

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 **Monday 2nd February 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 1st December 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 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**
 - i) **Christmas at the Sevels recap**
 - ii) **Newmarket Earth Day 2026**
 - iii) **2026 Event Planning**
- 9) **Wedding Prices** - to consider proposed updates
- 10) **Food Festival 2027** – to discuss whether the Town Council wishes to take on the running of this event
- 11) **Fire Doors** – to consider quotes to bring the Memorial Hall and Pavilion fire doors up to the required standard
- 12) **Correspondence**
- 13) **Date of next meeting TUESDAY 7th April 2026**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 27th January 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 1st December 2025 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, N Alecock – Deputy Town Clerk and Cllr Revitt as observers and 1 Member of the Press.

L/25/12/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting, read out the fire safety notice and confirmed that the meeting is being recorded by the Minute Assistant.

L/25/12/2 Resignation of Chair for the Leisure Services Committee

Cllr Harvey tendered his resignation as Chair of the Leisure Services Committee and this was received by the Committee.

L/25/12/3 Election of Chair for the Leisure Services Committee for the Municipal Year to May 2026

Cllr Harvey nominated Cllr McHugh, seconded by Cllr Hulbert. There were no other nominations. A vote was taken which was unanimous and the following was agreed:

L/25/12/3.01 Resolved

That Cllr McHugh be elected as the Chair for the Leisure Services Committee for the Municipal Year to May 2026.

Cllr Harvey left the Chair and Cllr McHugh took the Chair.

L/25/12/4 Apologies for Absence

Apologies were received from Cllr Nobbs.

L/25/12/5 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/25/12/6 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 6th October 2025 and Any Matters Arising

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

L/25/12/6.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 6th October 2025 be adopted and signed as a true record by the outgoing Chair (Cllr Harvey) of the Leisure Services Committee.

Matters arising:

L/25/10/12.01 Recommendation – the new noticeboard for the Memorial Gardens is on order and in production.

L/25/12/7 Public Open Session

No members of the public were present.

L/25/12/8 To Receive the Accounts

The draft accounts for November 2025 were received and noted.

L/25/12/9 Budget 2026/2027

Town Clerk presented the Leisure Services Budget for 2026/2027 and explained that the 42% increase was due to the high maintenance costs for the Memorial Hall this year with having to replace the lift, the heating system, refurbish the public conveniences and repair leaks and malicious damage. Relevant Earmarked Reserves are in need of replenishment and a plan for saving for future year's repairs and maintenance for the ageing assets within our care.

The Leisure Services budget for 2026/2027 was considered and Cllr Winter made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

L/25/12/9.01 Recommendation

That the Leisure Services Budget for 2026/2027 at £ 303,494 be approved.

L/25/12/10 Chairs

A report on the current condition of the chairs in the Memorial Hall and possible replacements was considered. Cllr Winter made a proposal seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

L/25/12/10.01 Recommendation

That the replacement of 5 trolleys and 150 chairs at £9,480.50 for the Memorial Hall be approved.

L/25/12/11 Working Group Reports for LS

There were no reports. Cllr Kavanagh requested that she join the Environmental Working Group. This will be noted at the Full Council meeting on 15th December.

L/25/12/12 Events Update

The Events Manager presented the report, including feedback from the Railway 200 Model Railway Exhibition on 31st October and 1st November. This had been well attended and was something for the wider community.

Christmas at the Sevels is imminent – 4th to 7th December with a wide provision for

Book number 15 2025 -2026

all ages.

Plans for the Newmarket Earth Day on 25th April 2026 are underway with a meeting of the Working Group planned for early January.

2026 Events schedule was discussed: January – Railway 200 commemorative event/Town Trail launch – 30th January. February – half-term drop-in craft event.

March – suggestion of a possible Easter event. April – Earth Day. June – MLF

Twinning visit weekend of 21st June AND Lexington Singers / Newmarket

Community Choir joint choral event on 26th June. July/August – Summer

Entertainment holiday children's events. September – Grenadier Guards conferment of

Freedom of the Town and march/concert. October – possible Halloween children's

event. November – Remembrance Day/Armistice Day 2026. December – Christmas

2026,

The Committee thanked the Events Manager for all their work.

L/25/12/13 Correspondence

None noted.

L/25/12/14 Date of Next Meeting

Monday 2nd February 2026 at the Memorial Hall.

