

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 1st December 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** the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
- 2) **Resignation of Chair for the Leisure Services Committee Meeting** – to receive resignation from this Committee from Cllr. Harvey
- 3) **Election of Chair for the Leisure Services Committee Meeting for the Municipal Year to 31st March 2026**
- 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 6th October 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) **Budget 2026/2027** – to approve the budget for the Leisure Services Committee for 2026/2027
- 10) **Chairs** – to consider a proposal to upgrade the Main Hall folding chairs
- 11) **Working Group Reports for LS** – to receive any reports from the NTC Working Groups that report directly to the Leisure Services Committee
- 12) **Events updates by the Events Manager**
 - i) Christmas at the Severals event
 - ii) Model Railway Exhibition – feedback
 - iii) Railway 200/ Town Trail launch
 - iv) Newmarket Earth Day 2026
 - v) 2026 Event Planning
- 13) **Correspondence**
- 14) **Date of next meeting 2nd February 2026**

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

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 25th November 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 6th October 2025 at 7:20pm**

Attendance:

Councillor J Harvey (Chair)
 Councillor J Borda

Councillor P Hulbert
 Councillor S Kavanagh

Also Present: C Whitaker – C O'Reilly – Events Manager, J Ashton – Minute Assistant and 1 Member of the Public.

L/25/10/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting, confirmed that the fire safety notice was not required to be read out and confirmed that the meeting is being recorded by the Minute Assistant.

L/25/10/2 Apologies for Absence

None noted. Apologies were received from Cllrs Jarvis, McHugh, Nobbs and Winter.

L/25/10/3 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/25/10/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 4th August 2025 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 4th August 2025 and Cllr Harvey made a proposal seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

L/25/10/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 4th August 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

There were no matters arising.

L/25/10/5 Public Open Session

A member of the public spoke about parking overspill in Doris Street. The Chair reported that a residents' permit scheme is going to be trialled in the All Saints area and if successful this may be considered for possible introduction in other areas.

A member of the public left the meeting at 7:27pm.

L/25/10/6 To Receive the Accounts

The draft accounts for September 2025 were received and noted.

L/25/10/7 Working Group Reports for LS

Book number 10 2025 -2026

There were no reports.

L/25/10/8 Committee Membership

This item was deferred to the next meeting.

L/25/10/9 Fees

The revised hire fees for April 2026 to March 2027 were considered and Cllr Harvey made a proposal seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

L/25/10/9.01 Recommendation

That the revised hire fees for NTC venues from April 2026 to March 2027 be approved.

L/25/10/10 Car Boot Sales

The dates for the car boot sales on the Several for summer 2026 were presented. Cllr Harvey made a proposal seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

L/25/10/10.01 Recommendation

That the dates for the car boot sales on the Severals for summer 2026 be approved as May 17th, 31st. June 14th, 28th. July 12th, 26th, August 9th, 16th, 23rd.

L/25/10/11 Events Update

Well-Being Week – September 2025 – Feedback: Extremely well received and attended. More support is needed to assist with stewarding for these types of events. 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.

Lexington Sister Cities Delegation Visit to Newmarket 2025 – Feedback: Kay Sargent had reached out and asked for us to schedule a weekend of Newmarket activities for the Mayor Delegation of 20 visitors. 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.

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 by Larry Gray with onsite security nearside of Severals. Marquee extension with floor and fan heaters £3,000. Thursday 4th Dec Youth Hub Xmas party 5-8pm (DJ, games, takeaway pizzas)

A proposal was made to allocate a budget of a maximum of £1,000 from the Youth Strategy Budget for the Youth Hub Christmas party. Cllr Harvey made a proposal seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

L/25/10/11.01 Recommendation

Book number 11 2025 -2026

That a budget of a maximum of £1,000 be allocated from the Youth Strategy Budget for the Youth Hub Christmas party.

Friday 5th Dec Newmarket Choir Singing evening 6-8pm. 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.

