



Lisa Hamon
 Market Hall
 The High Street
 Saxmundham
 IP17 1AF

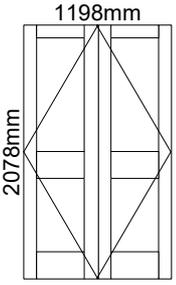
QUOTATION

Reference
 Quotation Number
 Date of Quotation 29 October 2025
 Validity 30 days

Thank you for your valued enquiry, below is a detailed specification for your project. Should you agree with the details please sign and return the order confirmation sheet enclosed with this Quotation. Should you require any changes please contact me when convenient to yourself.

By placing an order with Suffolk Joinery Ltd you are stating that you have read and accepted our;

- a) Terms of payment and invoicing as described below.
- b) Qualifications 'a to h' as described below
- c) Terms and Conditions of business available upon request

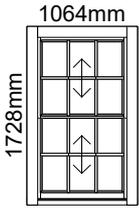
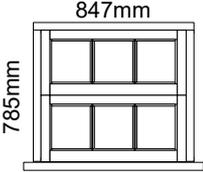
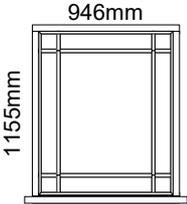
Item (sizes)	Description	Qty	Unit Cost	Total Cost
	Doors -40mm Double Door Panic Bar Set with Latch & Bolt. Timber Type: Accoya Teknos Exterior Stain Block Primer / Undercoat & Semi Matt Top coat 55.69 kgs	1	£2,679.62	£2,679.62
	To install new timber double door set including all ironmongery. (Double Door Panic Bar Set with Latch & Bolt) External finish - Little Greene's 'Goblin' Internal finish - satin white. Retain existing frame and repair where required. Paint with satin white paint.	1	£2,185.00	£2,185.00

Carried Forward £4,864.62

Page 1 of 3

Suffolk Joinery LTD
 Unit 30 Yew Tree Courtyard
 Earl Soham
 Woodbridge
 Suffolk
 IP13 7SG

Telephone: 01728 685500
 Mobile: Marcus 07932 029806
 Mobile: Sean 07562 603753
 Email: suffolkjoineryltd@gmail.com
 Web: suffolkjoinery.co.uk
 Company Registration Number: 15322306
 VAT Number: 458 5174 63

Item (sizes)	Description	Qty	Unit Cost	Total Cost
		Brought Forward		£4,864.62
	- (W01) Carefully remove existing window guard/grill and cart away. Remove existing rotted sill and replace with new timber sill, to match existing profile. Review condition and replace putty where required. Finish timber window in satin white paint. Allow to cart away all waste. 0.00 kgs	1	£1,850.00	£1,850.00
	- (W02) Carefully remove existing window guard/grill and cart away. Remove existing rotted sill and replace with new timber sill, to match existing profile. Review condition and replace putty where required. Finish timber window in satin white paint. Allow to cart away all waste. 0.00 kgs	1	£1,175.00	£1,175.00
	- (W03) Carefully remove existing window guard/grill and cart away. Remove existing rotted sill and replace with new timber sill, to match existing profile. Review condition and replace putty where required. Finish timber window in satin white paint. Allow to cart away all waste. 0.00 kgs	1	£1,480.00	£1,480.00
				<hr/>
				£9,369.62
				<hr/>
VAT @ 20%				£1,873.92
				<hr/>
Total				£11,243.54
				<hr/> <hr/>

Total Weight 55.69 kgs

NOTES:

Diagrams of windows, doors and frames indicate style viewed from the outside and do not reflect size. Other diagrams are showing a section through or a generic view.

Unless otherwise agreed our standard terms of payment are;

- 1) 10% deposit invoice. This is issued upon order received and secures a slot in our production.
- 2) 40% commencement invoice. This is issued once we start production.
- 3) 30% or 50% completion invoice. 50% is issued if installation is not included or separately listed. 30% is issued when installation is included in the cost but not detailed separately.
- 4) 20% this is invoiced if stage '3' is 30%, and covers the installation of the works and will be issued once all works on site are complete.
- 5) If a separate cost is detailed for installation this will be issued once works on site are complete.

QUALIFICATIONS

- a) All Joinery items are supply only for your collection, unless stated otherwise.
- b) Our standard top coat painting allows for one colour only to both inside and outside of joinery items. Two-tone colour painting is available at an extra cost.
- c) Kitchen quotes unless otherwise stated do not allow for electrical or plumbing works.
- d) Window and door quotes unless otherwise stated, do not include for the supply or installation of internal or external architraves, linings, Sub-sills or window boards.
- e) All installation costs are ESTIMATED only. Any unforeseen works that are revealed upon removing the existing item may be chargeable, including, but not limited to:
Structural problems like broken plaster, render, rotten timbers, missing lintels, or any brickwork that becomes loose during install etc, Any costs derived from the above would be chargeable to client at the time of discovery as an extra, or left for the client to arrange works to be completed by others.
- f) Our installations include for making good (perimeter sealing via cork/silicone/render) and minor surface-skim plaster repairs if required. We do not allow for the decoration of these repairs internally or externally
- g) All production, installation and delivery time estimates given either verbally or in writing will be worked towards to the best of our abilities, however due to the nature of our business we can not guarantee specific dates, or be held accountable for any impact against other trades or the like, should those dates prove unachievable.
- h) Our joinery is spray painted in our works, and/or hand painted on site. We use sprayable paints from various suppliers (Teknos, Movac, Morrells, Symphony) and these suppliers will match the recipe for a chosen colour from a supplier such as Farrow & Ball / Little Green / Dulux, etc, but we DO NOT use genuine paint from Farrow & Ball / Little Green / Dulux etc. Colour samples are available upon request.