Meeting closed at 7:54pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/25/12/3.01 Resolved</u>	That Cllr McHugh be elected as the Chair for the Leisure Services Committee for the Municipal Year to 31st March 2026.
<u>L/25/12/6.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 6th October 2025 be adopted and signed as a true record by the outgoing Chair (Cllr Harvey) of the Leisure Services Committee.
<u>L/25/12/09.01 Recommendation</u>	That the Leisure Services Budget for 2026/2027 at £ 303,494 be approved.
<u>L/25/12/10.01 Recommendation</u>	That the replacement of 5 trolleys and 150 chairs at £9,480.50 for the Memorial Hall be approved.

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26/01/2026

Newmarket Town Council Current Year 2025-2026

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Detailed Income & Expenditure by Budget Heading as at 26/01/2026

Month No: 10

Committee Report DRAFT Leisure Services

	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	(2)	16,400	20,000	3,600			82.0%	
1016 Refreshments Income	0	188	0	(188)			0.0%	
Memorial Hall :- Income	(2)	16,587	20,000	3,413			82.9%	0
4011 Rates	0	8,358	7,700	(658)		(658)	108.5%	
4012 Water Rates	0	4,384	4,500	116		116	97.4%	
4014 Electricity	0	6,785	7,500	715		715	90.5%	
4015 Gas	0	4,439	6,500	2,061		2,061	68.3%	
4016 Cleaning	231	2,057	3,000	943		943	68.6%	
4017 Fire Precautions	0	88	600	512		512	14.7%	
4036 R&M - Buildings	3,606	92,467	15,000	(77,467)		(77,467)	616.4%	65,683
4038 Furniture/Fixtures/Fittings	0	14,325	3,000	(11,325)		(11,325)	477.5%	
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	520	2,000	1,480		1,480	26.0%	
4080 PWLB Loan Charges (CAP + INT)	0	89,864	89,864	1		1	100.0%	
4095 Assets Purchased	0	136	0	(136)		(136)	0.0%	
Memorial Hall :- Indirect Expenditure	3,838	225,885	142,564	(83,321)	0	(83,321)	158.4%	65,683
Net Income over Expenditure	(3,840)	(209,298)	(122,564)	86,734				
6000 plus Transfer from EMR	0	65,683	0	(65,683)				
Movement to/(from) Gen Reserve	(3,840)	(143,615)	(122,564)	21,051				
<u>301 Arts</u>								
1043 Income - Tea Dance	0	865	1,000	135			86.5%	
Arts :- Income	0	865	1,000	135			86.5%	0
4440 Costs - Childrens' Events	0	10,122	12,000	1,878		1,878	84.3%	
4443 Costs - Tea Dance	0	937	2,000	1,063		1,063	46.8%	
Arts :- Indirect Expenditure	0	11,058	14,000	2,942	0	2,942	79.0%	0
Net Income over Expenditure	0	(10,193)	(13,000)	(2,807)				
<u>302 Winter Event</u>								
4095 Assets Purchased	0	232	0	(232)		(232)	0.0%	
4453 Cost - Winter Event	0	7,205	6,000	(1,205)		(1,205)	120.1%	
Winter Event :- Indirect Expenditure	0	7,437	6,000	(1,437)	0	(1,437)	124.0%	0
Net Expenditure	0	(7,437)	(6,000)	1,437				

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Detailed Income & Expenditure by Budget Heading as at 26/01/2026

Month No: 10

Committee Report DRAFT Leisure Services

	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	68	5,256	5,000	(256)		(256)	105.1%	
Entertainments :- Indirect Expenditure	68	5,256	5,000	(256)	0	(256)	105.1%	0
Net Expenditure	(68)	(5,256)	(5,000)	256				
304 Tourism								
4311 Christmas Tree	0	1,178	900	(278)		(278)	130.9%	
4318 Town Tourism	0	0	100	100		100	0.0%	
Tourism :- Indirect Expenditure	0	1,178	1,000	(178)	0	(178)	117.8%	0
Net Expenditure	0	(1,178)	(1,000)	178				
305 Carnival								
4312 Newmarket Carnival	0	12,394	7,500	(4,894)		(4,894)	165.3%	4,894
Carnival :- Indirect Expenditure	0	12,394	7,500	(4,894)	0	(4,894)	165.3%	4,894
Net Expenditure	0	(12,394)	(7,500)	4,894				
6000 plus Transfer from EMR	4,894	4,894	0	(4,894)				
Movement to/(from) Gen Reserve	4,894	(7,500)	(7,500)	0				
306 Memorial Gardens								
4012 Water Rates	0	2,319	2,500	181		181	92.7%	
4016 Cleaning	0	1,878	3,000	1,122		1,122	62.6%	
4037 R&M - Grounds	0	1,459	5,000	3,541		3,541	29.2%	
4041 R&M - play-equipment	0	10,572	5,000	(5,572)		(5,572)	211.4%	
4046 Opening/Closing Costs	623	5,212	6,500	1,288		1,288	80.2%	
4095 Assets Purchased	1,209	1,209	0	(1,209)		(1,209)	0.0%	
4112 Water Feature	0	1,085	5,000	3,915		3,915	21.7%	
Memorial Gardens :- Indirect Expenditure	1,832	23,734	27,000	3,266	0	3,266	87.9%	0
Net Expenditure	(1,832)	(23,734)	(27,000)	(3,266)				
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 26/01/2026

