

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 6th October 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 4th August 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**
 - To receive resignation as Chair of Leisure Services Committee by Cllr Harvey
 - To elect a new Chair of Leisure Services Committee for the Municipal Year to 31st March 2026
- Fees** – to approve updated hiring fees for April 2026 to March 2027
- Car Boot Sales** – to approve the dates for the car boot sales on The Severals for summer 2026
- Events updates by the Events Manager**
 - Well-Being Week September 2025 - feedback**
 - Lexington Sister Cities Delegation Visit to Newmarket 2025 - feedback**
 - Christmas at the Severals plans**
 - Model Railway Exhibition**
 - Newmarket Earth Day 2026**
 - 2026 Event Planning**
- Memorial Gardens** – to approve the installation of a NTC noticeboard

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

13) Correspondence

14) Date of next meeting 1st December 2025

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30th September 2025



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee **Held on Monday 4th August 2025 at 7:15pm**

Attendance:

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

Also Present: N Alecock – Deputy Town Clerk, C O'Reilly – Events Manager and J Ashton – Minute Assistant.

L/25/08/1 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 is being recorded by the Minute Assistant.

L/25/08/2 Apologies for Absence

Apologies were received from Cllrs Jarvis, Nobbs and Winter.

L/25/08/3 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/25/08/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 2nd June 2025 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 2nd June 2025 and Cllr Harvey made a proposal seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

L/25/08/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 2nd June 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

Matters arising:

Page 3 - 25/06/10 – Window Shutters – it was reported that Hilary's were not able to install the shutters due to working at height rules and further enquiries will be made to find an alternative supplier.

L/25/08/5 Public Open Session

No members of the public were present.

L/25/08/6 To Receive the Accounts

The draft accounts for July 2025 were received and noted.

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L/25/08/7 Working Group Reports for LS

There were no reports.

L/25/08/8 Committee Membership

Committee Membership was reviewed and a request from Cllr McHugh to become a Member was considered and Cllr Harvey made a proposal seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

L/25/08/8.01 Resolved

That Cllr McHugh be appointed as a Member of the Leisure Services Committee.

L/25/08/9 Events Update

Carnival 2025 Feedback – Saturday 28th June 2025 1:00pm – 6:00pm – was a successful event. Format (and potentially the event description) to be reviewed particularly as the walking parade originally planned had to be cancelled.

VJ Day 2025 – Friday 15th August The Severals and Pavilion – Beacon lighting - details to be confirmed by Royal Pageant-Master. It is anticipated that it is likely to be as per VE Day for a National Beacon Event. Wartime exhibition in the Pavilion Thursday, Friday and Saturday 14th – 16th August 2025.
Budget: Minimal hot drinks costs.

Summer Entertainment 2025 – Thursdays 2025 – Memorial Gardens: 24th July, 7th & 21st August and the The Severals Grounds and Pavilion: 31st July & 14th August Times: 1:00pm to 4:00pm.

Well-Being Week – September 2025 – Yoga in the Memorial Gardens 30 potential free sessions each week and Lumini installation in the Memorial Gardens.

Lexington Sister Cities Delegation Visit to Newmarket 2025 – 20 people, Mayor and Deputy Mayor. Saturday visit to the Races, Sunday a Newmarket tour followed by a reception in Memorial Hall.

Christmas at the Severals 2025 – 3rd – 10th December 2025 - A new series of Christmas events/workshops to be held in the Pavilion with a marquee extension. Small fair nearside of Severals with onsite security. Marquee extension with floor and fan heaters £3000. Newmarket Community Choir and a wreath making course have been confirmed with a possible storytime and Santa sleigh.
Budget £10,000 plus possible EMR.

Newmarket Earth Day 2026 - Saturday 25th April 2026 in the Memorial Gardens and Memorial Hall 10am to 1pm - Indoor craft/fair trade, information, activities, food and entertainment with an environmental nature/Bee theme. The working group will be planning the detail.
Budget: £5,000 (with EMR contingency funding if necessary)

Model Railway Event to commemorate 200 years of the railway (Rail 200) - Friday 31st October 2025 and Saturday 1st November 2025 in the Memorial Hall. A model railway courtesy of the Ely and District Model Railway Club Ltd along with other

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displays.