Model Railway Event - Friday 31st October 2025 2-5pm and Saturday 1st November 2025 10am-3pm in the Memorial Hall. Ely and District Model Railway to provide exhibition of Wickham Market.

Budget: £1,000 to reimburse club for van hire and insurance of set and to provide lunch for volunteers.

Newmarket Earth Day 2026 - Saturday 25th April 2026 in the Memorial Gardens and Memorial Hall 10am to 1pm - 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)

Councillor Kavanagh requested to be added to the working group.

2026 Event Planning - smaller more frequent events to spread budget and undertaking, meaning no carnival this year. Current planned events:

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)

L/25/10/12 Memorial Gardens

Replacement of the NTC noticeboard was considered. Cllr Hulbert made a proposal seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

L25/10/12.01 Recommendation

That a replacement NTC noticeboard be installed in the Memorial Gardens at a cost of £1,270.

L/25/10/13 Correspondence

Book number 12 2025 -2026

None noted.

L/25/10/14 Date of Next Meeting

Monday 1st December 2025 at the Memorial Hall.

Meeting closed at 8:03pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/25/10/4.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 4th August 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>L/25/10/9.01 Recommendation</u>	That the revised hire fees for NTC venues from April 2026 to March 2027 be approved.
<u>L/25/10/10.01 Recommendation</u>	That the dates for the car boot sales on the Severals for summer 2026 be approved as May 17th, 31st. June 14th, 28th. July 12th, 26th, August 9th, 16th, 23rd.
<u>L/25/10/11.01 Recommendation</u>	That a budget of a maximum of £1,000 be allocated from the Youth Strategy Budget for the Youth Hub Christmas party.
<u>L25/10/12.01 Recommendation</u>	That a replacement NTC noticeboard be installed in the Memorial Gardens at a cost of £1,270.

	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	11	14,412	20,000	5,588			72.1%	
1016 Refreshments Income	0	188	0	(188)			0.0%	
Memorial Hall :- Income	11	14,599	20,000	5,401			73.0%	0
4011 Rates	0	8,358	7,700	(658)		(658)	108.5%	
4012 Water Rates	693	4,384	4,500	116		116	97.4%	
4014 Electricity	752	5,996	7,500	1,504		1,504	80.0%	
4015 Gas	753	3,735	6,500	2,765		2,765	57.5%	
4016 Cleaning	65	1,590	3,000	1,410		1,410	53.0%	
4017 Fire Precautions	0	88	600	512		512	14.7%	
4036 R&M - Buildings	1,761	54,163	15,000	(39,163)		(39,163)	361.1%	35,684
4038 Furniture/Fixtures/Fittings	0	4,629	3,000	(1,629)		(1,629)	154.3%	
4040 Trade Refuse Collections	0	2,271	2,500	229		229	90.9%	
4044 Public Toilet Cleansing	0	191	400	209		209	47.7%	
4078 Refreshment Costs-Venues	0	516	2,000	1,484		1,484	25.8%	
4080 PWLB Loan Charges (CAP + INT)	0	44,932	89,864	44,932		44,932	50.0%	
Memorial Hall :- Indirect Expenditure	4,024	130,853	142,564	11,711	0	11,711	91.8%	35,684
Net Income over Expenditure	(4,013)	(116,254)	(122,564)	(6,310)				
6000 plus Transfer from EMR	21,814	35,684	0	(35,684)				
Movement to/(from) Gen Reserve	17,801	(80,570)	(122,564)	(41,994)				
<u>301 Arts</u>								
1043 Income - Tea Dance	0	550	1,000	450			55.0%	
Arts :- Income	0	550	1,000	450			55.0%	0
4440 Costs - Childrens' Events	0	10,122	12,000	1,878		1,878	84.3%	
4443 Costs - Tea Dance	0	805	2,000	1,195		1,195	40.2%	
Arts :- Indirect Expenditure	0	10,926	14,000	3,074	0	3,074	78.0%	0
Net Income over Expenditure	0	(10,377)	(13,000)	(2,623)				
<u>302 Winter Event</u>								
4095 Assets Purchased	81	177	0	(177)		(177)	0.0%	
4453 Cost - Winter Event	2,597	5,672	6,000	328		328	94.5%	
Winter Event :- Indirect Expenditure	2,678	5,849	6,000	151	0	151	97.5%	0
Net Expenditure	(2,678)	(5,849)	(6,000)	(151)				