Yours sincerely

Marcus Church

Dear Lisa

Please see below the cost to supply and fit joinery /joinery repairs as the spec you sent , I have taken for a full sill repair on the windows W01-02 and 03 this would include any box/frame repairs up to 300mm each side, I have made no allowance for any repairs to the sashes at this stage but I would allow a P/Sum for this of £1000.00+vat for all three should there be any work needed TBA.

After the sill repairs are completed, these will be left primed ready for painting by others, I have not taken for any prep work for painting on the windows other than they will be left in working order.

Supply and fit new doors with a spray paint primer and under coat ready to be top coated by others, including new hinges and locks as the spec

£2981.00+vat

Sill repairs W01 **£951.00+VAT**

Sill repairs W02 **£823.00+VAT**

Sill repairs W03 **£842.00+VAT**

I trust the above is all ok should you need any other help please call or email

Kind regards Darin Mills

Ashbocking Joinery Ltd

Lisa Hamon
Saxmundham Town Council

NJS Joinery
Sycamore Farm,
Somersham Road,
Bramford,
Suffolk, IP8 4NN
Telephone: 01473 839704
enquiries@njs-joinery.co.uk

ESTIMATE

Reference
Estimate Number 3980
Date of Estimate 17 December 2025
Validity 30 days

Hi Lisa,

Please see our estimate for the replacement doors as requested. Price is for doors only, with factory spray undercoat.

All ironmongery is excluded.

Please note price is for supply only and excludes fitting. Fitting would need to be done by others.

Collection from workshop as delivery not included.

Item (sizes)	Description	Qty	Unit Cost	Total Cost
	Door External doors Ironmongery spec: No Ironmongery allowed for in this door Timber type: Accoya Grade 1 Decoration spec: 2 coats only of Teknos Anti stain aqua 2901 primer (Further decoration by others) 75.89 kgs	1	£2,158.78	£2,158.78
				£2,158.78
				VAT @ 20% £431.76
				Total £2,590.54
50% deposit required with remaining balance payable prior to collection.				Deposit @ 50% £1,295.27
				Balance £1,295.27

Total Weight 75.89 kgs

NOTES:

Diagrams of windows, doors and frames indicate style viewed from the outside and do not reflect size.
All weights shown on this document are approximate and are intended to assist in manual handling considerations.
The colours shown are for presentation only and do not reflect the true finish colour of your timber or Joinery item.

Kind regards
Kirsty



Market Hall Trust

Committee	Market Hall Trust
Meeting Date	5 th January 2026
Item Number	6b
Report Title	Refurbishment of windows and replacement of rear door
Report Author	Lisa Hamon, Deputy Town Clerk

Background

The work to replace the Market Hall rear door and refurbish the surrounding windows has been granted planning permission and obtained Listed Building Consent.

Quotations for the work have been obtained from three joinery companies and are detailed below. A further two companies were approached for a quotation. One did not reply and the other declined to quote.

Applications have been made for grant funding from two sources, which are detailed below.

Grant Funding

The Principal Design and Heritage Officer at East Suffolk Council (ESC) has confirmed that Saxmundham Town Council is able to apply for grant assistance for the new door as well as the repair of the windows. A grant application form has been submitted, and the application has been successful. ESC has confirmed that they will offer a grant of 50% - the maximum rate – up to £5,000, whichever is the lower figure for the work. They would like work to be completed before 1st April 2026.

Details of the historic building grant scheme can be found here - [Historic Building Grant Scheme » East Suffolk Council](#)

A grant application has been made to Acre, a UK government funded organisation, which offer grants to make improvements to buildings of community use. Acre has informed us that all funds are currently allocated but has suggested that we apply anyway, as other projects may be cancelled or no longer need funding.

Quotations

Company 1

- Replacement door including painting and installation - £4,864.62 + vat
- Refurbishment of 3 windows, including painting and removal of all waste - £4505 + vat

Total - £9,369.62 + vat

Company 2

- Replacement door including installation **but not painting** - £2981 + vat
- Refurbishment of windows, including any repair to sashes **but not painting** - £3616 + vat

Total - £6,597 + vat

Company 3

- Replacement door supply only, no fitting or painting - **£2,158.76 + vat**

Company would not quote for refurbishment of windows.

Tim Leat, the architect for this project has worked with company 1 and 2 and has had good experience with both of them. Painting costs would need to be added to the quote for company 2, which would increase the amount. However the costs for the work to be carried out by company 2 would still potentially be around £2,000 less than company 1.

Recommendation

The choice is between Companies 1 and 2, as Company 3 are not able to carry out the window refurbishment work. Company 1 is more expensive than Company 2 but has presented a more professional and comprehensive quote and included all painting work in their quote. Company 2 has been responsive, and costs are lower, but their quote is less detailed.

Company 1 will be able to commence the work 6 weeks after order confirmation and complete by the middle of March. Company 2 will be able to complete the work 3 weeks after order confirmation. i.e. mid-February.

