05/15.03 Resolved</u> <u>(F/25/05/7.01 Recommendation)</u>	That the request from Newmarket Scout Group for a grant be approved and be awarded £1,000.
<u>25/05/15.04 Resolved</u> <u>(F/25/05/7.02 Recommendation)</u>	That the request from Newmarket Avenue Bowls Club for a grant be approved and be awarded at £500.
<u>25/05/15.05 Resolved</u> <u>(F/25/05/7.03 Recommendation)</u>	That the request from My Wish Charity for a grant be approved and be awarded £500.
<u>25/05/15.06 Resolved</u> <u>(F/25/05/8.01 Recommendation)</u>	That the ratification of the schedules of payments for the period 01/03/2025 – 31/03/2025 and 01/04/2025 – 30/04/2025 (Cash Book 1 - 5) be received and adopted.
<u>25/05/16.01 Resolved</u>	That the Section 1 Annual Governance Statement for 2024/25 be approved and signed.
<u>25/05/16.02 Resolved</u>	That the Section 2 Annual Accounting Statements for 2024/25 be approved and signed.
<u>25/05/18.01 Resolved</u>	That the Terms of Reference of the Committees be approved.
<u>25/05/18.02 Resolved</u>	The Town Council agreed to the following Committee memberships: D&P Committee: Cllrs. Community Services Committee: Cllrs Leisure Services Committee: Cllrs F&P Committee: Cllrs Human Resources Committee: Cllrs Performance & Audit Committee: Cllrs Appeals Committee: any Members not on the Human Resources Committee.
<u>25/05/19.01 Resolved</u>	That the delegation arrangements to officers be approved.
<u>25/05/20.01 Resolved</u>	That the Standing Orders and Financial Regulations for 2025/2026 be approved.
<u>25/05/21.01 Resolved</u>	The Financial Risk Management Scheme for 2025/2026 be approved.
<u>25/05/21.02 Resolved</u>	The Internal Controls for 2025/2026 be approved.
<u>25/05/22.01 Resolved</u>	That the following subscriptions be approved: Chamber of Commerce - £349 Institute of Cemetery and Crematorium Management (ICCM) - £105 Suffolk Association of Local Councils (SALC) – 1,866 Society of Local Council Clerks (SLCC) - £480 MARPA - £25
<u>25/05/23.01 Resolved</u>	That the following Cllr Representatives on Other bodies be confirmed as: Love Newmarket BID – Cllr Drummond Suffolk Police & Crime Commissioner – Cllr Hood Suffolk Association of Local Councils (SALC) – Cllr Harvey West Suffolk Council Town & Parish Forum – Cllr Jones Town Twinning Associations – Cllr Hood (Lexington) and Cllr Borda (Maison Lafitte)

	National Association of Super Councils Network – Cllr Harvey Newmarket Vision Steering Group – Mayor WSC disability Forum – Cllr Hulbert MARPA – Cllr Hulbert Newmarket Rail Group – Cllr Starkey Newmarket Youth Strategy Group Cllr McHugh Transport and Infrastructure Group – Cllr Starkey Suffolk Chamber of Commerce – Cllr Starkey
<u>25/05/24.01 Resolved</u>	That the Outside Services and Cemetery SLAs for West Suffolk Council for 2025/2026 be approved.
<u>25/05/24.02 Resolved</u>	That the Outside Services for Jockey Club Estates for 2025/2026 be approved.
<u>25/05/25.01 Resolved</u>	That the revised Asset Register as at 31/03/2025 be received and approved.
<u>25/05/26.01 Resolved</u>	That the Zurich Insurance Policy from 14/01/2025 to 13/01/2026 be approved.
<u>25/05/27.01 Resolved</u>	That the meeting dates from May 2025 to May 2026 be approved.
<u>25/05/29.01 Resolved</u>	That the plans to install an art and well-being installation by Lumini in the Memorial Gardens from 11th – 14th September 2025 be approved.
<u>25/05/29.02 Resolved</u>	That a donation of £,1000 be offered to support the event.