

Membership from May 26

Councillor Borda
 Councillor Harvey
 Councillor Jarvis (Vice)
 Councillor Kavanagh
 Councillor McHugh (Chair)
 Councillor Winter

Members = 6

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 5th October 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:

- 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) **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 the previous meeting held 3rd August 2026**
 - 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 Leisure Services for the previous month
- 7) **Working Group Reports for LS** – to receive any reports from the NTC Working Groups that report directly to the Leisure Services Committee
- 8) **Events updates by the Events Manager for 2026/2027/2028**
- 9) **Event Publicity** – consider wider publicity mechanisms for Council events, news and information
- 10) **Food Truck** - to consider a request from a local food vendor for the Memorial Gardens
- 11) **Car Boot Sale dates 2027** – to approve recommended dates
- 12) **Correspondence**
- 13) **Date of next meeting Monday 7th December 2026**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 29th September 2026

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

THIS PAGE IS LEFT BLANK INTENTIONALLY



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee **Held on Monday 3rd August 2026 at 7:15pm**

Attendance:

Councillor J McHugh (Chair)
Councillor J Borda

Councillor J Harvey
Councillor P Winter

Also Present: N Alecock – Deputy Town Clerk, C O'Reilly – Events Manager, Councillors Berry as an observer, one member of the public and one member of the press

L/26/08/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting, read the fire safety notice and confirmed that the meeting is not being recorded.

L/26/08/2 Apologies for Absence

There were no apologies for absence. Cllrs Jarvis and Kavanagh were absent.

L/26/08/3 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/26/08/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 1st June 2026 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 1st June 2026 and Cllr McHugh made a proposal, seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

L/26/08/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 1st June 2026 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

Matters arising: The Events Manager confirmed that the Memorial Hall reception flooring is being installed next Monday and Tuesday.

L/26/08/5 Public Open Session

A member of the public spoke in relation to item 9, expressing concerns around the disproportionate spending on asset maintenance and the relatively high costs of delivering services, consequently limiting the ability of the Council to direct resources to other priorities. He asked, should the pavilion and potentially use of the Severals be granted to Fairstead House, whether this would be problematic for the public to access the Pavilion and for any events on the Severals. The Events Manager responded with some clarification of the position and this was considered at item 10 on the agenda..

Councillor Berry provided background information on item 8 Legend of the Turf

Book number 5 2026 -2027

(LOTT) and advised that he has 3 of the paving slabs at his home.

Cllr Harvey made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

L/26/08/5.01 Resolved

That item 8 be brought forward.

L/26/08/6 LOTT

The report was discussed and the Chair made a proposal, seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

L/26/08/6.01 Recommendation

Newmarket Town Council approve:

- a) To take on the ownership of the trail for further expansion and maintenance**
- b) To budget annually for funding LOTT costs**
- c) To work with the LOTT Committee regarding content and publicity and with SCC Highways or other qualified construction organisation to maintain/install further or existing plaques**

L/26/08/7 To Receive the Accounts

The draft accounts for July 2026 were received and noted.

L/26/08/8 Working Group Reports for LS

There were no reports.

L/26/08/9 Events Update

The Events Manager gave an update on events planned for 2026/2027.

The Twinning weekend was successful. The Twinning Association is looking to re-form now that the group is well established with new members.

The Lexilink visit was a huge success and the concert was a pleasant evening.

Current planned events:

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 – 11am – 1pm - conferment of Freedom of the Town – High Street Parade to Tattersalls

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

December – Friday 4th – Sunday 6th December 2026 – Memorial Hall

The Events Manager has been approached by a Tai Chi Instructor which may fit in with the wellbeing theme at the Spring 2027.

L/26/08/10 Pavilion

Book number 6 2026 -2027

The Chair made a proposal, seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

L/26/08/10.01 Resolved

That the item referring to the Pavilion be deferred to the next FTC meeting.

L/26/08/11 Correspondence

None noted.

L/26/08/12 Date of Next Meeting

Monday 5th October 2026 at the Memorial Hall.

