

Membership from May 25

Councillor Borda
 Councillor Harvey (Chair)
 Councillor Hulbert
 Councillor Jarvis
 Councillor McHugh
 Councillor Nobbs
 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 4th August 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:

- film, photograph or make an audio recording of the meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- 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

- 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
- Apologies** - To receive and accept apologies for absence
- Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- Minutes of the previous meeting held 2nd June 2025**
 - To consider and adopt the minutes as a true record of the proceedings
 - To consider any matters arising
- 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.
- Accounts** – To receive and note the accounts for Leisure Services for the previous month
- Working Group Reports for LS** – to receive any reports from the NTC Working Groups that report directly to the Leisure Services Committee
- Committee Membership**
- Events updates by the Events Manager**
 - Carnival 2025 feedback**
 - VJ Day 2025**
 - Summer Entertainment 2025**
 - Well-Being Week September 2025**
 - Lexington Sister Cities Delegation Visit to Newmarket 2025**
 - Christmas at the Severals**
 - Newmarket Earth Day 2026**
- Request for Letter of Support**
- Correspondence**
- Date of next meeting 6th October 2025**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30th July 2025

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 Leisure Services Committee Held on Monday 2nd June 2025 at 7:15pm

Attendance:

Councillor J Harvey (Chair)
Councillor J Borda
Councillor P Hulbert

Councillor J Jarvis
Councillor P Winter (Vice Chair)

Also Present: C Whitaker – Town Clerk, C O'Reilly – Events Manager, and 1 Member of the Press.

L/25/06/1 To Elect a Chairman

Cllr Winter took the Chair and asked for nominations for Chair of the Leisure Services Committee. Cllr Winter nominated Cllr Harvey for Chair; seconded by Cllr Hulbert. There were no other nominations, a vote was taken, and the following was agreed:

D/25/06/1.01 Resolved

That Cllr Harvey be elected as the Chairman of the Leisure Services Committee for 2025/2026 Municipal Year.

Councillor Harvey took the Chair and thanked Cllr Nobbs, who has stepped down from the Committee due to work commitments, for all his work over the past years for Leisure Services.

L/25/06/2 To Elect a Vice Chairman

Cllr Harvey nominated Cllr Winter as Vice Chair; seconded by Cllr Hulbert. There were no other nominations, a vote was taken, and the following was agreed:

D/25/06/2.01 Resolved

That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2025/2026 Municipal Year.

L/25/06/3 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/25/06/4 Apologies for Absence

Apologies received from Cllr Perry.

L/25/06/5 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 dispensation.

L/25/06/6 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 7th April 2025 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 7th

Book number 4 2025 -2026

Minutes of Leisure Services Committee held on Monday 2nd June 2025

April 2025 and Cllr Harvey made a proposal seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

L/25/06/6.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 7th April 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

There were no matters arising.

L/25/06/7 Public Open Session

No members of the public were present.

L/25/06/8 To Receive the Accounts

The draft accounts for May 2025 were received and noted.

L/25/06/9 Events Update

St George's Day 2025 – feedback was given on a successful themed afternoon during the Easter holidays.

VE Day 2025 – feedback was given on the National Beacon Lighting event, with good representation from Newmarket Academy and town stakeholders.

Twinning 2025 – Maisons-Laffitte – feedback was given on the recent trip by a group of residents, staff and Deputy Mayor Cllr Harvey to Maisons- Laffitte in mid-May. The Amis Newmarket provided a very full and interesting programme of events and a good welcome.

Carnival 2025 – Saturday 28th June 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. Entertainments, acts, music, food, and activities.

VJ Day 2025 – Friday 15th August The Severals and Pavilion – details still to be confirmed by the 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. Hot drinks served at the Pavilion.

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.

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

Christmas at the Severals 2025 – 1st – 14th December 2025 a new series of Christmas events/workshops to be held in the Pavilion with a marquee extension. Small fair with onsite security nearside of the Severals. Budget £10,000 plus possible EMR contribution.

Cllr Harvey proposed that Christmas 2025 be run on the Severals; seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

L/25/06/9.01 Recommendation

That Christmas 2025 be run on the Severals during December 3rd – 10th December 2025.

Book number 5 2025 -2026

Newmarket Earth Day 2026 - Saturday 25th April 2026 in the Memorial Gardens and Memorial Hall 10am to 1pm. There will be stalls, information, activities, food and entertainment with an environmental nature/bee theme. Working Group is meeting.

L/25/06/10 Window Shutters

A proposal for window shutters to be installed in the Memorial main hall was considered. Cllr Harvey made a proposal seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

L25/06/10.01 Recommendation

That the proposal by Hilary's for window shutters to be installed in the Memorial main hall be approved at £9,887.81.

L/25/06/11 Correspondence

None noted.

L/25/06/12 Date of Next Meeting

Monday 4th August 2025 at the Memorial Hall.

Meeting closed at 7.34pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>D/25/06/1.01 Resolved</u>	That Cllr Harvey be elected as the Chairman of the Leisure Services Committee for 2025/2026 Municipal Year.
<u>D/25/05/2.01 Resolved</u>	That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2025/2026 Municipal Year.
<u>L/25/06/6.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 7th April 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>L/25/06/9.01 Recommendation</u>	That Christmas 2025 be run on the Severals during December 3rd – 10th December 2025.
<u>L25/06/10.01 Recommendation</u>	That the proposal by Hilary's for window shutters to be installed in the Memorial main hall be approved at £9,887.81.

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Report to	Leisure Services Committee	
Subject	Events update for 25/26	
Purpose	Information	
Classification	Unrestricted	
Meeting date	4th August 2025	
Item number		
Written By	Charlotte O'Reilly – Events Manager	
Summary:	This report gives summary information regarding events 25/26 planned so far.	
i)	Carnival 2025	
	When:	Saturday 28 th June 2025
	Where:	The Severals Grounds
	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
ii)	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.)
iii)	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.
iv)	Well-Being Week	
v)	Lexington, Kentucky – Sister Cities Delegation Visit to Newmarket 2025	
vi)	Christmas at the Severals 2025	
	When:	3 rd – 10 th 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	

vii)	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)