Royal Visit by Kings Charles III and Queen Camilla on 22 July 2025 went well again reiterating thanks made at Full Town Council to Mayor Winter and the Town Council staff for all their work.

L/25/08/10 Request for a Letter of Support

The request from NHRM for a letter of support for a grant application was considered. Cllr Harvey made a proposal seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

L25/08/10.01 Recommendation

That the request from NHRM for a letter of support for a grant application be approved and this be sent urgently.

L/25/08/11 Correspondence

None noted.

L/25/08/12 Date of Next Meeting

Monday 6th October 2025 at the Memorial Hall.

Meeting closed at 7:50pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/25/08/4.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 2nd June 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>L/25/08/8.01 Resolved</u>	That Cllr McHugh be appointed as a Member of the Leisure Services Committee.
<u>L25/08/10.01 Recommendation</u>	That the request from NHRM for a letter of support for a grant application be approved and this be sent urgently.

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Item 9

Newmarket

TOWN COUNCIL

PREVIOUS RATES IN BRACKETS

Newmarket Venues – Hire Centre 1st April 2025 – 31st March 2026

Room	Corporate Price List (Hourly Rate)	Charity & Community Price List (Hourly Rate)
The King Edward VII Memorial Hall	£48 (£42)	£24 (£21)
Council Chamber hourly rate	£36 (£30)	£18 (£15)
Sir Ernest Cassel hourly rate	£30 (£24)	£15 (£12)
Sports Pavilion hourly rate	£36 (£30)	£18 (£15)

Memorial Hall	Corporate Price List (Full & Half day)	Charity & Community Price List (Full & Half day)
Up to 9 hours	£336 (£294)	£168 (£147)
Up to 5 hours	£192 (£168)	£96 (£84)

Council Chamber	Corporate Price List (Full & Half day)	Charity & Community Price List (Full & Half day)
Up to 9 hours	£251 (£210)	£126 (£105)
Up to 5 hours	£144 (£120)	£72 (£60)

Ernest Cassel	Corporate Price List (Full & Half day)	Charity & Community Price List (Full & Half day)
Up to 9 hours	£210 (£168)	£105 (£84)
Up to 5 hours	£120 (£96)	£60 (£48)

Sport Pavilion	Corporate Price List (Full & Half day)	Charity & Community Price List (Full & Half day)
Up to 9 hours	£251 (£210)	£126 (£105)
Up to 5 hours	£144 (£120)	£72 (£60)

VAT Included In All Prices Quoted



Newmarket

TOWN COUNCIL

Additional services	Price List
Projector	Free of charge
Flipchart	£15.00 (£12.00)
Coffee/Tea per person per serving	£3.60 (£2.70)
Coffee/Tea with biscuits per person per serving	£4.50 (£3.60)
Council staff set up	£99.00 (£96.00)
Council staff clear up	£99.00 (£96.00)
Client set up & clear up	Free of charge
Removable chair Covers with bows	£2.70 per chair (£2.10)
Chair covers with bows – Council staff set up & removal	£4.50 per chair (£3.00)
Rectangular Table cloths	£per table- awaiting new prices from Farthings
Rectangular Table cloths – Council staff set up & removal	£per table - awaiting new prices from Farthings
Round Table cloths	£per table - awaiting new prices from Farthings
Round Table cloths – Council staff set up & removal	£per table - awaiting new prices from Farthings

Working lunch buffet menus & other special occasion menus available on request

VAT Included In All Prices Quoted



Report to	Leisure Services Committee
Subject	Car Boot dates 2026
Purpose	Information
Classification	Unrestricted
Meeting date	6 October 2025
Item number	10
Written By	Cathy Whitaker CLERK

Summary: Car Boot dates for 2026 on the Severals.

Proposed dates:

17th May, 31st May, 14th June, 28th June, 12th July, 26th July, 9th August.