Meeting closed at 7.44pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/26/08/4.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 1st June 2026 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>L/26/08/5.01 Resolved</u>	That item 8 be brought forward.
<u>L/26/08/6.01 Recommendation</u>	Newmarket Town Council approve: a) To take on the ownership of the trail for further expansion and maintenance b) To budget annually for funding LOTT costs c) To work with the LOTT Committee regarding content and publicity and with SCC Highways or other qualified construction organisation to maintain/install further or existing plaques
<u>L/26/08/10.01 Resolved</u>	That the item referring to the Pavilion be deferred to the next FTC meeting.

THIS PAGE IS LEFT BLANK INTENTIONALLY

30/09/2026

Newmarket Town Council Current Year 26/27

Page 1

12:59

Detailed Income & Expenditure by Budget Heading as at 28/09/2026

Month No: 6

Committee Report Leisure Services DRAFT M6

	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	0	8,999	20,000	11,001			45.0%	
1181 Grant Received WSC	0	1,000	0	(1,000)			0.0%	
Memorial Hall :- Income	0	9,999	20,000	10,001			50.0%	0
4011 Rates	0	7,546	9,360	1,814		1,814	80.6%	
4012 Water Rates	0	1,706	4,500	2,794		2,794	37.9%	
4014 Electricity	664	4,451	8,000	3,549		3,549	55.6%	
4015 Gas	158	2,361	7,500	5,139		5,139	31.5%	
4016 Cleaning	0	896	3,500	2,604		2,604	25.6%	
4017 Fire Precautions	0	892	500	(392)		(392)	178.4%	
4036 R&M - Buildings	12,101	39,017	70,000	30,983		30,983	55.7%	
4038 Furniture/Fixtures/Fittings	0	659	3,000	2,341		2,341	22.0%	
4040 Trade Refuse Collections	0	2,300	2,500	200		200	92.0%	
4044 Public Toilet Cleansing	0	33	400	367		367	8.2%	
4076 Grants	0	15	0	(15)		(15)	0.0%	
4078 Refreshment Costs-Venues	0	37	2,000	1,963		1,963	1.8%	
4080 PWLB Loan Charges (CAP + INT)	0	44,932	89,864	44,932		44,932	50.0%	
4095 Assets Purchased	0	926	0	(926)		(926)	0.0%	
Memorial Hall :- Indirect Expenditure	12,923	105,771	201,124	95,353	0	95,353	52.6%	0
Net Income over Expenditure	(12,923)	(95,772)	(181,124)	(85,352)				
301 Arts								
1043 Income - Tea Dance	0	166	1,000	834			16.6%	
Arts :- Income	0	166	1,000	834			16.6%	0
4440 Costs - Childrens' Events	0	13,912	15,000	1,088		1,088	92.7%	
4443 Costs - Tea Dance	100	365	2,000	1,635		1,635	18.3%	
Arts :- Indirect Expenditure	100	14,277	17,000	2,723	0	2,723	84.0%	0
Net Income over Expenditure	(100)	(14,111)	(16,000)	(1,889)				
302 Winter Event								
4453 Cost - Winter Event	700	700	10,000	9,300		9,300	7.0%	
Winter Event :- Indirect Expenditure	700	700	10,000	9,300	0	9,300	7.0%	0
Net Expenditure	(700)	(700)	(10,000)	(9,300)				

