

Membership from May 25

Councillor Borda
 Councillor Harvey
 Councillor Hulbert
 Councillor Jarvis
 Councillor Kavanagh
 Councillor McHugh (Chair)
 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 **TUESDAY 7th April 2026 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. This is a public arena, therefore anything you say including your name if given, may be published by the press, social media and in Council committee minutes.

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 February 2026**
 - 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
- Events updates by the Events Manager**
 - Newmarket Earth Day – 25th April 2026**
 - 2026/2027 Event Planning information**
- International Event 2027** – to receive a proposal for a new event for September 2027
- Correspondence**
- Date of next meeting Monday 1st June 2026**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30th March 2026

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 February 2026 at 7:15pm**

Attendance:

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

Councillor J Jarvis
Councillor S Kavanagh
Councillor P Winter

Also Present: C Whitaker – Town Clerk, C O'Reilly – Events Manager, J Ashton – Minute Assistant, Cllr Revitt and N Alecock - Deputy Town Clerk as observers.

L/26/02/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

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

L/26/02/2 Apologies for Absence

None noted.

L/26/02/3 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/26/02/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 1st December 2025 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 1st December 2025 and Cllr McHugh made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

L/26/02/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 1st December 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

Matters arising:

L/25/12/10.01 Recommendation – the new chairs are due to be delivered w/c 02/02/2026.

L/26/02/5 Public Open Session

No members of the public were present.

L/26/02/6 To Receive the Accounts

The draft accounts for January 2026 were received and noted.

Book number 17 2025 -2026

L/26/02/7 Working Group Reports for LS

There were no reports.

L/26/02/8 Events Update

The Events Manager gave an update on the Christmas events held at the Severals in which positive feedback was received. Plans are currently in place for Newmarket Earth Day which will take place on Saturday 25th April 2026 in the Memorial Gardens and Memorial Hall.

Current planned events:

February – Half term craft event

March – Covid Reflection Service – Sunday 8th March 2026 at the War Memorial

April – Newmarket Earth Day

June – Maisons Lafitte Twinning visit to Newmarket - Friday evening drinks reception and canapes at Town Hall. Saturday vineyard tour and wine tasting, then Apex show. Sunday Ely, afternoon tea and Sunday Supper at Heath Court Hotel.

June - Lexington Singers visiting Newmarket - Friday 26th June - joint concert with Newmarket Community Choir –Afternoon buffet reception at Masonic Lodge. Concert at Memorial Hall.

July/August - Summer Entertainment 23rd and 30th July 2026, 6th, 13th, 20th and 27th August 2026 – Memorial Gardens and Memorial Hall

September – Grenadier Guards – Saturday 12th September 2026 - conferment of Freedom of the Town – High Street Parade to Tattersalls

October - Halloween event in half term 2026

November – Remembrance Service – Sunday 8th November 2026 – Service at the War Memorial followed by a High Street Parade to Tattersalls for a Service.

December – Christmas 2026 event(s)

L/26/02/9 Wedding Prices

The wedding package prices were considered, and Cllr McHugh made a proposal seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

L/26/02/9.01 Recommendation

That the wedding package prices for 2026- 2027 be approved.

Enquires will be made regarding holding marriage services in the Memorial Hall.

L/26/02/10 Food Festival 2027

NTC participation in the running of this event was discussed and Cllr McHugh made a proposal seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

L/26/02/10.01 Recommendation

The Committee support the proposal and requested that more information is gathered to bring to the next meeting.

L/26/02/11 Fire Doors

Book number 18 2025 -2026

Quotes to bring the Memorial Hall and Pavilion fire doors up to the required standard were considered and Cllr McHugh made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

L/26/02/11.01 Recommendation

That the quotes for the installation and maintenance of the Memorial Hall and Pavilion fire doors from LAC Services (East Anglia) Ltd for £11,488.48 and £2,614.94 be approved.

L/26/02/12 Correspondence

None noted.

L/26/02/13 Date of Next Meeting

Tuesday 7th April 2026 at the Memorial Hall.