Month No: 10

Committee Report DRAFT Leisure Services

	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	5,030	7,000	1,970			71.9%	
1005 Misc Income	0	8,653	0	(8,653)			0.0%	
The Severals Sports Facilities :- Income	0	13,683	7,000	(6,683)			195.5%	0
4011 Rates	0	2,445	800	(1,645)		(1,645)	305.6%	
4012 Water Rates	86	310	1,500	1,190		1,190	20.7%	
4014 Electricity	0	1,213	2,500	1,287		1,287	48.5%	
4015 Gas	0	1,150	2,500	1,350		1,350	46.0%	
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	2,200	5,000	2,800		2,800	44.0%	
4037 R&M - Grounds	0	25,117	15,000	(10,117)		(10,117)	167.4%	10,000
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	14	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	100	55,811	30,000	(25,811)	0	(25,811)	186.0%	10,000
Net Income over Expenditure	(100)	(42,128)	(23,000)	19,128				
6000 plus Transfer from EMR	10,000	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	9,900	(32,128)	(23,000)	9,128				
Leisure Services :- Income	(2)	31,135	28,000	(3,135)			111.2%	
Expenditure	5,838	346,590	241,064	(105,526)	0	(105,526)	143.8%	
Net Income over Expenditure	(5,840)	(315,455)	(213,064)	102,391				
plus Transfer from EMR	14,894	80,577	0	(80,577)				
Movement to/(from) Gen Reserve	9,054	(234,878)	(213,064)	21,814				
Grand Totals:- Income	(2)	31,135	28,000	(3,135)			111.2%	
Expenditure	5,838	346,590	241,064	(105,526)	0	(105,526)	143.8%	
Net Income over Expenditure	(5,840)	(315,455)	(213,064)	102,391				
plus Transfer from EMR	14,894	80,577	0	(80,577)				
Movement to/(from) Gen Reserve	9,054	(234,878)	(213,064)	21,814				

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Report to	Leisure Services Committee
Subject	Events update for 2026
Purpose	Information
Classification	Unrestricted
Meeting date	2nd February 2026
Item number	8
Written By	Charlotte O'Reilly – Events Manager
Summary: This report gives summary information regarding events 2026 planned so far.	
i)	Christmas at the Severals 2025 - feedback
	When: 4th – 7th December 2025 Where: Severals Grounds and Pavilion Budget: £10,000 +contribution from Youth Strategy Budget for YH Xmas party.
ii)	Covid Reflection Service
	When: Sunday 8th March 2026 Where: War Memorial Times: 12.30 Summary Details: Brief service by Revd Robert Otule
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. Old fashioned Fair rides Budget: £5,000 (with EMR contingency funding if necessary)
iv)	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
v)	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: joined with Kuoni Agent
	Summer Entertainment 2026 x 6 dates
vi)	When: July 23rd, 30th, August 6th, 13th, 20th and 27th Where: Memorial Gardens and Memorial Hall Times: 12-3pm Budget: £15,000

vii)	Grenadier Guards 2026
	When: Saturday 12 th September 2026 Where: High Street/ Tattersalls Times: TBC Summary Details: Road Closure, Parade to Tattersalls, Scroll
vii)	Remembrance Sunday 2026
	When: Sunday 8 th November 2026 Where: War Memorial/ Tattersalls Times: TBC Budget: £2,500
ix)	Christmas 2026
	When: Where: Times: Summary Details:



Newmarket Town Council

DIY Wedding Package

- 1 Day prior (9am-5pm) to set up and to have **ALL** supplies delivered
- 1 day for wedding day
- 5 hours to clean following day
- Hire of 15 x tables
- Hire of 100 x chairs
- Use of stage & PA system
- Use of disco lights and laser

Total Cost: £900.00 plus VAT

Pick & Mix Wedding Package

All of the above plus:

- Hire of 15 x table cloths
- Hire of 100 chair covers
- Hire of 100 x sashes from our collection
- Hire of 15 x small round vases

Total Cost: £2,000.00 plus VAT

All-in-One Wedding Package

All of the above plus:

- Newmarket Town Council Staff to set up

Total Cost: £2,500.00 plus VAT

£300 returnable damages deposit required for all of the above packages

Please note all bookings must be paid in full 14 days prior to event

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Memorial Hall - Fire door works

Date: 13/01/2026

This Estimate Is Presented To
Naomi Alecock
Newmarket Town Council

And Is Presented By
Jake Hayhoe

Since 2007, LAC Services (East Anglia) Ltd has been working with clients throughout the Midlands, East and Southern counties, helping them meet their fire safety needs. We are confident that we can successfully meet the needs of your project and offer you the following assurances.

All materials installed are certified products & supplied with correlating fire test certified data sheets. ✓

All operatives installing are trained & regulated under BM Trada Q-Mark 3rd party accreditation. ✓

Full documentary & photographic record provided upon of works. ✓

Insurance, H&S documents, RAMS and company policies all available upon request ✓ We are experienced and knowledgeable, often able to assist in an advisory capacity. ✓



ESTIMATE #	DATE	EXPIRES
5005	13/01/2026	13/04/2026

Title: Memorial Hall - Fire door works

CUSTOMER

Newmarket Town Council
Naomi Alecock
King Edward VII Memorial Hall
Suffolk CB8 8JP

SERVICE ADDRESS

King Edward VII Memorial Hall
Suffolk CB8 8JP

1. All materials installed are certified and supplied with their respective fire test certified data sheets.
2. All operatives installing are trained and regulated under BM Trada Q-Mark and/or BlueSky third-party accreditation.
3. Full documentary and photographic record provided upon completion of works and payment.
4. Insurance, Health and Safety documents, RAMS and company policies all available upon request.
5. A signed works order, together with a deposit payment, will always be required to schedule and/or commence work.

SUMMARY

Fire door maintenance:

To carry out fire door maintenance works as identified in our most recent non-intrusive survey. All work to be carried out in accordance with Bluesky fire door maintenance guidelines. Each door set maintained will be checked and certified under Bluesky fire door maintenance accreditation. Each door will be marked with an LAC Services (East Anglia) Ltd/Bluesky identity label specifying the operative's ID, the certifier's ID, materials manufacturer and date for future maintenance.

Fire door installation:

To carry out fire door replacement/installation works as identified in our most recent non-intrusive survey. All works to be completed as per relevant manufacturer guidance to achieve compliance with BM TRADA fire door installation regulations. Each door set installed will be checked and certified under BM TRADA fire door installation accreditation. Each door set will be marked with an LAC Services (East Anglia) Ltd/BM TRADA gold identity label or plug.



ESTIMATE #	DATE	EXPIRES
5005	13/01/2026	13/04/2026

PHOTOS



Newmarkettownhall-Replacementdoorsetspecs

		Total
Fire door maintenance		£3,672.68
<i>Inclusive of all door sets noted within the inspection as needing maintenance.</i>		
FD07		£2,202.36
<i>See specification sheet attached.</i>		
FD13		£2,707.72
<i>See specification sheet attached.</i>		
FD14		£2,905.72
<i>See specification sheet attached.</i>		
Total		£11,488.48

Subtotal £11,488.48

Please note that the values in this estimate are **exclusive of VAT** which will be invoiced at the prevailing rate and according to your declared status within or outwith the UK Government's Construction Industry Scheme.



ESTIMATE #	DATE	EXPIRES
5005	13/01/2026	13/04/2026

INCLUSIONS

- Pre site attendance to measure door sets, in preparation for replacement order.
- Administrative and sign off fees
- Waste disposal fees

EXCLUSIONS

- Fire stopping behind architraves has not been included within the works. On the sample inspection LAC conducted, it was found the door set was fitted tight to the substrate with no visible gaps. If the client would like us to check all other door sets during the works, then LAC can include for this as pre works order stage.
- Making good to existing walls/substrates is not included within the works. This will need to be completed by the client post installation.