Market Hall - Fire Risk Assessment 2025

No.	Finding	Action	Responsibility	Status	Comments	Completion Date
1	In order to comply with BS6173 (2009) and GSIUR27, a gas interlock system should be fitted, to ensure that the commercial kitchen ventilation system is working before the gas is turned on.	Obtain quotes from a gas engineer	Maintenance Officer	Red	To be discussed at MHT meeting on 5/01/26	Jan-26
2	Documented evidence should be made available to show that all commercial catering equipment is subject to a schedule of maintenance by competent contractors	Further information has been requested from the Morgan engineer	Deputy Town Clerk	Yellow		Jan-26
3	Morgan Inspector informed maintenance officer that all 3 swing doors at the Market Hall need hooks removing and dogguards installed. This is not in the report so further information has been requested from the Morgan engineer	Await further information from the Morgan engineer	Deputy Town Clerk	Yellow		Jan-26
4	An independent specialist subcontractor should be employed to clean and service the cooking fume extraction canopies every 12 months	Contract a suitable to assess viability in view of the presence of asbestos in this area	Maintenance Officer	Red	To be discussed at MHT meeting on 5/01/26	Jan-26
5	A competent engineer should be instructed to resolve the current issues with the fire system	ExempliFire will resolve the issues in January 2026	Maintenance Officer	Yellow		Jan-26
6	Fire Door Keep Shut signage requires fitting to the hall to toilet doors	Maintenance Officer to source signage	Maintenance Officer	Red		Jan-26
7	A competent contractor should ensure that remedial works are completed to address the C1 and C2 non conformities identified with the electrical installation report	Peter King electrical to action on 12th January 2026	Maintenance Officer	Yellow		
8	Fire Exit Keep Clear signage requires fitting to the main front door	Maintenance Officer to source signage	Maintenance Officer	Red		Jan-26

FIRE RISK ASSESSMENT



Saxmundham Town Council

29 High Street, Saxmundham, IP17 1AF

ASSESSED BY	Lawrence David
ASSESSED ON	29/10/2025
APPROVED BY	Brian Walker
APPROVED ON	31/10/2025
ASSESSMENT REF.	RB-HDU1CD
RECOMMENDED REVIEW DATE	29/10/2026
VERSION	1

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1 INTRODUCTION

Overview

A **fire risk assessment** is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement.

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, e.g. occupier, owner, or manager.

Enforcement

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

Assessment Review

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (e.g. fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (e.g. young persons, those with disability)

Managing Fire Safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

Significant Findings

The Significant Findings section contains actions that should be addressed based on their priority scores. Continue to implement control measures and monitor them for effectiveness.

Assessment Risk Scoring & Methodology

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen.

The type of people that occupy a building, the risk of arson, and the ignition sources present are common examples of what affects the likelihood of fire. However, fairly simple steps can often be taken to reduce the possibility of fire.

The other objective is to mitigate the severity of a fire, its intensity and the smoke it produces. Occupants' mobility and their ability to escape are primary considerations, along with how quickly the fire would spread and how many people it might affect.

The matrix below explains how the assessor determines the building risk score. Carrying out the assessment's action recommendations should reduce the risk score.

SEVERITY ► ▼ LIKELIHOOD	TRIVIAL HARM	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	TRIVIAL	TOLERABLE	TOLERABLE	MODERATE
MEDIUM	TOLERABLE	TOLERABLE	MODERATE	SUBSTANTIAL
HIGH	TOLERABLE	MODERATE	SUBSTANTIAL	INTOLERABLE

- TRIVIAL** RATING: Limited action is required, review FRA as recommended; existing controls are generally satisfactory.
- TOLERABLE** RATING: No major additional controls required. However, there might be a need for some improvements.
- MODERATE** RATING: Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
- SUBSTANTIAL** RATING: Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.
- INTOLERABLE** RATING: Imminent risk of significant harm. Immediate action required.

Action Timescales and Severities

All remedial actions are given a **timescale**. Ideally, this is the time to resolution, but where work takes longer (for example, because it is a large or more complicated piece of work), it must have at least been initiated within this timescale.



All remedial actions are also given a **severity** which distinguishes between matters that constitute breaches of legislation and those that do not. Under the relevant fire safety legislation, breach of the requirements of the legislation in respect of fire precautions constitutes a criminal offence only if the breach results in the risk of serious injury or death of one or more persons who are lawfully on the premises, or in the immediate vicinity of the premises, in the event of fire.



2 SUMMARY

Fire Risk Assessment

ASSESSMENT AND CERTIFICATE REFERENCE

RB-HDU1CD

PRODUCED FOR THE RESPONSIBLE PERSON

Morgan Fire Protection Limited

ASSESSED ON, BY

29/10/2025, Lawrence David MIFSM, AIFireE, AIFPO, TFRAR

SPECIFICATION CONFORMS TO

Our own internal quality system.

APPROVED / VALIDATED ON, BY

31/10/2025, Brian Walker GFireE MIFSM TechIOSH

ASSESSMENT SCOPE

Assessment applies only to the building specified.

RECOMMENDED REVIEW DATE

29/10/2026

FINDINGS

7 Actions / 33 Controls

Assessed Property

PROPERTY NAME

Saxmundham Town Council

ADDRESS

29 High Street
Saxmundham
IP17 1AF

PROPERTY REFERENCE

RB-P29R47

FIRE RISK RATING

LIKELIHOOD **LOW**

Very low likelihood of fire as a result of negligible potential sources of ignition.

SEVERITY **SLIGHT HARM**

Outbreaks of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs). Typically high level of compartmentation.

RISK **TOLERABLE**

No major additional controls required. However, there might be a need for some improvements.

ASSESSING ORGANISATION

Morgan Fire Protection Limited

14-16 Hillgrove Business Park, Nazeing Road, Nazeing, Essex, EN9 2HB



3 PROPERTY INFORMATION

Property Construction

Property Type

Community hall with kitchen for hire.

Construction and Materials

A grade two listed building of stuccoed brick single-storey 3-bay front recessed between flanking screen walls, 1-bay to left, 2 bays to right. Bays are defined by arcades of round arches on plain pilasters with imposts, those to screen walls blind. Double-leaf door under projecting flat hood with 6-pane overlight and circular clock face above recessed beneath central arch. Side arches have bottom-hung casements with glazing bars. Arch spandrels contain stucco laurel wreaths. Full width moulded cornice and low parapet surmounted in the centre by segment-headed panel. Shallow flight of steps with curving balustrade of stick railings leads to main door. INTERIOR: simple open hall without decoration.