Meeting closed at 7:55pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/26/02/4.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 1st December 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>L/26/02/9.01 Recommendation</u>	That the wedding package prices for 2026- 2027 be approved.
<u>L/26/02/10.01 Recommendation</u>	The Committee support the proposal and requested that more information is gathered to bring to the next meeting.
<u>L/26/02/11.01 Recommendation</u>	That the quotes for the installation and maintenance of the Memorial Hall and Pavilion fire doors from LAC Services (East Anglia) Ltd for £11,488.48 and £2,614.94 be approved.

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Detailed Income & Expenditure by Budget Heading as at 30/03/2026

Month No: 12

Committee Report LS DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services								
120 Memorial Hall								
1001 Hall Hire Standard Rate	1,011	21,096	20,000	(1,096)			105.5%	
1016 Refreshments Income	0	188	0	(188)			0.0%	
Memorial Hall :- Income	1,011	21,284	20,000	(1,284)			106.4%	0
4011 Rates	0	8,358	7,700	(658)		(658)	108.5%	
4012 Water Rates	0	4,573	4,500	(73)		(73)	101.6%	
4014 Electricity	1,736	9,453	7,500	(1,953)		(1,953)	126.0%	
4015 Gas	0	6,537	6,500	(37)		(37)	100.6%	
4016 Cleaning	401	2,466	3,000	534		534	82.2%	
4017 Fire Precautions	0	258	600	342		342	43.0%	
4036 R&M - Buildings	9,879	110,252	15,000	(95,252)		(95,252)	735.0%	92,245
4038 Furniture/Fixtures/Fittings	76	18,298	3,000	(15,298)		(15,298)	609.9%	
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	582	2,000	1,418		1,418	29.1%	
4080 PWLB Loan Charges (CAP + INT)	0	89,864	89,864	1		1	100.0%	
4095 Assets Purchased	69	266	0	(266)		(266)	0.0%	
Memorial Hall :- Indirect Expenditure	12,161	253,370	142,564	(110,806)	0	(110,806)	177.7%	92,245
Net Income over Expenditure	(11,150)	(232,086)	(122,564)	109,522				
6000 plus Transfer from EMR	26,562	92,245	0	(92,245)				
Movement to/(from) Gen Reserve	15,412	(139,841)	(122,564)	17,277				
301 Arts								
1043 Income - Tea Dance	179	1,198	1,000	(198)			119.8%	
Arts :- Income	179	1,198	1,000	(198)			119.8%	0
4440 Costs - Childrens' Events	3,950	14,072	12,000	(2,072)		(2,072)	117.3%	1,000
4443 Costs - Tea Dance	6	1,135	2,000	865		865	56.7%	
Arts :- Indirect Expenditure	3,956	15,206	14,000	(1,206)	0	(1,206)	108.6%	1,000
Net Income over Expenditure	(3,777)	(14,008)	(13,000)	1,008				
6000 plus Transfer from EMR	1,000	1,000	0	(1,000)				
Movement to/(from) Gen Reserve	(2,777)	(13,008)	(13,000)	8				
302 Winter Event								
4095 Assets Purchased	0	232	0	(232)		(232)	0.0%	