TERMS & CONDITIONS

Please review our standard terms and conditions which can be found at <https://lacservices.co.uk/T&Cs.pdf> and any specific dates prior to work beginning.

-40% deposit and signed works order required before works proceed.

-LAC have provided a specification sheet for the door sets costed for. Any changes to the specification needs to be notified to LAC pre works order stage.

Fire door maintenance:

As the 'making good' of existing substrates following the maintenance work undertaken is outside of the contractual liability of LAC, but is possible under separate costing. Unless stated otherwise, any painting/decoration works will not have been included and will also be subject to additional costing to the fire door work. This includes any fire stopping behind architrave works, where making good will be expected following works. The removal of architraves is likely to cause minor making good to existing paint work/plaster, as well as minor damage to the existing architraves, which will need to be organised by the client following works. Should any new architraves be required where the existing snap during the works, this will need to be assessed and quoted for post works, as the quantity will be un-foreseen until works are completed. In the absence of



ESTIMATE #	DATE	EXPIRES
5005	13/01/2026	13/04/2026

information or RAL specification of colour from the client, LAC Services (East Anglia) Ltd cannot be held responsible for any inconsistency in colour match. Any snagging issues or concerns arising must be brought to our attention prior to certification. Following certification, any subsequent issues will be regarded as within the fire door maintenance programme and incur appropriate additional charges.

It should be noted that the survey prior to this work proceeding will be based on visual inspection up to, but not including, the point of disassembly. Consequently, there may remain doubts over compliance that can only be resolved by full replacement. We will endeavour to advise on these accordingly if and when they arise and it will remain the clients decision whether to proceed. Full client access available on request.

Any fire door maintenance works suggested within the survey but not included within the Bluesky regulated accepted guidelines will be documented within the final works report, however will not be third party certified. Such works will be completed as guided by the surveyor and in line with BS:8214 (best practice guidance for timber fire doors.) Furthermore, any estimated quantities or scope of works provided may differ during works on site when the LAC trained operative feels such difference is more practical, or required for compliance purposes.

Unless specified to the contrary in advance, these maintenance works will have been completed from a non-intrusive visual survey. As a result, maintenance works have not extended to any fire stopping activity between the door frame and surrounding substrate (i.e. the non-visible area behind the frame architraves) unless stated otherwise. Where a survey has specified the inclusion of sample inspections (requiring the random removal of architraves), it should be accepted that any resulting improvement may not be sufficient alone to achieve the intended fire resistance period without the inclusion of any remedial fire stopping identified. Where a random sample is found to fail the required standard, then the default course of action can only be a fully intrusive survey to determine the full extent of failure and proceed with confidence in a fully compliant outcome. Furthermore, should there be no confirmed evidence of suitable fire stopping behind the architraves or suggestions in our sample survey that the fire stopping is not suitable, it is advised that this is quoted for additionally and rectified in correlation with the door set works to aid the intention of achieving the intended fire resistance period. Such work may also cause the need for the fitted door sets to undergo additional maintenance work to return them to the original manufacturer specification, or as detailed in BS 8214:2016.

It must be noted that the fire resistance period recorded for each door set is an 'intended' fire resistance period only and there is still risk that this fire resistance period may not be achieved following maintenance works on the basis that any original fire door test is subject to door set tested being in a newer condition with full control over the installation/environment. Following inspection, maintenance certification issued for each door set is based on an assessment carried out at the date/time detailed within the record of maintenance activities report. The nature of the materials involved can be subject to varying degrees of external influence such as heating and humidity. Even other operational fittings (such as self-closing devices) can be impacted depending on the air flow through the building. These, together with wear and tear are key factors in the need for regulatory inspection and maintenance and the role of Responsible Person. LAC Services (East Anglia) Ltd will of course endeavour to assist with any difficulties following certification, but will in no way inherit liability unless relevant evidence of poor workmanship can be determined against the photographic evidence held. Any change will be considered a result



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of environmental damage subsequent to certification which in turn will typically require a suitable course of action, culminating in a need for re-certification.