Detailed Income & Expenditure by Budget Heading As at 25/11/25

Month No: 8

Committee Report - Leisure Services Month 8 DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
4179 Events/Entertainment General	824	5,187	5,000	(187)		(187)	103.7%	
Entertainments :- Indirect Expenditure	824	5,187	5,000	(187)	0	(187)	103.7%	0
Net Expenditure	(824)	(5,187)	(5,000)	187				
304 Tourism								
4311 Christmas Tree	1,008	1,178	900	(278)		(278)	130.9%	
4318 Town Tourism	0	0	100	100		100	0.0%	
Tourism :- Indirect Expenditure	1,008	1,178	1,000	(178)	0	(178)	117.8%	0
Net Expenditure	(1,008)	(1,178)	(1,000)	178				
305 Carnival								
4312 Newmarket Carnival	0	12,394	7,500	(4,894)		(4,894)	165.3%	
Carnival :- Indirect Expenditure	0	12,394	7,500	(4,894)	0	(4,894)	165.3%	0
Net Expenditure	0	(12,394)	(7,500)	4,894				
306 Memorial Gardens								
4012 Water Rates	1,287	2,319	2,500	181		181	92.7%	
4016 Cleaning	0	899	3,000	2,101		2,101	30.0%	
4037 R&M - Grounds	33	1,459	5,000	3,541		3,541	29.2%	
4041 R&M - play-equipment	735	8,820	5,000	(3,820)		(3,820)	176.4%	
4046 Opening/Closing Costs	596	4,182	6,500	2,318		2,318	64.3%	
4112 Water Feature	1,065	1,085	5,000	3,915		3,915	21.7%	
Memorial Gardens :- Indirect Expenditure	3,716	18,763	27,000	8,237	0	8,237	69.5%	0
Net Expenditure	(3,716)	(18,763)	(27,000)	(8,237)				
307 Twinning								
4189 MLF twinning expenses	0	140	6,000	5,860		5,860	2.3%	
Twinning :- Direct Expenditure	0	140	6,000	5,860	0	5,860	2.3%	0
4181 LEXLINK twinning expenses	0	3,697	2,000	(1,697)		(1,697)	184.8%	
Twinning :- Indirect Expenditure	0	3,697	2,000	(1,697)	0	(1,697)	184.8%	0
Net Expenditure	0	(3,837)	(8,000)	(4,163)				