External Wall System

No

Number of floors

Ground floor only

Height to Upper most floor

N/A

Area Covered by this assessment

The whole of the stated address.

Are there any inaccessible areas?

No

Any incidents of fire?

No

People and Use

Manager's Flat

No

Staff Accommodation / HMO

No

Hotel / Rooms for Hire

Yes

Occupancy Description

The building is known as market hall, it is used by various local communities on a hire basis ranging from play groups of children, birthday parties, weddings, and dance clubs.

Locally Responsible Person

Lisa Hamon

Maximum visitors at any one time

This building has two final exit doors with a travel distance from the furthest point of 14 metres. Based on the capacity calculations for this type of premises the maximum number of persons permitted at any one time would be 235.

Fire Safety Protection

Fire Alarm System

Appearing to have been installed to British Standard 5839-1 (relevant at the time of install) to a category L3

Evacuation Strategy

Full (Simultaneous) Evacuation

Sprinkler System

No

Ansul System

No

Fire Curtains

No

Evacuation Chairs

No

Smoke Vents

No

Dry/Wet Risers

No

Extinguishers

AFFF, Co2

Emergency Lighting

Internally and externally on escape routes.

Security

Doors and windows locked each time the hall has emptied at the end of hire.

Hose Reels

No

Other

No

Lightning Protection System

No

4 SERVICING AND INSPECTIONS

EQUIPMENT	FREQUENCY	DATE COMPLETED	CONTRACTOR	STATUS
Emergency Lights	Annual	15/08/2025	Exemplifire	Compliant
Fire Alarm System	6 monthly	15/08/2025	Exemplifire	Compliant
Fire Extinguishers	Annual	05/02/2025	Coastal fire	Compliant
Fixed Wire Testing	5 years	06/08/2025	R.W Curle	Incomplete
Gas Safety (Heating)	Annual	10/06/2025	JB Plumbing and heating	Compliant
PAT Testing	Annual	16/07/2025	Undertaken by in-house maintenance	Compliant

5 BUILDING LAYOUT

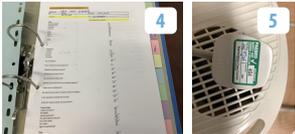
Entrance is via a double door on High Street into a lobby of male and female toilets, through a double door into the main hall with the stage directly ahead. On the right hand side of the stage is a second door leading to a meeting room on the left and kitchen on the right with a second final exit door leading onto Station Approach.

6 FINDINGS

This assessment identifies 7 actions and 33 controls.

7 ACTIONS	INCOMPLETE	33 CONTROLS	ONGOING
HIGH	2	ALL	33
MEDIUM	5		

Sources of Ignition

<p>Does the fixed electrical system appear to be in a good condition with a recent professional inspection?</p> <p>A competent contractor should ensure remedial works are completed to address the C1 & C2 non conformities identified with in the electrical installation condition report. Documentation should then be made available to evidence these works.</p> <p>WHY A recent EICR was in place by a NICEIC registered contractor. There were outstanding C3 and F1 findings and the installation was signed off as unsatisfactory.</p> 	<p>NO</p> <p>MEDIUM</p> <p>TRIVIAL</p> <p>REFERENCE RB-G4AZ9S DUE 31/01/2026 CATEGORY Servicing: Fixed Electrical</p>
<p>Does portable electrical equipment appear to be in a good condition, safely used and regularly tested?</p> <p>All portable items inspected were found to have been subject to portable appliance testing in line with the site frequency policy.</p> 	<p>YES</p>
<p>Is the use of multi way adapters and extension leads well managed?</p> <p>There were no multi-way adapters seen to be in use on the site.</p>	<p>N/A</p>
<p>Were any issues identified in relation to smoking?</p> <p>The building does not have a designated smoking facility, but there is a strict policy of no smoking within all areas of the property and in close proximity. The policy appeared to be fully adhered to during the visit.</p>	<p>NO</p>
<p>Were open fires or portable heaters (including external / patio heaters) used appropriately and safely?</p>	<p>NO OPEN FIRES OR PORTABLE HEATERS</p>
<p>Does the premises have a lightning protection system?</p>	<p>NOT CONSIDERED NECESSARY</p>
<p>Does basic security against arson by outsiders appear reasonable?</p> <p>It was reported that all doors and windows are locked when the premises is unattended with close circuit television installed externally</p>	<p>YES</p>



Sources of Fuel

- ? Is the level of housekeeping considered to be acceptable and combustible materials appear to be separated from ignition sources? **YES**

The level of housekeeping was to a good standard throughout the building. All escape routes were cleared of combustible items, there were no combustible items stored underneath or adjacent to sources of ignition.



- ? Was waste regularly collected and stored in appropriate quantities, safely away from the building? **YES**

Although bins were noted to be insecure at the front of the building it was suggested by the representative on site that this did not represent any significant risk based on their knowledge of the area.



- ? Were any flammable liquids or gases stored on site? **NO**

No flammable liquids or gases were seen during the assessment, and none were brought to the assessor's attention.

- ? Does the property contain communal use kitchens? **YES**

- ? How would they best be described? **COMMERCIAL**

The kitchen is used for the food preparation of those hiring the hall, there is a range gas oven and hob, extraction hood, microwave, and kettle.



- ? Is the kitchen supplied with a suppression system? **NOT CONSIDERED NECESSARY**

Taking into consideration the level of compartmentation, the limited use of any fat fryers, the number of exits and smoke detection which is installed the installation of a suppression system is not considered necessary.