Detailed Income & Expenditure by Budget Heading as at 30/03/2026

Month No: 12

Committee Report LS DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4453 Cost - Winter Event	0	7,205	6,000	(1,205)		(1,205)	120.1%	2,705
Winter Event :- Indirect Expenditure	<u>0</u>	<u>7,437</u>	<u>6,000</u>	<u>(1,437)</u>	<u>0</u>	<u>(1,437)</u>	<u>124.0%</u>	<u>2,705</u>
Net Expenditure	<u>0</u>	<u>(7,437)</u>	<u>(6,000)</u>	<u>1,437</u>				
6000 plus Transfer from EMR	1,500	2,705	0	(2,705)				
Movement to/(from) Gen Reserve	<u>1,500</u>	<u>(4,732)</u>	<u>(6,000)</u>	<u>(1,268)</u>				
303 Entertainments								
4179 Events/Entertainment General	2,984	9,493	5,000	(4,493)		(4,493)	189.9%	4,493
Entertainments :- Indirect Expenditure	<u>2,984</u>	<u>9,493</u>	<u>5,000</u>	<u>(4,493)</u>	<u>0</u>	<u>(4,493)</u>	<u>189.9%</u>	<u>4,493</u>
Net Expenditure	<u>(2,984)</u>	<u>(9,493)</u>	<u>(5,000)</u>	<u>4,493</u>				
6000 plus Transfer from EMR	3,000	4,493	0	(4,493)				
Movement to/(from) Gen Reserve	<u>16</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>0</u>				
304 Tourism								
4311 Christmas Tree	0	2,151	900	(1,251)		(1,251)	239.0%	
4318 Town Tourism	1,902	1,902	100	(1,802)		(1,802)	1902.0%	1,503
Tourism :- Indirect Expenditure	<u>1,902</u>	<u>4,053</u>	<u>1,000</u>	<u>(3,053)</u>	<u>0</u>	<u>(3,053)</u>	<u>405.3%</u>	<u>1,503</u>
Net Expenditure	<u>(1,902)</u>	<u>(4,053)</u>	<u>(1,000)</u>	<u>3,053</u>				
6000 plus Transfer from EMR	1,503	1,503	0	(1,503)				
Movement to/(from) Gen Reserve	<u>(399)</u>	<u>(2,550)</u>	<u>(1,000)</u>	<u>1,550</u>				
305 Carnival								
4312 Newmarket Carnival	0	12,394	7,500	(4,894)		(4,894)	165.3%	4,894
Carnival :- Indirect Expenditure	<u>0</u>	<u>12,394</u>	<u>7,500</u>	<u>(4,894)</u>	<u>0</u>	<u>(4,894)</u>	<u>165.3%</u>	<u>4,894</u>
Net Expenditure	<u>0</u>	<u>(12,394)</u>	<u>(7,500)</u>	<u>4,894</u>				
6000 plus Transfer from EMR	0	4,894	0	(4,894)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>(7,500)</u>	<u>(7,500)</u>	<u>0</u>				
306 Memorial Gardens								
4012 Water Rates	0	2,319	2,500	181		181	92.7%	
4016 Cleaning	731	2,609	3,000	391		391	87.0%	
4037 R&M - Grounds	197	1,685	5,000	3,315		3,315	33.7%	
4041 R&M - play-equipment	2,238	14,056	5,000	(9,056)		(9,056)	281.1%	6,818
4046 Opening/Closing Costs	429	6,122	6,500	378		378	94.2%	

Detailed Income & Expenditure by Budget Heading as at 30/03/2026

Month No: 12

Committee Report LS DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Assets Purchased	0	1,209	0	(1,209)		(1,209)	0.0%	1,728
4112 Water Feature	0	1,085	5,000	3,915		3,915	21.7%	
Memorial Gardens :- Indirect Expenditure	3,595	29,085	27,000	(2,085)	0	(2,085)	107.7%	8,546
Net Expenditure	(3,595)	(29,085)	(27,000)	2,085				
6000 plus Transfer from EMR	1,728	8,546	0	(8,546)				
Movement to/(from) Gen Reserve	(1,867)	(20,539)	(27,000)	(6,461)				
307 Twinning								
4189 MLF twinning expenses	2,445	3,535	6,000	2,465		2,465	58.9%	
Twinning :- Direct Expenditure	2,445	3,535	6,000	2,465	0	2,465	58.9%	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	(2,445)	(7,232)	(8,000)	(768)				
310 The Severals Sports Facilities								
1002 Sports Hire Income	924	6,864	7,000	136			98.1%	
1005 Misc Income	0	8,653	0	(8,653)			0.0%	
1100 Grants Received	0	19,500	0	(19,500)			0.0%	
The Severals Sports Facilities :- Income	924	35,017	7,000	(28,017)			500.2%	0
4011 Rates	0	2,445	800	(1,645)		(1,645)	305.6%	
4012 Water Rates	0	310	1,500	1,190		1,190	20.7%	
4014 Electricity	0	1,213	2,500	1,287		1,287	48.5%	
4015 Gas	241	2,061	2,500	439		439	82.5%	
4016 Cleaning	0	240	500	260		260	48.0%	
4017 Fire Precautions	0	1,102	300	(802)		(802)	367.2%	
4036 R&M - Buildings	397	3,488	5,000	1,512		1,512	69.8%	
4037 R&M - Grounds	0	25,152	15,000	(10,152)		(10,152)	167.7%	10,000
4038 Furniture/Fixtures/Fittings	0	16	1,000	984		984	1.6%	
4040 Trade Refuse Collections	0	779	800	21		21	97.4%	
4041 R&M - play-equipment	0	614	0	(614)		(614)	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	638	58,063	30,000	(28,063)	0	(28,063)	193.5%	10,000
Net Income over Expenditure	286	(23,046)	(23,000)	46				
6000 plus Transfer from EMR	0	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	286	(13,046)	(23,000)	(9,954)				