Continued over page

Detailed Income & Expenditure by Budget Heading as at 28/09/2026

Month No: 6

Committee Report Leisure Services DRAFT M6

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
4179 Events/Entertainment General	400	1,971	5,000	3,029		3,029	39.4%	
Entertainments :- Indirect Expenditure	400	1,971	5,000	3,029	0	3,029	39.4%	0
Net Expenditure	(400)	(1,971)	(5,000)	(3,029)				
304 Tourism								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
4318 Town Tourism	0	0	4,000	4,000		4,000	0.0%	
Tourism :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	0	(5,000)	(5,000)				
305 Carnival								
4312 Newmarket Carnival	0	0	10,000	10,000		10,000	0.0%	
Carnival :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
306 Memorial Gardens								
4012 Water Rates	0	1,762	2,500	738		738	70.5%	
4016 Cleaning	0	196	3,000	2,805		2,805	6.5%	
4037 R&M - Grounds	95	502	5,000	4,498		4,498	10.0%	
4041 R&M - play-equipment	0	1,761	5,000	3,239		3,239	35.2%	
4046 Opening/Closing Costs	811	4,186	6,500	2,314		2,314	64.4%	
4112 Water Feature	0	2,632	5,000	2,368		2,368	52.6%	
Memorial Gardens :- Indirect Expenditure	906	11,038	27,000	15,962	0	15,962	40.9%	0
Net Expenditure	(906)	(11,038)	(27,000)	(15,962)				
307 Twinning								
1005 Misc Income	0	1,744	0	(1,744)			0.0%	
Twinning :- Income	0	1,744	0	(1,744)				0
4189 MLF twinning expenses	0	5,710	10,000	4,290		4,290	57.1%	
Twinning :- Direct Expenditure	0	5,710	10,000	4,290	0	4,290	57.1%	0
4181 LEXLINK twinning expenses	200	4,856	10,000	5,144		5,144	48.6%	
Twinning :- Indirect Expenditure	200	4,856	10,000	5,144	0	5,144	48.6%	0
Net Income over Expenditure	(200)	(8,822)	(20,000)	(11,178)				

Detailed Income & Expenditure by Budget Heading as at 28/09/2026

Month No: 6

Committee Report Leisure Services DRAFT M6

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	2,530	7,000	4,470			36.1%	
The Severals Sports Facilities :- Income	0	2,530	7,000	4,470			36.1%	0
4011 Rates	0	2,567	2,740	173		173	93.7%	
4012 Water Rates	0	206	1,500	1,294		1,294	13.7%	
4014 Electricity	836	862	2,500	1,638		1,638	34.5%	
4015 Gas	20	337	2,500	2,163		2,163	13.5%	
4016 Cleaning	0	0	500	500		500	0.0%	
4017 Fire Precautions	0	112	600	488		488	18.7%	
4036 R&M - Buildings	0	3,831	15,000	11,169		11,169	25.5%	
4037 R&M - Grounds	0	0	8,000	8,000		8,000	0.0%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	814	880	66		66	92.5%	
4041 R&M - play-equipment	0	0	1,000	1,000		1,000	0.0%	
4044 Public Toilet Cleansing	0	4	150	146		146	2.9%	
The Severals Sports Facilities :- Indirect Expenditure	855	8,733	36,370	27,637	0	27,637	24.0%	0
Net Income over Expenditure	(855)	(6,203)	(29,370)	(23,167)				
Leisure Services :- Income	0	14,439	28,000	13,561			51.6%	
Expenditure	16,084	153,056	331,494	178,438	0	178,438	46.2%	
Movement to/(from) Gen Reserve	(16,084)	(138,618)	(303,494)	(164,876)				
Grand Totals:- Income	0	14,439	28,000	13,561			51.6%	
Expenditure	16,084	153,056	331,494	178,438	0	178,438	46.2%	
Net Income over Expenditure	(16,084)	(138,618)	(303,494)	(164,876)				
Movement to/(from) Gen Reserve	(16,084)	(138,618)	(303,494)	(164,876)				

THIS PAGE IS LEFT BLANK INTENTIONALLY



Report to	Leisure Services Committee
Subject	Events update for 2026/2027/2028
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	5th October 2026
Item number	8
Written By	Charlotte O'Reilly – EVENTS MANAGER
Summary: This report gives summary information regarding events 2026-2028 planned so far.	
Summer Entertainment 2026 x 6 dates to – to give feedback	
Grenadier Guards 2026 – Freedom of the Town – to give feedback	
BBC Radio 4 Any Questions	
<i>When: Friday 23rd October 2026</i> <i>Where: Memorial Hall</i> <i>Times: 6.30p – 7.15pm</i> <i>Summary Details: Political Panel show to be broadcast live from Newmarket. Panellists TBC</i>	
Remembrance Sunday 2026	
<i>When: Sunday 8th November 2026</i> <i>Where: War Memorial/ Tattersalls/ Masonic</i> <i>Times: 1.30- 4pm</i> <i>Budget: £2,500</i>	
Christmas 2026 4-6th December – Memorial Hall	
<i>When: Saturday 5th - Sunday 6th December 2026</i> <i>Where: Memorial Hall</i> <i>Times: Saturday Choir Concert with schools 5-7pm</i> <i>Sunday 1-3pm Inka Polar Bear show</i> <i>Budget: £10,000</i>	
Events for 2027/28	
• Spring 2027 Event: Wellbeing theme • Summer 2027: Groove 'n' Graze in the Garden. A series of events in the Memorial Gardens with music and food trucks, as per previous Council resolution. 1st Friday of June, July, Aug and Sept 2027 – collaborating with Love Newmarket BID. • July-August 2027 – to repeat 6 Summer entertainment Thursdays. • 2028: Lexington Link 25th Anniversary Visit- 25th anniversary of our twinning with Lexington, Kentucky. We would like to invite a contingency to Newmarket in 2028. <u>Please consider making a resolution for this event to go ahead and initial contact to be made and a budget considered with plans for an itinerary.</u>	