Detailed Income & Expenditure by Budget Heading As at 25/11/25

Month No: 8

Committee Report - Leisure Services Month 8 DRAFT

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	3,885	7,000	3,116			55.5%	
1005 Misc Income	0	8,653	0	(8,653)			0.0%	
The Severals Sports Facilities :- Income	0	12,537	7,000	(5,537)			179.1%	0
4011 Rates	0	2,445	800	(1,645)		(1,645)	305.6%	
4012 Water Rates	0	224	1,500	1,276		1,276	14.9%	
4014 Electricity	135	1,061	2,500	1,439		1,439	42.4%	
4015 Gas	153	837	2,500	1,663		1,663	33.5%	
4016 Cleaning	0	240	500	260		260	48.0%	
4017 Fire Precautions	0	1,102	300	(802)		(802)	367.2%	
4036 R&M - Buildings	0	1,779	5,000	3,221		3,221	35.6%	
4037 R&M - Grounds	0	23,311	15,000	(8,311)		(8,311)	155.4%	
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%	
4041 R&M - play-equipment	505	530	0	(530)		(530)	0.0%	
4044 Public Toilet Cleansing	0	77	100	23		23	76.6%	
4095 Assets Purchased	0	20,566	0	(20,566)		(20,566)	0.0%	
The Severals Sports Facilities :- Indirect Expenditure	792	52,950	30,000	(22,950)	0	(22,950)	176.5%	0
Net Income over Expenditure	(792)	(40,413)	(23,000)	17,413				
Leisure Services :- Income	11	27,686	28,000	314			98.9%	
Expenditure	13,042	241,938	241,064	(874)	0	(874)	100.4%	
Net Income over Expenditure	(13,031)	(214,252)	(213,064)	1,188				
plus Transfer from EMR	21,814	35,684	0	(35,684)				
Movement to/(from) Gen Reserve	8,783	(178,568)	(213,064)	(34,496)				
Grand Totals:- Income	11	27,686	28,000	314			98.9%	
Expenditure	13,042	241,938	241,064	(874)	0	(874)	100.4%	
Net Income over Expenditure	(13,031)	(214,252)	(213,064)	1,188				
plus Transfer from EMR	21,814	35,684	0	(35,684)				
Movement to/(from) Gen Reserve	8,783	(178,568)	(213,064)	(34,496)				

