

Membership from May 2025

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 Tuesday 1st September 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 7th July 2025**
 - 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) Bus Shelters** – To receive an interim report regarding the overhaul / replacement of some council-owned shelters
- 8) Correspondence**
- 9) Date of next meeting Monday 3rd November 2025 at 7.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 26th August 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 Community Services Committee **Held on Monday 7th July 2025 at 7:35pm**

Attendance:

Councillor J McHugh (Chair)
Councillor J Borda
Councillor J Harvey

Councillor P Hulbert
Councillor J Jarvis
Councillor R Nobbs
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk, J Ashton – Minute Assistant and 1 Member of the Press and 1 Public.

Minute

C/25/07/1 To Elect a Chair for the Meeting

Town Clerk requested nominations for a Chair for the meeting due to the absence of the outgoing Chair. Cllr Harvey nominated Cllr McHugh, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

C/25/07/1.01 Resolved

That Cllr McHugh be elected as Chair for the meeting tonight.

C/25/07/2 To Elect a Chair

Cllr Harvey nominated Cllr Winter, seconded by Cllr Nobbs. There were no other nominations, a vote was taken, and the following was agreed:

C/25/07/2.01 Resolved

That Cllr Winter be elected as the Chair of the Community Services Committee for 2025/2026 Municipal Year.

C/25/07/3 To Elect a Vice Chair

Cllr Harvey nominated Cllr McHugh, seconded by Cllr Nobbs. There were no other nominations, a vote was taken, and the following was agreed:

C/25/07/3.01 Resolved

That Cllr McHugh be elected as the Vice Chair of the Community Services Committee for 2025/2026 Municipal Year.

C/25/07/4 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/25/07/5 Apologies for Absence

Apologies were received from Cllr Winter.

C/25/07/6 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

Book number 3 2025 -2026

Received for Members Dispensation

None noted. There were no requests for dispensations.

C/25/07/7 To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 6th May 2025 and Any Matters Arising

Members received the minutes of the Community Services Committee meeting held on 6th May 2025 and Cllr Borda made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

C/25/07/7.01 Resolved

That the minutes of the Community Services Committee meeting held on 6th May 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.

Matters arising:

Page 1 – C/25/05/7 – Daniel Cooper Bart Memorial – Town Clerk reported she had used Delegated Powers to select a contractor, and the work had been carried out.

C/25/07/8 Public Open Session

No members of the public wished to speak.

C/25/07/9 To Receive the Accounts

The accounts for June 2025 were received and noted.

C/25/07/10 Public Conveniences

A report on the options available to upgrade the facilities with quotes was considered. Cllr Nobbs made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

C/25/07/10.01 Recommendation

That option one from Focus Washrooms to upgrade the existing building with access from the High Street (which as well as being convenient may also enable access to specific funding sources) be approved to progress by pursuing detailed quotes, lead times as to when the project may be completed and any other relevant information.

C/25/07/11 Bus Shelters

A report on upgrading 2 bus shelters on the High Street was considered. The living roof option, whilst being of environmental benefit, appeared expensive and issues of ongoing maintenance and how the company would benefit from the arrangement were discussed. So Cllr Hulbert made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

25/07/11.01 Recommendation

That other options be considered and further quotes be obtained.

C/25/07/12 Correspondence

None noted.

C/25/07/13 Date of Next Meeting

Monday 1st September 2025 at the Memorial Hall.

Meeting closed at 8:11pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/25/07/1.01 Resolved</u>	That Cllr McHugh be elected as Chair for the meeting tonight.
<u>C/25/07/2.01 Resolved</u>	That Cllr Winter be elected as the Chair of the Community Services Committee for 2025/2026 Municipal Year.
<u>C/25/07/3.01 Resolved</u>	That Cllr McHugh be elected as the Vice Chair of the Community Services Committee for 2025/2026 Municipal Year.
<u>C/25/07/7.01 Resolved</u>	That the minutes of the Community Services Committee meeting held on 6th May 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.
<u>C/25/07/10.01 Recommendation</u>	That option one from Focus Washrooms to upgrade the existing building with access from the High Street (which as well as being convenient may also enable access to specific funding sources) be approved to progress by pursuing detailed quotes, lead times as to when the project may be completed and any other relevant information.
<u>25/07/11.01 Recommendation</u>	That other options be considered and further quotes be obtained.