THIS PAGE IS LEFT BLANK INTENTIONALLY



Report to	Leisure Services Committee
Subject	Town Council Publicity
Purpose	Information/Decision
Classification	Unrestricted/Confidential
Meeting date	5th October 2026
Item number	9
Written By	Cathy Whitaker – Town Clerk

Summary: This report outlines the current Council mechanism for publicity of its events, news and information and makes some suggestions for discussion and consideration for expansion.

1.	Introduction
a.	Current mechanism: • Social Media(FB) and Council website – including sharing with local community socials • Newmarket Journal • Banners at Severals, Memorial Hall frontage, Avenue railings • Council noticeboards – Memorial Hall Gardens and front of Memorial Hall on High Street, A boards at Memorial Hall front door area, Pavilion noticeboard on building • Coming Soon – fulfilling a previous Council resolution to install some street light column banners • Newmarket BID digital noticeboards • Sharing with our stakeholders digitally
2.	Context
a.	Despite these actions, members of the public are constantly telling us that they are not aware of Council run events.
3.	Proposals/Action
a.	Consider a lockable noticeboard installation in the Guineas Shopping Centre where footfall is high which could be utilised also by our stakeholders for their events. Permission from The Guineas or West Suffolk Council will be required, dependent on the exact location chosen.
b.	Consider leafleting High Street shops with flyers and window posters for Council events.
c.	Consider providing a banner area (from NTC use only) area on the Severals fencing on Bury Road which will be visible for cars queueing and entering Newmarket.
d.	Consider an “as and when needed” contract with a social media content consultant to manage our posting on socials and website (NTC has done this previously).
4.	Financial/Resource Implications
a.	Noticeboard: est. cost of purchase – est. c. £1,250 plus installation fee (based on the Memorial Gardens noticeboard costs from the current year.
b.	High Street leafleting: Printing costs. Staff distribution time and availability. Variable.
c.	Severals banner area: Cost of mesh for the existing fencing for banners – est. £100. Extra banner printing per event - £70.
d.	Social Media content consultant: contract costs – to be ascertained. Staff time liaison.

5.	Next Steps/Recommendations
a.	To apply for permission to install a noticeboard in the Guineas area.
b.	To print and distribute window posters and flyers to High Street (and surrounding) establishments for NTC main events.
c.	To install mesh on two panels of fencing at the Severals by the Pavilion and to utilise this for display of banner for NTC main events.
d.	To re-visit the matter of engaging a social media content consultant, delegating the decision on and management of a local provider.



Report to	Leisure Services Committee
Subject	Car Boot Sale Dates 2027
Purpose	Information/Decision
Classification	Unrestricted/Confidential
Meeting date	5th October 2026
Item number	11
Written By	Charlotte O'Reilly- Events Manager

Summary:

1.	Introduction
a.	Proposed 2027 Dates
2.	Context
a.	Annually we allow charities to use Severals for Car Boot Sales as fundraising events
b.	
3.	Proposal/Options
a.	16/05, 30/05, 13/06, 27/06, 11/07, 25/07, 15/08, 29/08, 12/09
b.	To add September date due to popularity and better late summer weather
4.	Financial/Resource Implications
a.	To continue offering this free of charge
5.	Next Steps/Recommendations
a.	To approve these dates for publication
b.	To continue offering these bookings free of charge