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		2023/2024	2023/2024	2024/2025	2024/2025	2025/2026	2025/2026	2025/2026	2026/2027	% change	
		Budget	Actual	Budget	Actual	Budget	Year to Date as at 30/9/2025	Projected Actual at 31/3/2026	Proposed Budget		
	120 Memorial Hall										
4011	Rates	£ 6,287.00	£ 6,287.00	£ 6,600.00	£ 6,916.00	£ 7,700.00	£ 6,916.00	£ 6,916.00	£ 9,360.00	22%	est inc based on previous years/no data available
4012	Water Rates	£ 4,500.00	£ 3,808.00	£ 4,500.00	£ 3,504.00	£ 4,500.00	£ 1,494.00	£ 4,500.00	£ 4,500.00	0%	
4014	Electricity	£ 6,000.00	£ 6,862.00	£ 6,000.00	£ 8,348.00	£ 7,500.00	£ 3,597.00	£ 6,000.00	£ 8,000.00	7%	est. inc fuel cost provision
4015	Gas	£ 6,000.00	£ 6,517.00	£ 6,000.00	£ 7,662.00	£ 6,500.00	£ 1,966.00	£ 6,000.00	£ 7,500.00	15%	est. inc fuel cost provision
4016	Cleaning	£ 2,000.00	£ 1,742.00	£ 2,000.00	£ 3,925.00	£ 3,000.00	£ 2,255.00	£ 3,000.00	£ 3,500.00	17%	est.inc in supplies costs / includes cover for cleaner's annual leave times
4017	Fire Precautions	£ 510.00	£ 1,106.00	£ 535.00	£ 306.00	£ 600.00	£ 306.00	£ 535.00	£ 500.00	-17%	
4036	R&M - Buildings	£ 15,599.00	£ 42,768.00	£ 15,000.00	£ 17,371.00	£ 15,000.00	£ 8,694.00	£ 12,000.00	£ 70,000.00	367%	
4038	Furniture/Fixtures/Fittings	£ 2,500.00	£ 2,650.00	£ 2,500.00	£ 3,840.00	£ 3,000.00	£ 1,378.00	£ 1,400.00	£ 3,000.00	0%	
4040	Trade Refuse Collections	£ 2,000.00	£ 2,045.00	£ 2,210.00	£ 2,174.00	£ 2,500.00	£ 2,174.00	£ 2,174.00	£ 2,500.00	0%	
4044	Public Toilet Cleansing	£ 200.00	£ 167.00	£ 200.00	£ 183.00	£ 400.00	£ 183.00	£ 200.00	£ 400.00	0%	realignment
4046	Opening/Closing Costs	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -		not required
4078	Refreshment Costs Hall Hire	£ 500.00	£ 1,342.00	£ 2,000.00	£ 1,230.00	£ 2,000.00	£ 447.00	£ 1,000.00	£ 2,000.00	0%	
4080	PWLB Loan Charges (CAP + IN	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 44,932.00	£ 89,864.00	£ 89,864.00	0%	
4095	Assets Purchased	£ -	£ -	£ -	£ 3,485.00	£ -	£ 406.00	£ 406.00	£ -		
	OverHead Expenditure	£ 136,460.00	£ 165,158.00	£ 137,409.00	£ 148,808.00	£ 142,564.00	£ 74,748.00	£ 133,995.00	£ 201,124.00	41%	
1001	Hall Hire Standard Rate	£ 20,000.00	£ 34,338.00	£ 20,000.00	£ 35,646.00	£ 20,000.00	£ 16,861.00	£ 20,000.00	£ 20,000.00	0%	
1016	Refreshments Income	£ 1,000.00	£ 235.00	£ 1,000.00	£ 664.00	£ -	£ 84.00	£ 300.00	£ -	#DIV/0!	impractical to estimate/variable by client type
1005	Misc income		£ 625.00		£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 21,000.00	£ 35,198.00	£ 21,000.00	£ 36,310.00	£ 20,000.00	£ 16,945.00	£ 20,300.00	£ 20,000.00	0%	
