

EXMOUTH TOWN COUNCIL

CCTV Working Party

Notes of the meeting held at 2.00pm on Tuesday 23 March 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
Lisa Bowman	LB	Town Clerk
Mollie Carey	MC	Note taker

Apologies

Councillor Joe Whibley	JW	Exmouth Town Council
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1. Welcome and apologies.

FC welcomed all members to the meeting. Apologies were given.

2. Notes

The notes of the meeting held on 26th February 2021 were agreed as a true representation of the meeting.

3. To receive and review the quotations received for the replacement CCTV cameras.

FC asked members to confirm that they had received a summary document as well as an excel spreadsheet containing details of the quotations provided by three contractors from LB prior to the meeting. Five contractors in total had been proactively approached and asked to quote but two had declined to respond. The contractors had been asked to provide quotations based on a detailed specification provided by the Council so that a comparison could be made but the quotations had been anonymised (labelled A, B & C) in order for members to make a fair and unbiased decision. All members confirmed they had received the documentation.

Discussions took place regarding the three quotations received and they were all compared on the basis of the price of equipment, installation fees and call out charges. It was noted that there was a significant difference in the prices quoted even though the specification detailed the equipment required.

LB updated members on the money that was available for the project. Currently Exmouth Town Council have £70,000 in reserves for the cost of putting a new CCTV system in place. There is also a formal pledge from Devon County Council of £12,000 for CCTV in Exmouth and a grant of up to £15,000 is available from the OPCC. The funds from Devon County Council and the OPCC have been ear marked for Exmouth Town Council and will be released once purchase receipts have been supplied.

Based on the information given, the working party members decided to recommend that the Council awards the business to company A. This decision was based on value for money, the money available for the project and the reputation and prior experience of the company. This was proposed by BB, seconded by PS and unanimously supported by all.

Members were advised that an Extraordinary meeting of the Full Council will be scheduled to ratify this decision formally on the 29th of March at 7.15pm. This will enable the Council to place an order with Contractor A before the end of March so that the Council can take advantage of a discount that Contractor A is offering and also tie in with EDDC withdrawing support for CCTV on March 31st so that Exmouth Town Council can get the new cameras installed by the middle of April. This would coincide with EDDC's 28 day decommissioning phase of the equipment and system currently in situ.

It was also noted that LB had participated in an officers' meeting with Tim Childs, David Whelan (Community safety Officer), Steven Pratten and Andrew Ennis. The meeting was to discuss the handover of the CCTV and confirm timings. LB confirmed that she had informed EDDC at the meeting that Exmouth Town Council would not be requiring the EDDC Town Hall CCTV control room as the use of that room would necessitate a separate, chargeable lease with EDDC. Instead, it was proposed that a monitor for the new cameras be installed within the Town Council's demised area on the ground floor as this would not incur extra costs.

Further work is now required with regards to the unmetered power supply for the proposed installation points where the cameras will be situated. FC and LB will work with Julie Gregory to determine if an unmetered or metered power supply is needed following on from the handover of the electricity contracts from EDDC and report back at the next meeting.

Work is also underway on a CCTV Privacy impact statement and a data access policy.

4. To agree the recommendation to take to Full Council.

Members recommend that:

- **Financial regulations are waived in order to allow Lisa Bowman to proceed with the order for purchase of the CCTV equipment without the need for a formal tender process.**
- **A purchase order is issued to contractor A for the purchase of ten replacement CCTV cameras and that the contractor is awarded a service level agreement for two years. This is based on price and value for money as well as the strength of the supporting information supplied with the quotation in respect of the contractor's experience, reputation and reliability in meeting the needs for Exmouth's new CCTV cameras.**

The date of the next meeting is Thursday 18th May and meetings will be held quarterly in future.

FC thanked members of their help and support in this process.

The meeting finished at 2:37pm.