Fire door installation:

Please note: the 'making good' of existing substrates following the installation work undertaken is outside of the contractual liability of LAC, but is possible under separate costing. Unless stated otherwise, any painting/decoration works will not have been included and will also be subject to additional costing to the fire door work. This includes any fire stopping behind architrave works, where making good will be expected following works. The removal of architraves is likely to cause This includes any fire stopping behind architrave works, where making good will be expected following works. The removal of architraves is likely to cause minor making good to existing paint work/plaster, as well as minor damage to the existing architraves, which will need to be organised by the client following works. Should any new architraves be required where the existing snap during the works, this will need to be assessed and quoted for post works, as the quantity will be un-foreseen until works are completed. architraves, which will need to be organised by the client following works. This includes any fire stopping behind architrave works, where making good will be expected following works. The removal of architraves is likely to cause minor making good to existing paint work/plaster, as well as minor damage to the existing architraves, which will need to be organised by the client following works. Should any new architraves be required where the existing snap during the works, this will need to be assessed and quoted for post works, as the quantity will be un-foreseen until works are completed. In the absence of information or RAL specification of colour from the client, LAC Services (East Anglia) Ltd cannot be held responsible for any inconsistency in colour match. Any snagging issues or concerns arising must be brought to our attention prior to certification. Following certification, any subsequent issues will be regarded as within the fire door maintenance programme and incur appropriate additional charges.

It must be noted that the nature of the materials involved can be subject to varying degrees of external influence such as heating and humidity. Even other operational fittings (such as self-closing devices) can be impacted depending on the air flow through the building. These, together with wear and tear are key factors in the need for regulatory inspection and maintenance and the role of Responsible Person. LAC Services (East Anglia) Ltd will of course endeavour to assist with any difficulties following certification, but will in no way inherit liability unless relevant evidence of poor workmanship can be determined against the photographic evidence held. Any change will be considered a result of environmental damage subsequent to certification which in turn will typically require a suitable course of action, culminating in a need for re-certification.

Any existing key suiting system where new cylinders are required to match the suite of the building, is not the responsibility of LAC Services. Should the existing cylinders match the profile of the new lock provided, LAC Services will switch the cylinder's as part of the installation at the request of the client. Where the profile or size of the cylinder does not match, the client will be required to contact their lock supplier and purchase/install these at their own cost due to confidentiality purposes.



The Pavillion - Fire door works

Date: 13/01/2026

This Estimate Is Presented To
Naomi Alecock
Newmarket Town Council

And Is Presented By
Jake Hayhoe

Since 2007, LAC Services (East Anglia) Ltd has been working with clients throughout the Midlands, East and Southern counties, helping them meet their fire safety needs. We are confident that we can successfully meet the needs of your project and offer you the following assurances.

All materials installed are certified products & supplied with correlating fire test certified data sheets. ✓

All operatives installing are trained & regulated under BM Trada Q-Mark 3rd party accreditation. ✓

Full documentary & photographic record provided upon of works. ✓

Insurance, H&S documents, RAMS and company policies all available upon request ✓ We are experienced and knowledgeable, often able to assist in an advisory capacity. ✓



LAC Services (East Anglia) Ltd

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Title: The Pavillion - Fire door works

CUSTOMER

Newmarket Town Council
Naomi Alecock
King Edward VII Memorial Hall
Suffolk CB8 8JP

SERVICE ADDRESS

2-4 Bury Rd
Newmarket, Suffolk CB8 7BP

1. All materials installed are certified and supplied with their respective fire test certified data sheets.
2. All operatives installing are trained and regulated under BM Trada Q-Mark and/or BlueSky third-party accreditation.
3. Full documentary and photographic record provided upon completion of works and payment.
4. Insurance, Health and Safety documents, RAMS and company policies all available upon request.
5. A signed works order, together with a deposit payment, will always be required to schedule and/or commence work.

SUMMARY

To carry out fire door maintenance work as identified in most recent fire door inspection carried out by the client.
Each door set will be reported on using a proprietary software template.

	Total
Fire door maintenance	£2,614.94
<i>Inclusive of all door sets inspected within the attached inspection</i>	
Total	£2,614.94

Subtotal £2,614.94



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Please note that the values in this estimate are **exclusive of VAT** which will be invoiced at the prevailing rate and according to your declared status within or outwith the UK Government's Construction Industry Scheme.

EXCLUSIONS

-Third party certification will not be provided for the maintenance work conducted. LAC have received confirmation from the on-site fire risk assessor, to confirm improving these door sets is suitable for this site.

TERMS & CONDITIONS

Please review our standard terms and conditions which can be found at <https://lacservices.co.uk/T&Cs.pdf> and any specific dates prior to work beginning.