- ? Is duct work subject to regular deep cleaning? **NO**

Documentation relating to the extraction cleaning should be made available for inspection on site. Industry statistics reveal that 70% of fires in commercial premises originate in extract ventilation systems, often due to the build-up of fats. It should be ensured that an independent specialist subcontractor is employed to clean and service the cooking fume extraction canopies to a minimum of every 12 months. It would be recommended that the agreed frequency should be in line the requirements of any warranties or insurance specifications.

Good practice would suggest that photographic evidence and a certificate to prove this has been carried out are retained on site.

WHY There is no evidence available to demonstrate that a schedule of regular deep cleaning is undertaken on the extraction systems within the kitchen.



HIGH
SERIOUS

REFERENCE RB-71PNAG
DUE 01/12/2025
CATEGORY Management: Records & Log Books

? Is the kitchen fitted with a gas interlock system and safe isolation buttons?

In order to comply with BS6173 (2009) and GSIUR27 a gas interlock system should be fitted. These systems are designed to ensure that the commercial kitchen ventilation system is working before the gas is turned on. This prevents a build up of potentially poisonous gas combustion fumes in the kitchen which would be harmful to the health of kitchen staff and others within the premises.

WHY Currently there are no arrangements in place for a gas interlock system in the kitchen area.

NO

MEDIUM
SERIOUS

REFERENCE RB-8CUJ4L
DUE 31/01/2026
CATEGORY Capital Works: Other Capital

? Is there evidence to show that filters, traps or other grease removal devices are cleaned on a regular basis?

? Is there evidence to show that all kitchen equipment is subject to regular maintenance? (Specifically deep fat fryers and frying ranges)

Documented evidence should be made available to show that all commercial catering equipment is subject to a schedule of maintenance by competent contractors.

WHY No evidence was available at the time of the visit to show that kitchen equipment was subject to a regular programme of maintenance

NO

MEDIUM
SERIOUS

REFERENCE RB-ZTG9HK
DUE 31/01/2026
CATEGORY Management: Records & Log Books

? Structurally, are there any combustible materials used that would enhance the external spread of fire?

NO

Means of giving warning and Fire-fighting

? Is the fire detection and warning installation suitable for the usage of the building?

A competent engineer should be instructed to resolve the current issues with the fire alarm system.

WHY At the time of the visit the fire alarm system was found to be in fault.



NO

HIGH
SERIOUS

REFERENCE RB-KVNS8Q
DUE 01/12/2025
CATEGORY Repairs: General Maintenance

? Is there a suitable zone plan installed?

There is a suitable zone plan adjacent to the fire alarm control panel.

YES



? Is the property provided with a compliant level of fire extinguishers and readily accessible? **YES**

- Extinguishing appliances are provided throughout the property which are within a suitable travel distance from any given point and appropriate for the local risks observed.



? If (wet or dry) risers are installed do they appear in a good condition and regularly serviced? **RISERS NOT INSTALLED**

? Are there adequate smoke control provisions to protect the common escape routes, where necessary? **NOT REQUIRED**

? Is an automatic fire suppression or sprinkler system installed? **NOT REQUIRED**

Escape from Fire

? Are there a sufficient quantity of compliant final exits and do all travel distances seem reasonable? **YES**

- The means of escape for this premises are adequate, travel distances are acceptable and cannot practicably be reduced, and exits are well indicated.
The floor and surfaces are in good visual condition.

WHY There are two final exit doors within the building, one at the front that would be used as the main door of entry and exit and one at the rear that would be used as the secondary escape mainly for those escaping from the kitchen, meeting room, or from the stage.



? Are all final exits easily openable (with electrical releases failing-safe)? **YES**

- The exit fastening on both final exit doors are a simple push pad to open which leads directly to ultimate safety.



? Was a reasonable level of standard and emergency lighting provided? **YES**

- Although there was no testing completed at the time of the visit it was considered that there were sufficient emergency lights installed on the escape routes.



? Are systems in place for compliant testing of the emergency lighting? **YES**

- It was stated that test key switch are located throughout the building in order to allow for compliant testing of the emergency lights. No testing was completed at the time of the assessment.



- If considered necessary, is the site supplied with adequate signage including compliant fire action notices? **YES**

- Fire action notices are installed within the premises and refer to the correct evacuation strategy for this premises, which is simultaneous evacuation. All Fire action notice details are infilled, giving the location of the fire assembly point and actions to take.



- Is there a suitable fire assembly point located? **YES**

- The assembly point is located where persons will not be at risk from oncoming fire appliances and in an area where occupants can assemble and be accounted for.

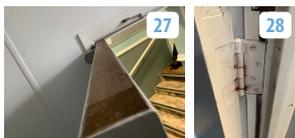
Fire Spread & Development

- From a visual inspection, does compartmentation throughout the building appear to be uncompromised and offering a suitable level of protection? **YES**

- Within the limitations of a non-intrusive fire risk assessment it would be suggested that the current level of fire separation between compartments was acceptable.

- Are fire doors, installed where required, in good condition, closing fully into the frame with an effective self-closer? **YES**

- No documents or test evidence could be provided to confirm the fire resistance of the kitchen door. Therefore, they are considered as notional fire doors. These doors would give some fire resistance as they are 44mm thick solid timber, fitted with internally mounted overhead self-closing devices. Intumescent strips and cold smoke seal's.



- Has the site avoided the wedging of fire doors? **YES**

- At the time of the visit fire doors were kept closed.

- Are doors fitted with correct signage?

- "Fire Door Keep Shut" signage requires fitting to identified doors.

WHY Doors lack correct signage.
LOCATION Hall to toilet doors.