Detailed Income & Expenditure by Budget Heading as at 30/03/2026

Month No: 12

Committee Report LS DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services :- Income	2,113	57,499	28,000	(29,499)			205.4%	
Expenditure	27,681	396,333	241,064	(155,269)	0	(155,269)	164.4%	
Net Income over Expenditure	(25,567)	(338,835)	(213,064)	125,771				
plus Transfer from EMR	35,293	125,386	0	(125,386)				
Movement to/(from) Gen Reserve	9,726	(213,449)	(213,064)	385				
Grand Totals:- Income	2,113	57,499	28,000	(29,499)			205.4%	
Expenditure	27,681	396,333	241,064	(155,269)	0	(155,269)	164.4%	
Net Income over Expenditure	(25,567)	(338,835)	(213,064)	125,771				
plus Transfer from EMR	35,293	125,386	0	(125,386)				
Movement to/(from) Gen Reserve	9,726	(213,449)	(213,064)	385				



Report to	Leisure Services Committee
Subject	Events update for 2026
Purpose	Information
Classification	Unrestricted
Meeting date	7th April 2026
Item number	8
Written By	Charlotte O'Reilly – Events Manager
Summary:	This report gives summary information regarding events 2026 planned so far.

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. Old fashioned Fair rides
Budget: £6,000 (with EMR contingency funding if necessary)

MLF Twinning 2026

When: Friday 19th- Monday 22nd June 2026
Summary Details: Maisons Lafitte visit Newmarket.
Friday evening drinks reception and canapes at Town Hall. Saturday vineyard tour and wine tasting, then Apex show. Sunday Ely, afternoon tea and Sunday Supper at Heathcourt Hotel.
Budget: £10,000

Lexlink Twinning 2026

When: Friday 26th June.
Summary Details: Lexington Singers visiting Newmarket – joint concert with Newmarket Community Choir – Afternoon buffet reception at Masonic Lodge. Concert at Memorial Hall
Budget: joint with Kuoni Agent. Estimated cost £2000

Summer Entertainment 2026 x 6 dates

When: July 23rd, 30th, August 6th, 13th, 20th and 27th
Where: Memorial Gardens and Memorial Hall
Times: 12-3pm
Budget: £15,000

Grenadier Guards 2026 – Freedom of the Town

When: Saturday 12th September 2026
Where: High Street/ Tattersalls
Times: TBC
Summary Details: Road Closure, Parade to Tattersalls, Scroll

Remembrance Sunday 2026

When: Sunday 8th November 2026
Where: War Memorial/ Tattersalls
Times: TBC
Budget: £2,500

Christmas 2026 5-6th December – Memorial Hall or Severals
Food Festival 2027- Meeting planned with Tracey Harding – potential links with International Event for 2027



Report to	Leisure Services Committee
Subject	International Event 2027
Purpose	Information
Classification	Unrestricted
Meeting date	7th April 2026
Item number	9
Written By	Charlotte O'Reilly – Events Manager
Summary:	This report gives summary information regarding a new 2027 Event

International Event 2027

Interfaith Forum to provide guidance/contacts for faith leaders representing how diverse Newmarket has become.

September 2027

Representatives of as many nationalities living in Newmarket as possible

Food and drink stalls/trucks

National Costumes

Stalls

Crafts

Dancing/Music

- Irish Dancing
- Cheerleading
- Dance/acro/gymnastics
- Samba/salsa
- Tea dance

Suggested budget £10,000