Only those items photographed and listed within that survey have been provisioned within our estimate. Any items overlooked by the survey document, or of sufficient concern to the LAC operatives on site, will be identified to the client and any cost adjustment will be confirmed on our Works Order document prior to commencing work.

The 'making good' of existing substrates following the maintenance work undertaken is outside of the contractual liability of LAC, but is possible under separate costing. Unless stated otherwise, any painting/decoration works will not have been included and will also be subject to additional costing to the fire door work. This includes any fire stopping behind architrave works, where making good will be expected following works. The removal of architraves is likely to cause minor making good to existing paint work/plaster, as well as minor damage to the existing architraves, which will need to be organised by the client following works. Should any new architraves be required where the existing snap during the works, this will need to be assessed and quoted for post works, as the quantity will be un-foreseen until works are completed. In the absence of information or RAL specification of colour from the client, LAC cannot be held responsible for any inconsistency in colour match. Any snagging issues or concerns arising must be brought to our attention prior to certification. Following certification, any subsequent issues will be regarded as within the fire door maintenance programme and incur appropriate additional charges.

As the original fire door inspection has not been carried out by LAC, we are unable to offer any third party accreditation to the maintenance works once the job has been completed. It is highly recommended that LAC carry out our own full inspection before any maintenance works commence to produce a scope of work which can



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be regulated and accepted under a third party certified body, to ensure the intended fire resistance period has the best chance of being achieved in the event of a fire. Please note any fire door inspection will be chargeable.

It will be the responsible person's liability to proceed with this estimation without re-instructing a new inspection carried out by LAC. Such works will be completed as guided by the original surveyor only and or in line with BS:8214 where a clear scope of works hasn't been provided. The responsible person accepts that the original surveyor's suggestions will likely differ from LAC's suggestions and accepts full liability in this matter. It is recommended the original fire door surveyor attends site following works to ensure they are satisfied on the condition of the door sets as set out in their original inspection.

Where no scope of works detailing the required repairs for each door set has been provided, LAC will estimate the materials and potential scope of works required for budgetary purposes. Should the required works be unable to be completed within the estimate provided, LAC will highlight the necessary additional works required with supporting quotation. All quantities listed are therefore, estimations only and the scope of works is subject to change on site by our trained operatives to ensure compliance, providing works can be completed within the works order total provided. Furthermore, any estimated quantities or scope of works provided may differ during works on site when the LAC trained operative feels such difference is more practical, or required for compliance purposes.

Unless specified to the contrary in advance, these maintenance works will have been completed from a non-intrusive visual survey. As a result, maintenance works have not extended to any fire stopping activity between the door frame and surrounding substrate (i.e. the non-visible area behind the frame architraves) unless stated otherwise. Where a survey has specified the inclusion of sample inspections (requiring the random removal of architraves), it should be accepted that any resulting improvement may not be sufficient alone to achieve the intended fire resistance period without the inclusion of any remedial fire stopping identified. Where a random sample is found to fail the required standard, then the default course of action can only be a fully intrusive survey to determine the full extent of failure and proceed with confidence in a fully compliant outcome. Furthermore, should there be no confirmed evidence of suitable fire stopping behind the architraves or suggestions in our sample survey that the fire stopping is not suitable, it is advised that this is quoted for additionally and rectified in correlation with the door set works to aid the intention of achieving the intended fire resistance period. Such work may also cause the need for the fitted door sets to undergo additional maintenance work to return them to the original manufacturer specification, or as detailed in BS 8214:2016.

It must be noted that the fire resistance period recorded for each door set is an 'intended' fire resistance period only and there is still risk that this fire resistance period may not be achieved following maintenance works on the basis that any original fire door test is subject to door set tested being in a newer condition with full control over the installation/environment. Following maintenance works, each door set is based on an assessment carried out at the date/time detailed within this report. The nature of the materials involved can be subject to varying degrees of external influence such as heating and humidity. Even other operational fittings (such as self-closing devices) can be impacted depending on the air flow through the building. These, together with wear and tear are key factors in the need for regulatory inspection and maintenance and the role of Responsible Person. LAC Services



LAC Services (East Anglia) Ltd

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(East Anglia) Ltd will of course endeavour to assist with any difficulties following works, but will in no way inherit liability unless relevant evidence of poor workmanship can be determined against the photographic evidence held. Any change will be considered a result of environmental damage which in turn will typically require a suitable course of action, culminating in a need for re-inspection.

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