Also 16th Or 30th depending on Charity marathon date TBC by Alan Shand

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Report to	Leisure Services Committee
Subject	Events update for 25/26
Purpose	Information
Classification	Unrestricted
Meeting date	6th October 2025
Item number	11
Written By	Charlotte O'Reilly – Events Manager
Summary: This report gives summary information regarding events 25/26 planned so far.	
i)	Well-Being Weekend LUMINI Where: Memorial Gardens Times: 11-14th Sept 12-6pm Feedback: Extremely well received and attended. Would have been nice to have more support from Councillors to assist with stewarding. It was fun to have immersive art in the gardens rather than just children's events and it appealed to a different demographic and wider age range.
ii)	Lexington, Kentucky – Sister Cities Delegation Visit to Newmarket 2025 Where: Newmarket Times: 27-28th September 2025 Feedback: Kay Sargent reached out asked for us to schedule a weekend of Newmarket activities. We organised the following; Saturday: NHR Museum AM. PM Cambridgeshire Meeting at Rowley Mile Racecourse Sunday: Discover Newmarket Tour AM. PM Mayor's Reception Newmarket Town Hall
iii)	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 by Larry Gray with onsite security nearside of Severals. Marquee extension with floor and fan heaters £3000. Thursday 4th Dec Youth Hub Xmas party 5-8pm (DJ, games, takeaway pizzas) Choir Singing evening 6-8pm Friday 5th Dec. Wreath making workshop booked Saturday 6th Dec 2-5pm. Sunday 7th Dec Santa's Sleigh and snow globe, Storytime and free present for each child. Budget: £1,000 +contribution from Youth Strategy Budget for YH Xmas party.
iv)	Railway 200 Model Railway Exhibition When: 31st Oct 2-5pm and 1st Nov 2025 10-3pm Where: Memorial Hall Summary Details: Ely and District Model Railway to provide exhibition of Wickham Market Budget: £1,000 Reimburse club for van hire and insurance of set. Provide lunch for volunteers
v)	Newmarket Earth Day 2026

	When: Saturday 25th April 2026 Where: Memorial Gardens and Memorial Hall Times: 10am- 1pm Summary Details: Activities, food and entertainment with an environmental nature/BEE theme. Working group formed. Animal encounter booked, facepainting, DJ, Plug In Suffolk, NSPCC Budget: £5,000 (with EMR contingency funding if necessary)
v)	2026 Event Planning- smaller more frequent events to spread budget and undertaking Currently planned:- January - February - March - April – Newmarket Earth Day May – Maisons lafitte Twinning visit to Newmarket June – Lexington, Kentucky – with Newmarket Community Choir – joint choral event July/August - 6 dates for Summer Entertainment next year with increased budget. Increased to 3 x face painters to deal with the demand. September – Possible small town event (tbc at the Extra-Ordinary Meeting on 27th October) October - Halloween event in half term 2026 November – Remembrance event December – Christmas 2026 event(s)

Report to	Leisure Services Committee
Subject	Memorial Gardens replacement of noticeboard
Purpose	Decision
Classification	Unrestricted
Meeting date	6th October 2025
Item number	12
Written By	Cathy Whitaker – Town Clerk

Summary: This report outlines details of the proposed replacement of the noticeboard in the Memorial Gardens, which was not done following the refurbishment.

1.	Introduction
a.	A large noticeboard for council use only was historically in the Gardens for users of the play areas and passers by to be informed about the events and activities of the Council.
2.	Context
a.	There is a need to promote the things we are doing in that area – the garden is used by many as a thoroughfare.
3.	Proposal/Options
a.	To replace the noticeboard now with an aluminium one which will match in with the two newly installed boards on the front of the building.
4.	Financial/Resource Implications
a.	4037/306 – Current budget for Gardens. Greenbarnes 18xA4 board with NTC header. £1,270.
5.	Next Steps/Recommendations
a.	To approve the replacement of the Memorial Gardens noticeboard at £1,270.