	301 Arts										
4440	Costs - Childrens' Events	£ 7,000.00	£ 11,518.00	£ 12,000.00	£ 23,090.00	£ 12,000.00	£ 17,265.00	£ 17,265.00	£ 15,000.00	25%	continuing/developing young teen activities (Summer Ent)
4442	Costs - Cinema Kit	£ 200.00	£ -								
4443	Costs - Tea Dance	£ 1,800.00	£ 1,158.00	£ 2,000.00	£ 1,622.00	£ 2,000.00	£ 720.00	£ 1,500.00	£ 2,000.00	0%	
	OverHead Expenditure	£ 9,000.00	£ 12,676.00	£ 14,000.00	£ 24,712.00	£ 14,000.00	£ 17,985.00	£ 18,765.00	£ 17,000.00	21%	
1005	Misc Income	£ -	£ 500.00	£ -	£ 450.00	£ -	£ 450.00	£ 450.00	£ -		
1043	Income - Tea Dance	£ 500.00	£ 1,436.00	£ 1,000.00	£ 1,408.00	£ 1,000.00	£ 782.00	£ 1,000.00	£ 1,000.00	0%	
1038	Income - Cinema Kit	£ 200.00	£ -		£ -						
1181	WSC/SCC Grants Received	£ -	£ 4,723.00	£ -	£ 3,026.00	£ -	£ 3,026.00	£ 3,026.00	£ -		
	Total Income	£ 700.00	£ 6,659.00	£ 1,000.00	£ 4,884.00	£ 1,000.00	£ 4,258.00	£ 4,476.00	£ 1,000.00	0%	
	302 Winter Event										
4453	Cost of Winter Event	£ 10,000.00	£ 6,598.00	£ 10,000.00	£ 13,653.00	£ 6,000.00	£ 4,574.00	£ 10,000.00	£ 10,000.00	67%	
	Overhead Expenditure	£ 10,000.00	£ 6,598.00	£ 10,000.00	£ 13,653.00	£ 6,000.00	£ 4,574.00	£ 10,000.00	£ 10,000.00	67%	
1059	Income - Winter Event	£ 1,000.00	£ 117.00	£ -	£ 129.00	£ -	£ 8.00	£ 25.00	£ -		
1100	Grants Received	£ -	£ 800.00	£ -	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 1,000.00	£ 917.00	£ -	£ 129.00	£ -	£ 8.00	£ 25.00	£ -		
	303 Entertainment										
4095	Assets Purchased	£ -	£ 19.00	£ -	£ -	£ -	£ -	£ -	£ -		
4098	Soapbox Derby	£ 8,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
4179	Entertainment	£ 3,000.00	£ 1,402.00	£ 5,000.00	£ 5,619.00	£ 5,000.00	£ 2,414.00	£ 5,000.00	£ 5,000.00	0%	NO MORE SBOX
	OverHead Expenditure	£ 11,000.00	£ 1,421.00	£ 5,000.00	£ 5,619.00	£ 5,000.00	£ 2,414.00	£ 5,000.00	£ 5,000.00	0%	provision for additional events
1005	Misc Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	304 Tourism										
	Town Tourism					£ 100.00			£ 4,000.00	NEW	
4311	Christmas Tree	£ 1,000.00	£ 460.00	£ 1,000.00	£ 780.00	£ 900.00	£ -	£ 1,000.00	£ 1,000.00	11%	
4320	Legends of the Turf	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	OverHead Expenditure	£ 1,000.00	£ 460.00	£ 1,000.00	£ 780.00	£ 1,000.00	£ -	£ 1,000.00	£ 5,000.00	400%	
	305 Carnival										
4312	Newmarket Carnival	£ 10,000.00	£ 16,555.00	£ 7,500.00	£ 14,136.00	£ 7,500.00	£ 7,689.00	£ 10,000.00	£ 10,000.00	33%	