- "Fire exit keep clear" signage requires fitting to the identified doors.

NO

MEDIUM
TRIVIAL

REFERENCE RB-YG9GCK
DUE 01/05/2026
CATEGORY Repairs: Signage

MEDIUM
TRIVIAL

WHY Doors lack correct signage.
LOCATION Main front door.



REFERENCE RB-5JVXJK
DUE 31/01/2026
CATEGORY Repairs: Signage

? Is there a reasonable limitation of linings that might promote the spread of fire? **YES**

● All wall and ceiling linings were considered to be appropriate and would not enhance the spread of fire. Furniture and furnishings appear to be in good condition and appear compliant with the current regulations.



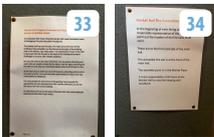
Procedures, Arrangement & Training

? Is there a process in place to manage and approve contractor RAMs, hot works and sign-in/out process? **YES**

● The contractor / visitor log book was completed and staff understood the need to use centrally procured contractors who submit RAMs for all works. They understood the hot works risk.

? Was a well considered and documented fire procedure understood and communicated effectively to staff and all other relevant persons ? **YES**

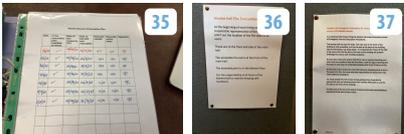
● There is a detailed fire safety policy which incorporates the individuals responsibilities in the event of fire.



? Are there enough staff to ensure an effective evacuation of the building and were fire drills properly recorded? **NO STAFF ON SITE**

● The site is not provided with any staff.

WHY The hall is used by various groups for community events, all hirers are informed of the actions to take in the event of a fire condition arising



? Do all relevant persons have appropriate induction and refresher training? **NO STAFF ON SITE**

● The locally responsible person had a good understanding of fire safety and their responsibilities.

? If there is a requirement for specialist safety or evacuation equipment was it in place, properly maintained and were staff trained to use it? **NO SPECIAL REQUIREMENTS**

? Based on local knowledge do perimeter security arrangements seem suitable? **YES**

● Due to its location and with input from the local responsible person the area seems to be a medium risk for antisocial behaviour. The current measures in place to prevent fire starting seem acceptable.

- ⊛ Have personal evacuation plans been completed for all relevant persons who may require one? (to include staff, visitors, volunteers, residents etc.) **N/A**
- ⊛ Have other responsible persons been identified in relation to this assessment? **NO**
- ⊛ Would the building be consider "In Scope" in relation to the Fire Safety (England) Regulations 2022? **NOT IN SCOPE**

Testing & Maintenance

- ⊛ Did log books show that the fire alarm (and any related equipment) was tested by staff? **YES**

● Evidence was made available to show that fire alarms are tested via alternating call points on a weekly basis.



- ⊛ Are certificates available to show that the fire alarm system and all interfaced equipment is subject to a compliant schedule of maintenance ? **YES**

● Evidence was presented to show that the fire alarm system is subject to regular maintenance visits in line with BS5839-1.

- ⊛ Is there evidence that emergency lights are tested on a monthly basis? **YES**

● Documentation was made available to show that emergency lights were tested for functionality on a monthly basis.



- ⊛ Are records available to show that emergency lights are subject to an annual full discharge test? **YES**

● Certificates were made available to show that a competent contractor had completed a full duration discharge of the emergency lighting in order to comply with guidelines within BS5266-1:2016.

- ⊛ Are heating and cooling systems maintained on an annual basis? **YES**

● Evidence of the boiler having undergone servicing by a registered engineer and gas safety certificates were made available for inspection.



- ⊛ Are fire extinguishers marked as having been subject to an annual service? **YES**

● All portable fire fighting equipment examined was found to have undergone a schedule test in the last 12 months in line with the requirements of BS5306.



? Is there adequate maintenance of the workplace including periodic inspection of external staircases and gangways? **YES**

● Based on the general appearance of the building, it would be suggested that a program of regular maintenance is completed.



? Are arrangements in place to ensure safe usage and maintenance schedules are in place for electrical and mechanical equipment in use within the site? **N/A**

7 ACTION PLAN

In order to comply with BS6173 (2009) and GSIUR27 a gas interlock system should be fitted. These systems are designed to ensure that the commercial kitchen ventilation system is working before the gas is turned on. This prevents a build up of potentially poisonous gas combustion fumes in the kitchen which would be harmful to the health of kitchen staff and others within the premises.

Currently there are no arrangements in place for a gas interlock system in the kitchen area.

REFERENCE RB-8CUJ4L

SEVERITY Serious

DUE BY / ASSIGNED TO

31 January 2026

COMPLETED ON / BY

Documented evidence should be made available to show that all commercial catering equipment is subject to a schedule of maintenance by competent contractors.

No evidence was available at the time of the visit to show that kitchen equipment was subject to a regular programme of maintenance

REFERENCE RB-ZTG9HK

SEVERITY Serious

DUE BY / ASSIGNED TO

31 January 2026

COMPLETED ON / BY

Documentation relating to the extraction cleaning should be made available for inspection on site. Industry statistics reveal that 70% of fires in commercial premises originate in extract ventilation systems, often due to the build-up of fats. It should be ensured that an independent specialist subcontractor is employed to clean and service the cooking fume extraction canopies to a minimum of every 12 months. It would be recommended that the agreed frequency should be in line the requirements of any warranties or insurance specifications.

Good practice would suggest that photographic evidence and a certificate to prove this has been carried out are retained on site. There is no evidence available to demonstrate that a schedule of regular deep cleaning is undertaken on the extraction systems within the kitchen.