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Minutes of Community Services Committee held on Monday 7th July 2025

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28/08/2025

Newmarket Town Council Current Year 2025-2026

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Detailed Income & Expenditure by Budget Heading as at 28/08/2025

Month No: 5

Committee Report DRAFT Community Services

	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>								
4029 General Equipment	154	477	1,500	1,023		1,023	31.8%	
4039 Vehicle Costs	479	3,208	7,700	4,492		4,492	41.7%	
4095 Assets Purchased	0	90	0	(90)		(90)	0.0%	
4326 Outside Services SLA	0	30,872	121,000	90,128		90,128	25.5%	
Outside Services :- Indirect Expenditure	633	34,646	130,200	95,554	0	95,554	26.6%	0
Net Expenditure	(633)	(34,646)	(130,200)	(95,554)				
<u>201 General Town Planting</u>								
1007 Sponsorship Income	0	5,215	4,830	(385)			108.0%	
1009 Roundabout Sponsorship	0	0	5,000	5,000			0.0%	
General Town Planting :- Income	0	5,215	9,830	4,615			53.1%	0
4037 R&M - Grounds	0	0	6,000	6,000		6,000	0.0%	
4100 Seasonal Planting	0	2,363	4,200	1,838		1,838	56.3%	
4101 Hanging Baskets	0	3,648	4,000	352		352	91.2%	
4102 Sponsored Roundabouts	0	0	5,000	5,000		5,000	0.0%	
General Town Planting :- Indirect Expenditure	0	6,010	19,200	13,190	0	13,190	31.3%	0
Net Income over Expenditure	0	(795)	(9,370)	(8,575)				
<u>202 Cemetery</u>								
1000 Burial Fees	0	6,265	29,000	22,735			21.6%	
1005 Misc Income	1,485	1,485	0	(1,485)			0.0%	
1020 Interment(Ashes) Income	0	1,250	4,000	2,750			31.3%	
1021 Monumental Income	0	2,749	4,000	1,251			68.7%	
1022 Grave Space Purchase Income	0	7,712	15,000	7,288			51.4%	
Cemetery :- Income	1,485	19,461	52,000	32,539			37.4%	0
4011 Rates	0	4,441	4,900	459		459	90.6%	
4012 Water Rates	0	166	1,000	834		834	16.6%	
4014 Electricity	127	815	2,000	1,185		1,185	40.7%	
4016 Cleaning	0	0	500	500		500	0.0%	
4036 R&M - Buildings	29	5,297	20,000	14,703		14,703	26.5%	
4037 R&M - Grounds	508	2,425	22,000	19,575		19,575	11.0%	
4047 Grave Digging	0	2,231	11,500	9,269		9,269	19.4%	
4325 Cemetery SLA	0	3,201	12,802	9,601		9,601	25.0%	
Cemetery :- Indirect Expenditure	664	18,574	74,702	56,128	0	56,128	24.9%	0
Net Income over Expenditure	821	887	(22,702)	(23,589)				

Continued over page

Detailed Income & Expenditure by Budget Heading as at 28/08/2025

Month No: 5

Committee Report DRAFT Community Services

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Disused Churchyards</u>								
4037 R&M - Grounds	0	375	6,000	5,625		5,625	6.3%	
Disused Churchyards :- Indirect Expenditure	<u>0</u>	<u>375</u>	<u>6,000</u>	<u>5,625</u>	<u>0</u>	<u>5,625</u>	<u>6.2%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(375)</u>	<u>(6,000)</u>	<u>(5,625)</u>				
<u>204 Memorial - War,Cooper,Tutte</u>								
4014 Electricity	27	133	400	267		267	33.2%	
4036 R&M - Buildings	0	3,500	1,000	(2,500)		(2,500)	350.0%	
4037 R&M - Grounds	0	2,350	1,000	(1,350)		(1,350)	235.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	<u>27</u>	<u>5,983</u>	<u>2,400</u>	<u>(3,583)</u>	<u>0</u>	<u>(3,583)</u>	<u>249.3%</u>	<u>0</u>
Net Expenditure	<u>(27)</u>	<u>(5,983)</u>	<u>(2,400)</u>	<u>3,583</u>				
<u>205 Clocks</u>								
4014 Electricity	41	212	500	288		288	42.4%	
4036 R&M - Buildings	0	0	1,000	1,000		1,000	0.0%	
4177 Clock Tower Expenses	120	600	1,700	1,100		1,100	35.3%	
Clocks :- Indirect Expenditure	<u>161</u>	<u>812</u>	<u>3,200</u>	<u>2,388</u>	<u>0</u>	<u>2,388</u>	<u>25.4%</u>	<u>0</u>
Net Expenditure	<u>(161)</u>	<u>(812)</u>	<u>(3,200)</u>	<u>(2,388)</u>				
<u>206 Bus Shelters</u>								
4036 R&M - Buildings	0	390	2,000	1,610		1,610	19.5%	
Bus Shelters :- Indirect Expenditure	<u>0</u>	<u>390</u>	<u>2,000</u>	<u>1,610</u>	<u>0</u>	<u>1,610</u>	<u>19.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(390)</u>	<u>(2,000)</u>	<u>(1,610)</u>				
<u>207 General Town Maintenance</u>								
1005 Misc Income	2,665	2,665	0	(2,665)			0.0%	
General Town Maintenance :- Income	<u>2,665</u>	<u>2,665</u>	<u>0</u>	<u>(2,665)</u>				<u>0</u>
4037 R&M - Grounds	0	7,276	12,000	4,724		4,724	60.6%	
4092 Infrastructure	0	1,070	2,500	1,430		1,430	42.8%	
4108 Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0%	
4140 Dog Waste Collection/Disposal	0	800	995	195		195	80.4%	
General Town Maintenance :- Indirect Expenditure	<u>0</u>	<u>9,146</u>	<u>23,495</u>	<u>14,349</u>	<u>0</u>	<u>14,349</u>	<u>38.9%</u>	<u>0</u>
Net Income over Expenditure	<u>2,665</u>	<u>(6,481)</u>	<u>(23,495)</u>	<u>(17,014)</u>				