	OverHead Expenditure	£ 10,000.00	£ 16,555.00	£ 7,500.00	£ 14,136.00	£ 7,500.00	£ 7,689.00	£ 10,000.00	£ 10,000.00	33%	
1100	Grants Received		£ -	£ -	£ -	£ -	£ -	£ -	£ -		
1026	Carnival income	£ 500.00	£ 917.00	£ -	£ 488.00	£ -	£ -	£ -	£ -		
	Total Income	£ 500.00	£ 917.00	£ -	£ 488.00	£ -	£ -	£ -	£ -		
	306 Memorial Gardens										
4012	Water Rates	£ 2,500.00	£ 1,572.00	£ 2,500.00	£ 1,474.00	£ 2,500.00	£ 956.00	£ 2,000.00	£ 2,500.00	0%	water feature/outside tap
4016	Cleaning - weekend	£ 2,000.00	£ 2,477.00	£ 3,000.00	£ 2,084.00	£ 3,000.00	£ 1,486.00	£ 2,500.00	£ 3,000.00	0%	CRASH CLEANER weekend contract)
4037	R&M - Grounds	£ 5,000.00	£ 4,784.00	£ 5,000.00	£ 3,327.00	£ 5,000.00	£ 2,326.00	£ 5,000.00	£ 5,000.00	0%	
4041	R&M - play-equipment	£ 10,000.00	£ 12,792.00	£ 5,000.00	£ 826.00	£ 5,000.00	£ 26.00	£ 5,000.00	£ 5,000.00	0%	budget/save into EMR
4046	Opening/Closing Costs	£ 3,500.00	£ 3,347.00	£ 6,500.00	£ 6,373.00	£ 6,500.00	£ 3,223.00	£ 5,500.00	£ 6,500.00	0%	Abbey Security - inc visits for toilets
4112	Water Feature	£ 6,000.00	£ 3,539.00	£ 5,000.00	£ 4,932.00	£ 5,000.00	£ 1,300.00	£ 5,000.00	£ 5,000.00	0%	budget/save into EMR
4142	Memorial Garden Kiosk	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -		No KIOSK
4095	Assets Purchased	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	OverHead Expenditure	£ 29,500.00	£ 28,511.00	£ 27,000.00	£ 19,016.00	£ 27,000.00	£ 9,317.00	£ 25,000.00	£ 27,000.00	0%	
1100	Grants Received	£ -	£ -	£ -	£ -	£ -	£ -		£ -		
	Total Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	307 Twinning										
4189	MLF Twinning Expenses	£ 695.00	£ -	£ 2,000.00	£ 12,635.00	£ 6,000.00	£ 9,695.00	£ 12,000.00	£ 10,000.00	67%	Twining regeneration efforts/replentishment of Twinning EMR
4181	LEXLINK Twinning Expenses	£ 1,305.00	£ 1,305.00	£ 2,000.00	£ 1,403.00	£ 2,000.00	£ 1,375.00	£ 1,375.00	£ 10,000.00	400%	
	OverHead Expenditure	£ 2,000.00	£ 1,305.00	£ 4,000.00	£ 14,038.00	£ 8,000.00	£ 11,070.00	£ 13,375.00	£ 20,000.00	150%	
1005	Misc Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	310 The Severals Sports Facilities										
4011	Rates	£ 611.00	£ 611.00	£ 800.00	£ 611.00	£ 800.00	£ 611.00	£ 611.00	£ 2,740.00	243%	est inc based on previous years/no data available/ assumes continued sports discount
4012	Water Rates	£ 2,000.00	£ 1,217.00	£ 1,500.00	£ 405.00	£ 1,500.00	£ 231.00	£ 700.00	£ 1,500.00	0%	
4014	Electricity	£ 2,500.00	£ 1,389.00	£ 2,500.00	£ 1,516.00	£ 2,500.00	£ 646.00	£ 1,500.00	£ 2,500.00	0%	
4015	Gas	£ 3,045.00	£ 1,532.00	£ 2,500.00	£ 1,462.00	£ 2,500.00	£ 375.00	£ 2,000.00	£ 2,500.00	0%	realignment due to reduction in daytime usage
4016	Cleaning	£ 500.00	£ -	£ 500.00	£ 94.00	£ 500.00	£ 94.00	£ 100.00	£ 500.00	0%	
4017	Fire Precautions	£ 100.00	£ 149.00	£ 300.00	£ 213.00	£ 300.00	£ 213.00	£ 213.00	£ 600.00	100%	realignment based on previous figures
4036	R&M - Buildings	£ 6,839.00	£ 9,626.00	£ 5,000.00	£ 1,415.00	£ 5,000.00	£ 481.00	£ 2,000.00	£ 15,000.00	200%	
4037	R&M - Grounds	£ 8,000.00	£ 38.00	£ 8,000.00	£ 18,755.00	£ 15,000.00	£ -	£ 8,000.00	£ 8,000.00	-47%	Severals fencing - project liaison with JC
4038	Furniture/Fixtures/Fittings	£ 1,000.00	£ -	£ 1,000.00	£ 130.00	£ 1,000.00	£ -	£ 500.00	£ 1,000.00	0%	
4040	Trade Refuse Collections	£ 700.00	£ 699.00	£ 734.00	£ 746.00	£ 800.00	£ 746.00	£ 746.00	£ 880.00	10%	
4041	R&M Play Area Equipment					£ -			£ 1,000.00	NEW	
4044	Public Toilet Cleansing	£ 75.00	£ 53.00	£ 75.00	£ 69.00	£ 100.00	£ 69.00	£ 75.00	£ 150.00	50%	based on external provision during cleaner's annual leave periods
	OverHead Expenditure	£ 25,370.00	£ 15,314.00	£ 22,909.00	£ 25,416.00	£ 30,000.00	£ 3,466.00	£ 16,445.00	£ 36,370.00	21%	
1002	Sports Hire Income	£ 20,000.00	£ 5,266.00	£ 7,500.00	£ 5,126.00	£ 7,000.00	£ 3,256.00	£ 7,500.00	£ 7,000.00	0%	realign to a more realistic income estimation
	Miscellaneous Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
1016	Refreshments Income	£ -	£ 406.00	£ -	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 20,000.00	£ 5,672.00	£ 7,500.00	£ 5,126.00	£ 7,000.00	£ 3,256.00	£ 7,500.00	£ 7,000.00	0%	
	Expenditure	£ 234,330.00	£ 247,998.00	£ 228,818.00	£ 266,178.00	£ 241,064.00	£ 131,263.00	£ 233,580.00	£ 331,494.00	38%	
	Income	£ 43,200.00	£ 49,363.00	£ 29,500.00	£ 46,937.00	£ 28,000.00	£ 24,467.00	£ 32,301.00	£ 28,000.00	0%	
	Net Expenditure	£ 191,130.00	£ 198,635.00	£ 199,318.00	£ 219,241.00	£ 213,064.00	£ 106,796.00	£ 201,279.00	£ 303,494.00	42%	£90,430.00 increase from previous year's committee budget