REFERENCE RB-7IPNAG

SEVERITY Serious

DUE BY / ASSIGNED TO

1 December 2025

COMPLETED ON / BY

A competent engineer should be instructed to resolve the current issues with the fire alarm system.

At the time of the visit the fire alarm system was found to be in fault.

REFERENCE RB-KVNS8Q

SEVERITY Serious

DUE BY / ASSIGNED TO

1 December 2025

COMPLETED ON / BY

"Fire Door Keep Shut" signage requires fitting to identified doors.

Doors lack correct signage.

REFERENCE RB-YG9GCK

SEVERITY Trivial

LOCATION Hall to toilet doors.

DUE BY / ASSIGNED TO

1 May 2026

COMPLETED ON / BY

A competent contractor should ensure remedial works are completed to address the C1 & C2 non conformities identified with in the electrical installation condition report. Documentation should then be made available to evidence these works.

A recent EICR was in place by a NICEIC registered contractor. There were outstanding C3 and F1 findings and the installation was signed off as unsatisfactory.

REFERENCE RB-G4AZ9S

SEVERITY Trivial

DUE BY / ASSIGNED TO

31 January 2026

COMPLETED ON / BY

"Fire exit keep clear" signage requires fitting to the identified doors.

Doors lack correct signage.

REFERENCE RB-5JVXJK

SEVERITY Trivial

LOCATION Main front door.

DUE BY / ASSIGNED TO

31 January 2026

COMPLETED ON / BY

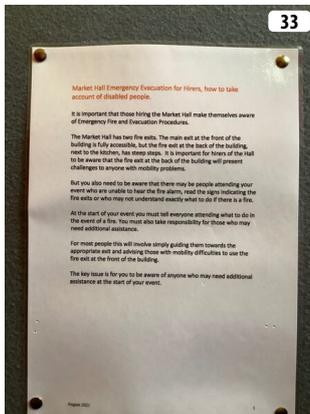
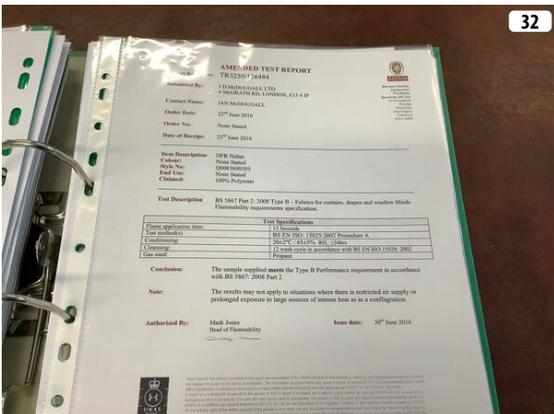
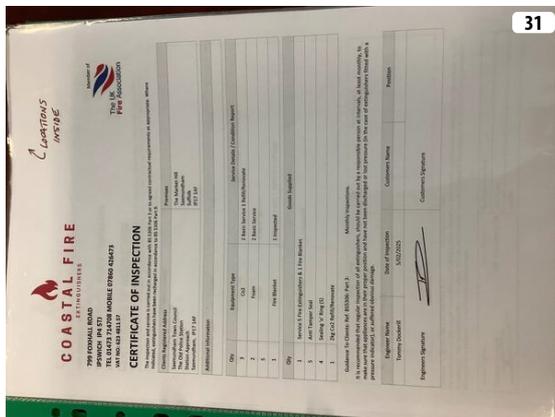
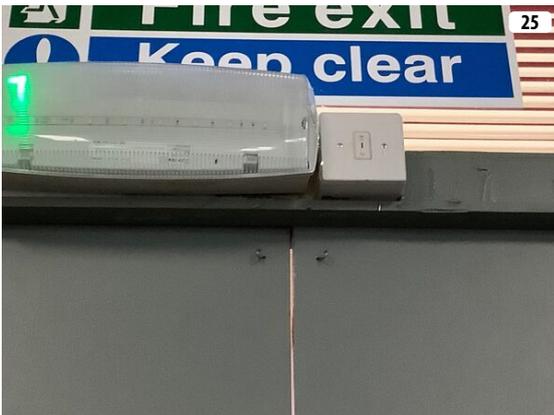
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Photos Continued...



Market Hall Budget Versus Actual Income and Expenditure 2025-2026

Code	Item	Budget 2025-2026	Income and Expenditure to 31/12/25	Percentage to 31/12/25
	Income			
1000	Hall Hire	£ 11,000	£ 4,054	37%
1020	Town Council - Grant	£ -	£ 5,000	
1021	Other Income	£ -	£ 50	
1090	Bank Interest	£ 200	£ 53	27%
	Transfer from General Reserve	£ 7,310	£ -	
		£ 18,510	£ 9,157	
	Expenditure			
4200	Cleaning	£ 4,215	£ 2,297	54%
4200	Sanitary Disposal	£ 1,285	£ 1,285	100%
4205	Utilities	£ 5,500	£ 4,014	73%
4235	Bank Charges	£ 150	£ 111	74%
4260	Broadband	£ 600	£ 405	68%
4270	Insurance	£ 1,800	£ 2,259	126%
4300	Refurbishment	£ -	£ 6,013	
4310	General Materials	£ 500	£ 336	67%
4320	General Maintenance	£ 3,000	£ 2,464	82%
4290	Financial Software	£ 880	£ 1,566	178%
4405	Website	£ 200	£ 150	75%
4240	Music Licence Fee	£ 200	£ 73	37%
4240	Premises Licence Fee	£ 180	£ 180	100%
	Transfer to General Reserve	£ -		
		£ 18,510	£ 21,153	
	Total Income	£ 18,510	£ 9,157	
	Total Expenditure	£ 18,510	£ 21,153	
	Variance	£ -	£ 11,996	