Detailed Income & Expenditure by Budget Heading as at 28/08/2025

Month No: 5

Committee Report DRAFT Community Services

	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
4014 Electricity	43	252	1,400	1,148		1,148	18.0%	
4016 Cleaning	0	272	3,600	3,328		3,328	7.6%	
4036 R&M - Buildings	0	502	2,000	1,498		1,498	25.1%	
4046 Opening/Closing Costs	0	0	4,400	4,400		4,400	0.0%	
Public Conveniences :- Indirect Expenditure	43	1,026	11,400	10,374	0	10,374	9.0%	0
Net Income over Expenditure	(43)	2,274	(8,100)	(10,374)				
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	612	3,000	2,388		2,388	20.4%	
The Queens Statue :- Indirect Expenditure	0	612	3,500	2,888	0	2,888	17.5%	0
Net Expenditure	0	(612)	(3,500)	(2,888)				
213 Public Realm								
4095 Assets Purchased	0	84,545	58,000	(26,545)		(26,545)	145.8%	39,891
Public Realm :- Indirect Expenditure	0	84,545	58,000	(26,545)	0	(26,545)	145.8%	39,891
Net Expenditure	0	(84,545)	(58,000)	26,545				
6000 plus Transfer from EMR	0	39,891	0	(39,891)				
Movement to/(from) Gen Reserve	0	(44,654)	(58,000)	(13,346)				
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	0	2,000	2,000		2,000	0.0%	
Allotments :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	0	(1,100)	(1,100)				
220 Studlands								
4045 Street Lighting - Maint Cont	0	0	30,000	30,000		30,000	0.0%	
4052 Street Lighting - Repair	0	0	5,000	5,000		5,000	0.0%	
Studlands :- Indirect Expenditure	0	0	35,000	35,000	0	35,000	0.0%	0
Net Expenditure	0	0	(35,000)	(35,000)				

Detailed Income & Expenditure by Budget Heading as at 28/08/2025

Month No: 5

Committee Report DRAFT Community Services

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>308 Christmas</u>								
4310 Christmas Lights	0	0	17,500	17,500		17,500	0.0%	
4811 CP - Christmas Lights Infrast	0	0	3,500	3,500		3,500	0.0%	
Christmas :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>21,000</u>	<u>21,000</u>	<u>0</u>	<u>21,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(21,000)</u>	<u>(21,000)</u>				
Community Services :- Income	4,150	30,641	66,030	35,389			46.4%	
Expenditure	1,529	162,120	392,097	229,977	0	229,977	41.3%	
Net Income over Expenditure	<u>2,621</u>	<u>(131,479)</u>	<u>(326,067)</u>	<u>(194,588)</u>				
plus Transfer from EMR	0	39,891	0	(39,891)				
Movement to/(from) Gen Reserve	<u>2,621</u>	<u>(91,588)</u>	<u>(326,067)</u>	<u>(234,479)</u>				
Grand Totals:- Income	4,150	30,641	66,030	35,389			46.4%	
Expenditure	1,529	162,120	392,097	229,977	0	229,977	41.3%	
Net Income over Expenditure	<u>2,621</u>	<u>(131,479)</u>	<u>(326,067)</u>	<u>(194,588)</u>				
plus Transfer from EMR	0	39,891	0	(39,891)				
Movement to/(from) Gen Reserve	<u>2,621</u>	<u>(91,588)</u>	<u>(326,067)</u>	<u>(234,479)</u>				