Report to	Leisure Services Committee
Subject	Memorial Hall replacement of folding, stacking chairs
Purpose	Decision
Classification	Unrestricted
Meeting date	1st December 2025
Item number	10
Written By	Cathy Whitaker – Town Clerk

Summary: This report outlines a proposal to replace the existing folding and stacking chairs with padded chairs that fold and stack.

1.	Introduction
a.	The chairs are old and some are broken. They are very uncomfortable and not suitable for dining events.
2.	Proposal/Options
a.	To replace the 150 chairs with grey padded and folding chairs on five new hanging trolleys.
3.	Financial/Resource Implications
a.	Five trolleys with 30 chairs – each £1,867.66. Total £9,338.30.
b.	Some of the existing chairs to be kept at the Memorial Hall and Pavilion for outdoor use. Possibility of selling on some chairs at a nominal fee.
5.	Next Steps/Recommendations
a.	To approve the replacement of 5 trolleys and 150 chairs at £9,480.50 for the Memorial Hall.

Cost Cutters UK

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T 0333 344 3370
VAT Reg No. 936796759 Co. Reg. 06617832
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www.costcuttersuk.com



Quote

QU-051488

Your Account Number: **078142**

CUSTOMER				SHIP TO			
Newmarket Town Council Memorial Hall High Street Newmarket Suffolk CB8 8JP United Kingdom 01638667227				Newmarket Town Council Memorial Hall High Street Newmarket Suffolk CB8 8JP United Kingdom 01638667227			
Quote Date	01/10/2025	PO Code	q				
Due Date	01/10/2025	Currency	GBP	Shipping Method	Standard Delivery Charge		

Item Name	Qty	UM	Item Description	VAT	Sales Price	Disc	Net Price	Total
MFCCD0330	5.00	EACH	Mogo Comfort Deluxe 30 Folding Chair Bundle with Low Trolley - Grey	1,867.66	1,896.10	1.50	1,867.66	9,338.30

Sub Total	9,338.30
Freight	.00
Other	.00
Total VAT	1,867.66
Due Total	11,205.96
Credits	.00
Payments	.00
Balance	11,205.96

Please note quotes and orders are subject to change due to supplier price increases and stock levels changing daily. As such, this quotation is valid for 7 days from the date listed on the quotation.



Report to	Leisure Services Committee
Subject	Events update for 25/26
Purpose	Information
Classification	Unrestricted
Meeting date	1st December 2025
Item number	12
Written By	Charlotte O'Reilly – Events Manager
Summary: This report gives summary information regarding events 25/26 planned so far.	
i)	Christmas at the Severals 2025
	When: 4th – 7th 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 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.
ii)	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. The event was particularly well attended on the Saturday. Good contacts were made which will be use for January 2026 Railway 200
iii)	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)
iv)	2026 Event Planning- smaller more frequent events to spread budget and undertaking Currently planned:- January – Railway 200 commemorative event/ Town Trail Launch February – Half term craft event March - April – Newmarket Earth Day May/June – Maisons lafitte Twinning visit to Newmarket- June 21st weekend 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 – Grenadier Guards – conferment of Freedom of the Town – march and concert October - Halloween event in half term 2026 November – Remembrance event December – Christmas 2026 event(s)
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