MARKET HALL - DECEMBER 2025

01/12/2025

Balance Brought Forward - Unity Trust Bank Current £3,684.42
 Balance Brought Forward - Unity Trust Bank Savings £9.57
£3,693.99

Payments

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
03/12/2025	n/a	Smartest Energy	Electricity - Month 8	£342.65	£57.11	£285.54	4205	Pre-Approved Payments List
03/12/2025	n/a	Smartest Energy	Gas - Month 8	£134.68	£6.41	£128.27	4205	Pre-Approved Payments List
02/12/2025	n/a	Wave	Water - Month 8	£68.02	£0.00	£68.02	4205	Pre-Approved Payments List
31/12/2025	n/a	Unity Trust Bank	Bank Charges - Month 9	£7.35	£0.00	£7.35	4235	Pre-Approved Payments List
31/11/2025	n/a	JT Peggs	General Materials	£28.70	£4.78	£23.92	4310	Pre-Approved Payments List
24/11/2025	n/a	East Suffolk Council	Premises Licence	£180.00	£0.00	£180.00	4240	Pre-Approved Payments List
				£761.40	£68.30	£693.10		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
26/11/2025	n/a	Lloyds Bank	Credit Card Charge - Month 9	-£3.00	£0.00	-£3.00	4235	Pre-Approved Payments List
17/11/2025	n/a	Canva	Annual Subscription (to be reimbursed)	-£100.00	£0.00	-£100.00	4400	Pre-Approved Payments List
21/11/2025	n/a	Amazon	General Materials (to be reimubursed)	-£68.97	£0.00	-£68.97	4320	Pre-Approved Payments List
22/11/2025	n/a	Etsy	Green Team - Thank You Gifts (to be reimbursed)	-£191.56	£0.00	-£191.56	4310	Pre-Approved Payments List
				-£363.53	£0.00	-£363.53		

Receipts

Date	Invoice No	Payer	Description	Amount	Code
17/12/2025	n/a	Saxmundham Town Council	Annual Subscription (to be reimbursed)	£100.00	4400
17/12/2025	n/a	Saxmundham Town Council	General Materials (to be reimubursed)	£68.97	4320
17/12/2025	n/a	Saxmundham Town Council	Green Team - Thank You Gifts (to be reimbursed)	£191.56	4310
				£360.53	

31/12/2025

Balance Carried Forward - Unity Trust Bank Current £2,920.02
 Balance Carried Forward - Unity Trust Bank Current £9.57
£2,929.59

MARKET HALL - NOVEMBER 2025

01/11/2025

Balance Brought Forward - Unity Trust Bank Current	£7,101.57
Balance Brought Forward - Unity Trust Bank Savings	£9.57
	<u>£7,111.14</u>

Payments

Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code	Authority
04/11/2025	n/a	Smartest Energy	Electricity - Month 7	£1,148.22	£191.37	£956.85	4205	Pre-Approved Payments List
04/11/2025	n/a	Smartest Energy	Gas - Month 7	£61.62	£2.93	£58.69	4205	Pre-Approved Payments List
02/11/2025	n/a	Wave	Water - Month 7	£93.79	£0.00	£93.79	4205	Pre-Approved Payments List
30/11/2025	n/a	Unity Trust Bank	Bank Charges - Month 8	£8.10	£0.00	£8.10	4235	Pre-Approved Payments List
10/11/2025	MH448	Grayling Communications	Hall Hire Refund	£105.00	£0.00	£105.00	1000	Pre-Approved Payments List
30/10/2025	n/a	Morgan Fire Protection Ltd	Fire Risk Assessment	£570.00	£95.00	£475.00	4320	Pre-Approved Payments List
30/10/2025	n/a	PPL/PRS	Music Licence - 2023-2024 Supplementary	£126.04	£21.01	£105.03	4240	Pre-Approved Payments List
03/11/2025	1/25MH	Mainstay Architecture	Rear Door Replacement and Window Refurbishment Plans	£840.00	£0.00	£840.00	4320	Market Hall Trust - 14/25MHT
14/11/2025	n/a	Clear Councils	Additional Insurance Premium	£220.42	£0.00	£220.42	4270	Market Hall Trust - TBC
				<u>£3,173.19</u>	<u>£310.31</u>	<u>£2,862.88</u>		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
30/11/2025	n/a	Lloyds Bank	Credit Brought Forward	£27.83	£0.00	£27.83	n/a	n/a
27/10/2025	n/a	Lloyds Bank	Credit Card Charge - Month 7	-£3.00	£0.00	-£3.00	4235	Pre-Approved Payments List
09/10/2025	n/a	East Suffolk Council	Christmas Fayre - Temporary Events Notice (to be reimbursed)	-£21.00	£0.00	-£21.00	4400	Pre-Approved Payments List
20/10/2025	n/a	East Suffolk Council	Planning Application - Full and Listed Building Consent	-£379.00	-£14.17	-£364.83	4300	Market Hall Trust - TBC
				<u>-£375.17</u>	<u>-£14.17</u>	<u>-£361.00</u>		

Receipts

Date	Invoice No	Payer	Description	Amount	Code
19/11/2025	n/a	Saxmundham Town Council	Christmas Fayre - Temporary Events Notice (reimbursement)	£21.00	4400
24/11/2025	n/a	Gannon Institute	Insurce Premium (reimbursement)	£110.21	4270
				<u>£131.21</u>	

30/11/2025

Balance Carried Forward - Unity Trust Bank Current	£3,684.42
Balance Carried Forward - Unity Trust Bank Current	£9.57
	<u>£3,693.99</u>