

EXMOUTH TOWN COUNCIL

CCTV Working Party

Notes of the meeting held at 10.00am on Friday 26 February 2021 via Zoom.

Present

Councillor Brian Bailey	BB	Exmouth Town Council
Councillor Cherry Nicholas	CN	Exmouth Town Council
Councillor Fred Caygill	FC	Exmouth Town Council
Councillor Ian Kirvan	IK	Exmouth Town Council
Councillor Maddy Chapman	MC	Exmouth Town Council
Councillor Pauline Stott	PS	Exmouth Town Council
Councillor Steve Gazzard	SG	Exmouth Town Council
Councillor Joe Whibley	JW	Exmouth Town Council
Lisa Bowman	LB	Town Clerk
Mollie Carey	MC	Note taker

1. Welcome and apologies.

FC welcomed all members to the meeting. No apologies were given.

2. Notes

Notes of the meeting held on 23rd September 2020 were agreed as a true representation on the meeting.

3. To receive an update from Councillor Caygill on progress towards establishment of a specification for replacement CCTV cameras in Exmouth.

FC gave an update to members on the progress that has been made towards establishing a specification for replacement CCTV cameras in Exmouth. The supporting specification document was sent to all members for viewing and scrutiny prior to the meeting.

Specification is for ten re-deployable cameras which can be used on the existing infrastructure posts / hardware and therefore of cost benefit to the Town Council. EDDC is handing over responsibility for the existing system and its infrastructure on the 31st of March 2021 so it is important to get something in place as soon as we can. The idea is to link the CCTV cameras into a hub within the Town Hall which will not be actively monitored but used for the review of footage as and when needed. The specification is for new cameras and a maintenance contract for five years.

FC invited LB to give an update on work that had been carried out prior to the specification document being established. LB updated members that the OPCC had first approached Exmouth Town Council about possible grant funding to support networked CCTV installations in Town/Parish Councils across Devon. An OPCC preferred supplier for CCTV installations then arranged site visits to various Town and Parish Councils and drew up a quotation to establish what would be needed in order for each Council to connect to a central monitoring hub, possibly at Exeter City Council. The idea was that Exmouth Town Council could strip out the cost and reuse the quotation as a specification document when contacting other firms/companies for quotation. The specification included the use of the old CCTV room within the Town Hall as a data centre/ monitoring hub and use of some of the existing EDDC infrastructure in place currently. The latest specification has moved on from that, as the monitoring hub at Exeter has not materialised and subsequent companies have recommended alternative locations for the monitoring systems and the use of more flexible, re-deployable cameras. However, there was scope to connect to a monitoring hub in future if deemed appropriate.

FC confirmed that the focus of this meeting was for the working party members to look at the specification document and agree for it to be sent to various companies for quotation.

LB suggested that when sending out the specification document, the CCTV camera locations should be included. As part of the quotation process, the specification asks prospective suppliers to provide costs for housing and fixings and it would be reasonable for them to want to know where the cameras are going to be. LB recommended that FC maps the locations with MC to produce a clear map of locations to be sent out with specification document.

All members were in agreement with the specification document.

4. To agree the contracting process and specification for the supply, installation and servicing of new CCTV cameras and any associated recommendation to Full Council.

Discussion took place regarding the process for Exmouth Town Council to invite quotations and it was agreed that the opportunity would be offered to selective companies who have expressed an interest previously, alongside the exiting CCTV contractor and companies that have been recommended to FC and LB.

It was discussed and agreed, in line with the Council's financial regulations, that there is no need to undertake a formal tender exercise on the basis that the new cameras being purchased constitute replacement parts for existing plant. This would expedite the process and coincide with the timescale in which EDDC will be handing over the existing system to Exmouth Town Council.

Once companies have been sent the invitation to quote, with a covering letter, the specification document and the map of the suggested locations, a two-week period will be given in order for them to submit their quotations and ask any relevant questions.

Following this process all submitted quotations will be evaluated against predetermined evaluation criteria. This will need to be tailored to the CCTV requirements which members of the Working Party will scrutinise and the outcome will form the basis of a recommendation to

Full Council. It was agreed that LB and FC will work on producing a score sheet for circulation to all members.

It was proposed by SG, seconded by PS and agreed by all that a recommendation should be made to Full Council in support of waiving the requirement for the Council to go to formal tender in line with the Council's financial regulations (11.1.A.iii) on the basis that the contract would cover replacement "parts for existing machinery or equipment or plant". However, a minimum of three quotes would be sought.

It was also unanimously agreed that the Working Party Members would review the quotations and award the contract based on the outcome of a scoring sheet.

An EGM of Full Council will need to be scheduled to ratify these decisions formally and the dates of future meetings would be confirmed following the receipt of quotations.

The meeting finished at *12:15pm*.